

 JOB DESCRIPTION

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| **JOB DETAILS**  |
| **Job Title**  | Community Radiographer |
| **Reports to**  | Community Superintendent Radiographer |
| **Band**  | 6 |
| **Department/Directorate**  | Specialist Services |

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| **JOB PURPOSE**  |
| The post-holder will perform x-ray services across our East Devon community hospital sites, including Tiverton, Exmouth, Sidmouth, Honiton, Ottery St Mary, Okehampton & Axminster. These sites incorporate planned and acute imaging services for GPs, Outpatients, Inpatients and Minor Injury Units/Urgent Care Centres.The post-holder is responsible for liaising with the Superintendent Radiographers in order to maintain the delivery of an effective diagnostic imaging service across the departments. This role will be predominately based within the community post but will be required to work on a rotational basis across multiple locations to include all community and acute hospitals within the Trust including the Devon Diagnostics Centre. The post holder will be required to participate in shift working, extended working day, and weekend rotas as appropriate.The post-holder will have a close working relationship with staff across a variety of professional boundaries in order to maintain efficient links with other wards and departments throughout the Trust.The post holder will be required to provide training to student radiographers, apprentice radiographers and junior radiographers, undertaking assessments according to local procedures (after completion of assessors training). |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Leadership & Management*** On a daily basis, be able to apply organisational and planning skills in the allocation and re allocating of time and resources to meet rapidly changing operational and clinical requirements.
* To be responsible for their actions and patient workload and be able to work unsupervised alongside being part of a multidisciplinary team.
* As required, to supervise the work of other qualified staff, students and support workers performing duties within the imaging department.
* To participate in the practical training of student radiographers and support and assist junior members of the radiographic staff in their duties, cascading necessary information and training as required.
* To be familiar with and adhere to all departmental guidelines and policies.
* To maintain a high standard of professional conduct and appearance at all times.
* To deputise for the Community Superintendent as required

**Professional & Clinical*** To perform general and specialist radiographic imaging procedures unsupervised to a high technical and professional standard, and to supervise and advise other radiographic staff and students performing such work.
* To work to high levels of specialist expertise in diagnostic imaging, demonstrating the practical application of professional skills that are underpinned by a robust theoretical knowledge.
* Whilst working within clearly defined occupational standards and professional guidelines, to exercise analytical judgement and interpretational skills to asses and if necessary, modify protocols when clinical findings indicate the need to do so.
* To be responsible for the correct care and use of equipment and resources generally throughout the department, but with particular emphasis on the specialist equipment used in diagnostic imaging.
* To be able to work in a single handed, autonomous capacity, with particular reference to performing out of hours duties or when working at community sites.
* To work within the relevant trust guidelines and policies when dealing with situations that present possible infection risks e.g. exposure to bodily fluids or that has the potential for compromising personal wellbeing such as aggressive or challenging patient behaviour.
* To be responsible for entering clinical data onto the RIS system and ensuring all images obtained are available on PACS.
* To be competent in the use of the Trust EPR
* To be able to work to the highest levels of professional competence, whilst at the same time having to provide the maximum degree of physical, emotional and mental effort required to perform accurate examinations on patients who can be critically injured, terminally ill or otherwise immobile and unable to offer any assistance.
* To be competent in performing and supervising the imaging of multiple trauma cases and similar difficult and complex cases that require the use of specialist radiographic techniques and adaptation of technique
* To maintain a high standard of professional conduct and appearance at all times.
* To be aware of legislation relevant to radiation protection, and to adhere to the ALARA principle to minimise exposure to patients, staff, and visitors.
* To report imaging equipment faults on the electronic reporting system and to bring to the attention of the Superintendent Radiographers any equipment malfunctions or faults that will materially affect the service offered by the Department, and implement procedures that will minimise disruption caused by such faults and to take this equipment out of use as required following departmental policy.
* To be aware of the need for the highest level of patient care at all times, with particular reference to the hazards posed by cross infection and similar risks.
* To be familiar with and adhere to all departmental clinical documentation procedures.
* To undertake any other duty appropriate to grade as directed by the Superintendent Radiographer, Lead Superintendent or Radiology Services Manager

