

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Senior Radiographer |
| **Reports to** | Clinical Manager |
| **Band** | 6 Qualified Mammographer  5/6 if training |
| **Department/Directorate** | Breast Care Unit, Surgical Services |

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| **JOB PURPOSE** |
| * Provide a symptomatic imaging service for patients attending the Breast Care Unit and assist in the efficient running of the service. * Chaperone and assist the Consultant Radiologists and Consultant Radiographer when performing ultrasound examinations and interventional procedures * Provide a professional, efficient and accurate clinical support function * The post holder may support either medical or non-medical staff, and enable the team to provide an effective and timely service * Provide excellent patient care which may include communication with distressed and anxious patients and relatives, treating them with tact and empathy and ensure that their care is paramount * Ensure all information is secure and confidentiality of information is maintained at all times * Ensure the professional image of the Trust is maintained at all times |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To perform mammography in a caring and professional manner to a high standard. * To understand and comply to IRMER and associated regulations.   To chaperone and assist with interventional procedures within the BCU as required, and with due regard to Health and Safety and Infection Control protocols.   * To provide information and support to patients and those accompanying them as required. * To maintain accurate clinical and technical records of work completed. * To understand the importance of, and participate in, Quality Assurance and Audit programmes. * To maintain and foster good working relationships with members of the multidisciplinary team and to provide an understanding of the specialist role of mammography and to provide a timely and quality service. * To take part and adhere to all relevant quality control tests and checks, reporting any variations from the norm or equipment faults / defects. * To ensure the daily and weekly ultrasound QA is undertaken and recorded. * To undergo self and peer review of mammograms on a regular basis. * To undertake continuing professional development as required by regulatory organisations. * To demonstrate clinical ability by constantly reflecting on practice and using validated research as an integral part of such practice. * To assist with the training and supervision of Radiographers undertaking the Certificate of Competency in Mammography and Assistant Practitioners who are training in mammography. * To provide supervision for Assistant Radiographic Practitioners. * To attend relevant clinical, professional and multidisciplinary meetings. * To chaperone and assist the Radiologists and Consultant Radiographer with the general care of patients attending the BCU. * To prepare necessary trolleys/trays and assist the Consultants with interventional procedures. * To assist during interventional procedures, with due regard to Health and Safety and Infection Control protocols. * To provide support and aftercare for patients undergoing interventional procedures. * To provide information and support to patients and those accompanying them as required. * Maintain accurate clinical and technical records of work completed. * To receive and respond to patient enquiries in a professional manner. * Ensure all data whether paper based or electronic is stored, retrieved and archived according to Trust standards and maintaining data protection requirements. * Use multiple computer systems as required within the department such as Epic and CRIS to ensure accurate and up-to-date patient details are maintained in line with Trust Information Governance policy * Respond to complaints where appropriate, escalating to Line Manager if unable to resolve * To understand data protection and ensure patient confidentiality is maintained at all times * To contribute to the efficient use of resources and demonstrate an awareness of budgetary limits. * To ensure adequate stock levels are maintained in the clinical rooms. * To ensure there are adequate supplies in the stock room, and to report any low levels to the Senior Radiographer in charge of ERP. * To ensure routine cleaning of the ultrasound rooms is undertaken according to the schedule. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: Clinical Radiographic Role  No. of Staff reporting to this role: 4 (2.5.23)    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | |  | * GPs * Patients, relatives and visitors | | * Radiographers |  | | * Assistant Radiographic Practitioners |  | | * Radiologists and Consultant Radiographer * Administration team in the Breast Care Unit * Clinical Manager * Breast Care Nurses * Cluster Manager – Specialist Surgery * Lead Breast Clinician * Consultants and other members of the medical team * Other members of the multi-professional clinical team |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * Undertake training as required to maintain competency/comply with Trust policies * Work within Trust policies – including those for confidentiality, data protection, health and safety fire protection, and annual appraisal * Adhere to the Trust Access Policy, Key Performance Indicators, government targets and standard operational policies and procedures |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Communicate effectively including discussion and written communication * Provide help and support as required to patients and relative who may be anxious and distressed. * Provide excellent patient care, in a calm and professional manner – some situations may be challenging * Proactively manage email communication in line with the RD&E’s Email Best Practice guidance * Provide excellent patient care, in a calm and professional manner – some situations may be challenging * To maintain and foster good working relationships with members of the multidisciplinary team, and to provide an understanding of the specialist role of mammography and to provide a timely and quality service. * Acknowledge and help all patients, visitors, staff attending the department. * Make and receive telephone calls according to Trust standards * Respond to complaints where appropriate, escalating to the line manager if unable to resolve. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To perform mammography to a high standard * To understand and comply to IR(ME)R and associated regulations. * To under go self and peer review of mammograms on a regular basis. * To undertake CPD as required by Regulatory organisations. * To demonstrate clinical ability by constantly reflecting on practice and using validated research as an integral part of such practice. * Ensure accurate and up-to-date patient details are maintained on patient information systems such as Epic and CRIS in line with Trust Information Governance policy * To contribute to the efficient use of resources and demonstrate an awareness of budgetary limits. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To understand the importance of, and participate in, Quality Assurance. * To ensure the daily and weekly ultrasound QA is undertaken and recorded. * To ensure routine cleaning of the ultrasound rooms is undertaken according to the schedule. * Make and receive telephone calls both external and internal according to Trust standards * Update IT databases with accurate information as directed. * To understand data protection and ensure patient confidentiality is maintained at all times |
| **PATIENT/CLIENT CARE** |