**Communication*** To communicate in a concise and appropriate manner complex information regarding imaging procedures, including relevant risks and benefits, to patients and relatives, as well as other hospital staff.
* To be able to provide reassurance and overcome patient concerns and barriers of understanding in order to obtain the level of cooperation required to achieve a successful outcome.
* To work and communicate efficiently with other members of staff throughout the trust and beyond to assist in the provision of an efficient diagnostic imaging service to the Trust.
* To ensure that the Superintendent Radiographer/Lead Superintendent/Radiology Services manager is made aware of any matter which does or has the potential to affect the provision of the diagnostic imaging service.

**Training, education & CPD*** To show evidence of maintenance of general technical and professional skills and participation in Continuous Professional Development to such a level required to remain eligible for registration by the Health Professions Council.
* To maintain and continually update the specialist skills required to perform specialist imaging procedures, evidenced by participation in specialised post graduate training courses and programmes and to maintain a portfolio detailing this activity.
* To actively participate in training in specialist modalities across the department and ensure that competency is maintained through personal study
* To actively participate in departmental audit presenting findings as appropriate
* To undertake secondary duties as agreed with the Superintendent
* To assist in the delivery of “work experience” and return to “practice programmes” offered by the Department, having an up to date awareness of the most appropriate training schemes and programmes available.

**Quality systems & organisational arrangements*** To be aware of and adhere to, all relevant Trust wide and Departmental policies and procedures.
* To be aware of legislation relevant to patient confidentiality and to work to “best practice” guidelines at all times.
* To have a flexible approach to working hours, and be prepared to participate fully in such shifts, extended working day and on call working rotas as may be required.
* To be prepared to carry out duties appropriate to role and grade in any area of the Radiology department if exceptional circumstances make this necessary.
* To attend and participate fully in all Departmental meetings as required.
* To work closely with the Superintendent Radiographer in the monitoring and evaluation of existing processes and procedures associated with diagnostic imaging, participating fully in the development and introduction of revised improved methods of service delivery.
* To be prepared to participate in research and on-going audit activities within diagnostic imaging, and to suggest appropriate subjects for activities for consideration by the Division of Radiology and departmental audit and research co-ordinators.
* To regularly review documents and acknowledge changes and new SOP’s as required on Q-Pulse, ensuring compliance with any changes necessary

**Other Responsibilities*** To take part in regular performance appraisal
* To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling
* To contribute to and work within a safe working environment
* The post holder is expected to comply with Trust Infection Control Policies and conduct him/her/themselves at all times in such a manner as to minimise the risk of healthcare associated infection
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| **KEY WORKING RELATIONSHIPS**  |
| * Radiology Services Manager, Lead Superintendent and Community Superintendent Radiographer
* Consultant Radiologists and Radiology Registrars
* Senior nursing and support staff within the Medical Imaging Department
* Medical, nursing and administrative staff from wards and departments throughout the trust
* Patients and associated carers
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| **ORGANISATIONAL CHART**  |
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| **FREEDOM TO ACT**  |
| This role requires a high level of autonomy and independent working under protocol. The post-holder will usually be the only radiographer on-site unless undertaking clinical supervision sessions, so they should be able to manage their x-ray session independently and confidently, coordinating both booked x-ray patients and ad-hoc work via urgent care centres, minor injury units, outpatients and inpatient wards. The Superintendent Radiographer is contactable in multiple ways for advice and guidance (phone, email and MS Teams) but the post-holder will be encouraged to show autonomy and decision-making skills as part of their role as a senior community radiographer, within the framework set out by departmental protocols. |
| **COMMUNICATION/RELATIONSHIP SKILLS**  |
| As a Band 6 community radiographer, the post-holder will be expected to have good communication and interpersonal skills. They will be liaising with patients and their family members, gaining positive identification, explaining the x-ray procedure and providing information on attaining results as part of the after-care process. Imaging appointments can be a source of apprehension for patients, so compassionate care is essential.The post-holder will also develop good working relationships with the rest of the imaging team, administrative staff, other Trust staff such as Minor Injury Nurses and Paramedics as well as GPs and other primary care providers.In addition, the post-holder will regularly liaise with the Superintendent Radiographer regarding day-to-day clinical work as well as departmental projects such as audits.Student and apprentice radiographers also regularly visit our sites as part of their training programme, so the ability to provide training to future radiographers is also valued. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post-holder will be expected to have high analytical skills and good judgement. RDUH community radiographers triage/protocol x-ray requests using delegated authority under protocol, so decisions pertaining to IR(ME)R and whether to x-ray and what images are to be performed are a critical part of the role. Likewise having the experience to assess when an x-ray is likely to require urgent intervention or urgent reporting is expected.In day-to-day clinical radiography, radiographers will be asked to exercise good judgement on how to manage difficult or complex examinations when they arise |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Each community radiographer will be responsible for the safe running of their assigned site for the days they cover. They will start each day with a planned list of booked x-ray patients, and from there will use their organisational skills to ensure any ad-hoc imaging is performed safely and in a timely manner. For example an inpatient might require x-ray following an assessment by the ward team, and the radiographer on-duty will be tasked with using their organisational skills to liaise with the inpatient team over timing and perform the x-ray.Likewise, taking part in audit procedures, daily room check-lists, stock takes and ensuring the continuing good operation of each x-ray department is a shared organisational skill across community radiology. |
| **PATIENT/CLIENT CARE**  |
| Community radiography is a direct, front-line patient-facing role. The post-holder will be meeting and x-raying patients every day, across our seven x-ray sites. There is direct patient contact, so excellent clinical skills and the ability to provide compassionate and safe care is essential. |
| **POLICY/SERVICE DEVELOPMENT**  |
| The post-holder will work within departmental protocols. The post-holder will take part in departmental audit as part of service improvement and development. |
| **FINANCIAL/PHYSICAL RESOURCES**  |
|  N/A |
| **HUMAN RESOURCES**  |
| The post-holder will be responsible for any junior, apprentice or student radiographers with whom they are working. They will use their experience and expertise to provide support, guidance and training.  |
| **INFORMATION RESOURCES**  |
| The post-holder will use a variety of IT systems in the performance of their day-to-day work including; CRIS, PACS, EPIC as well as the User Interface software on our DR and CR x-ray systems. They will be required to use these systems to accurately record x-ray examination information, dose information and to ensure the safe arrival of radiographs to the PACS system. |
| **RESEARCH AND DEVELOPMENT**  |
| The post-holder will take part in departmental audit, including but not limited to; reject analysis, TLD wear and monitoring, daily room check-lists, quality assurance (QA) and marker audits. The post-holder will collect and present data as part of the community radiology team. |
| **PHYSICAL SKILLS AND EFFORT** |
| The post-holder will need to be able to move and position x-ray equipment, position patients and handle CR cassettes and wireless DR detectors. Patients from inpatient units or Urgent Care Centres will be arriving to the x-ray departments in beds or trolleys and will require safe manual handling. |
| **MENTAL EFFORT** |
| The post-holder will be required to concentrate for long periods of time, undertaking high-quality imaging throughout the day. Patients attending for x-ray could have a variety of mobility issues or complex needs, meaning that the post-holder will have to use mental effort to assess the situation and produce the best outcome. The workloads can be unpredictable and so the post-holder will need to use their experience and skills to adapt and overcome challenges when they arise. |
| **EMOTIONAL EFFORT** |
| The role can require emotional effort. A variety of patients are seen in the community radiology departments and this encompasses a wide spectrum of ill-health and significant, urgent or unexpected findings do occur. Likewise, patients who are attending as a result of injury or trauma can be distressed and so the post-holder will need to use emotional effort to support those patients and their relatives whilst delivering optimal care. |
| **WORKING CONDITIONS** |
| Post-holder will be expected to comply with IRR and IRMER regulations due the nature of working in a controlled area.  |
| **OTHER RESPONSIBILITIES**  |
| Take part in regular performance appraisal.Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.Contribute to and work within a safe working environment. You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal. You must also take responsibility for your workplace health and wellbeing:• When required, gain support from Occupational Health, Human Resources or other sources. • Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. • Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. • Undertake a Display Screen Equipment assessment (DES) if appropriate to role |
| **DISCLOSRE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you. Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