| 1. To perform mammography in a caring and professional manner. 2. To chaperone and assist the Consultants with the general care of patients attending the BCU. 3. To prepare necessary trolleys/trays and assist the Consultants with interventional procedures. 4. To assist during interventional procedures, with due regard to health and Safety and Infection Control protocols. 5. To provide support and aftercare for patients undergoing interventional procedures. 6. To provide information and support to patients and those accompanying them as required. 7. Maintain accurate clinical and technical records of work completed. 8. To receive and respond to patient enquiries in a professional manner. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To assist with the training and supervision of Radiographer undertaking the Certificate of Competency in Mammography and Assistant Practitioners who are training in Mammography. * To attend relevant clinical, professional and multidisciplinary meetings. * Research and report information * Ensure adequate and appropriate clinical supplies are available * Contribute to the NHS service improvement/modernisation agenda e.g. service redesign * Work as part of the team in developing processes within the department to meet the demands of a growing service * Participate in team and directorate meetings as required * Contribute to audits regarding departmental procedures * Have a flexible approach to working hours to meet the demands of the service * Adhere to the Trust Access Policy and Health Records Policy and appropriate standard operating procedures, Key Performance Indicators, government targets and standard operational policies |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To contribute to the efficient use if resources and demonstrate an awareness of budgetary limits. * Monitor use of supplies and ensure this is done efficiently and cost effectively in line with the needs of the service * To ensure adequate stock levels are maintained in the clinical rooms. * To ensure there are adequate supplies in the stock room and to report any low levels to the senior Radiographer in charge of the ERP. |
| **HUMAN RESOURCES** |
| * Provide cover in periods of absence as directed by department manager, this may involve moving to other areas |
| **INFORMATION RESOURCES** |
| * Use multiple computer systems as required within the department such as Epic and CRIS * Ensure accurate and up-to-date patient details are maintained on patient information systems such as Epic in line with Trust Information Governance policy |
| **RESEARCH AND DEVELOPMENT** |
| To participate in any clinical trials and audit as requested. |
| **PHYSICAL SKILLS** |
| Accurate data entry  Accurate positioning of patients in Mammography to ensure the best possible imaging. This will need enhanced physical effort. |
| **PHYSICAL EFFORT** |
| Physical effort includes sitting, standing, lifting, pulling, pushing, manoeuvring, using mechanical aids. on a daily basis. |
| **MENTAL EFFORT** |
| * Ensure all paperwork/electronic notes are actioned; escalating any work or decision making as required. * To prepare necessary trolleys/trays and assist the Radiologists and Consultant Radiographer with interventional procedures. * To assist during interventional procedures, with due regard to health and Safety and Infection Control protocols. * Maintain accurate clinical and technical records of work completed. * To provide support and aftercare for patients.   All frequent |
| **EMOTIONAL EFFORT** |
| 1. To chaperone and assist the Radiologists and Consultant Radiographer with the general care of patients attending the BCU. 2. Provide help and support as required to patients and relatives who may be anxious and distressed. 3. Provide excellent customer care, in a calm and professional manner – some situations may be challenging. 4. To provide support and aftercare for patients undergoing interventional procedures. 5. To provide supervision for Assistant Radiographic Practitioners.   All frequent |
| **WORKING CONDITIONS** |
| * Clinical contact with patients * Blood / body fluid * Manual Handling * VDU use * Laboratory Specimens * Will need to understand radiation protection and adhere to IR(ME) R and associated regulations. |
| **OTHER RESPONSIBILITIES** |
| * To work in accordance with all Trust and departmental policies. * To work as part of a multidisciplinary team to provide a timely and quality service. * To take part in regular performance appraisal and identify any training needs. * To undertake any training required in order to maintain competency including mandatory training, e.g. 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/herself at all times in such a manner as to minimise the risk of healthcare associated infection * To contribute to and work within a safe and secure environment, ensuring the safety of others. * To carry out any duties appropriate to the grade which may be requested by the clinical Manager. * The post holder will be required to facilitate and support new starters to carry out their role * The post holder will understand the limitations of the role and how to access support   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. |
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| **DISCLOSURE 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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long-standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Senior Radiographer |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/SPECIAL TRAINING**  Diploma or Degree in Diagnostic Radiography  Certificate of Competency in Mammography or equivalent Post Graduate award  HCPC registration | E  E | D |
| **KNOWLEDGE/SKILLS**  Understanding of the significance of Quality Assurance and its importance in the field of mammography  Understand the significance of research and use validated results to improve practice  Ability to work unsupervised using own initiative.  Ability to work as part of a multidisciplinary team  Ability to prioritise workload and make decisions under pressure  Understand the significance of confidentiality.  Awareness of Health and Safety in the workplace  Keyboard skills  Teaching skills  Counselling skills | E  E  E  E  E  E  E  E | D  D |
| **EXPERIENCE**  Team working  Previous NHS/healthcare experience  Experience of working to achieve specific objectives  Evidence of Continuing Professional Development | E  E  E  E |  |
| **PERSONAL ATTRIBUTES**  Good communication skills at all levels  Flexible approach to meet the needs of the service  Professional approach to work  Complies to uniform policy  Ability to deal with challenging behaviour  Able to offer a sympathetic and understanding approach to patients and relatives, especially when dealing with sensitive and complex issues  Ability to remain calm in a busy environment  Commitment to continuing personal development | E  E  E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | E  E |  |

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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 | Y |  |  |  | X |
| Contact with patients | Y |  |  |  | X |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  |  | X |
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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) | Y |  |  |  | X |
| Respiratory sensitisers (e.g. isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  | X |
| Animals | Y | X |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | X |
| Heavy manual handling (>10kg) | Y |  | X |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | X |  |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y |  |  |  | X |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | X |  |  |