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| **Job Title** | Community Radiographer – Band 6 |

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| **REQUIREMENTS** | **At** **Recruitment** | **At PDR** |
| **QUALIFICATIONS / TRAINING**BsC in Diagnostic Radiography or equivalentCurrent Registration with the Radiographers board of the Health Care Professions CouncilNHS Leadership Academy award in Leadership FoundationsEvidence of commitment to ongoing CPD | EEDE | E EEE |
| **KNOWLEDGE / SKILLS**Proven skills in performing a wide range of general radiographic examinations to a high clinical and professional standard.Be aware of and able to implement the requirements of IR(ME)R and IRR with regard to radiation protection.To be able to demonstrate knowledge of IT skills | EEE | EEE |
| **EXPERIENCE**Proven ability to work unsupervised and as part of a multidisciplinary team.Experience of working in a ‘single handed’ capacity, with reference to shift / out of hours working.Experience of mentoring and supervising student radiographers | EEE | EEE |
| **PERSONAL ATTRIBUTES**Ability to communicate well with all grades and disciplines of staff, patients and relatives.Be reflective in thinking and outlook and be available as a source of advice, coping with multiple demands during the working day. | EE | EE |
| **OTHER REQUIREMENTS**Be prepared to deal with distressing and emotional situations on a daily basis. For example, badly injured or intoxicated patients. Patients or relatives who may be abusive or aggressive.To be physically able to safely and competently position and manoeuvre patients and equipment as a routine part of the daily duties, including wheelchairs, beds, stretchers and mobile x-ray units. To be able to wear lead protective clothing for long periods, such as during theatre cases and fluoroscopy sessions. | EEE | EEE |

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|  | **FREQUENCY****(Rare/ Occasional/ Moderate/ Frequent)** |
| **WORKING CONDITIONS/HAZARDS** | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** |  |  |  |  |
| Laboratory specimens |  |  |  |  |  |
| Contact with patients |  |  |  |  | 🗹 |
| Exposure Prone Procedures |  |  |  |  |  |
| Blood/body fluids |  |  | 🗹 |  |  |
| Laboratory specimens |  |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) |  |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) |  |  |  |  |  |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel) |  |  | 🗹 |  |  |
| Animals |  |  |  |  |  |
| Cytotoxic drugs |  |  |  |  |  |
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| **Risks requiring Other Health Surveillance** |  |  |  |  |
| Radiation (>6mSv) |  |  |  |  |  |
| Laser (Class 3R, 3B, 4) |  |  |  |  |  |
| Dusty environment (>4mg/m3) |  |  |  |  |  |
| Noise (over 80dBA) |  |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) |  |  |  |  |  |
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| **Other General Hazards/ Risks** |  |  |  |  |
| VDU use ( > 1 hour daily) |  |  |  |  | 🗹 |
| Heavy manual handling (>10kg) |  |  | 🗹 |  |  |
| Driving |  |  |  |  | 🗹 |
| Food handling |  |  |  |  |  |
| Night working |  |  |  |  |  |
| Electrical work |  |  |  |  |  |
| Physical Effort  |  |  | 🗹 |  |  |
| Mental Effort  |  |  | 🗹 |  |  |
| Emotional Effort  |  |  | 🗹 |  |  |
| Working in isolation |  |  |  | 🗹 |  |
| Challenging behaviour |  |  | 🗹 |  |  |