**JOB DESCRIPTION**

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| **JOB DETAILS** | |
| **Job Title** | Diagnostic Radiographer Apprentice |
| **Reports to** | Principal Radiographer |
| **Band** | Paid annex 21 - 65% of top of band 5 in year one, 70% of top band 5 in year two and 75% of top band 5 in year 3. Progressing fully to Band 5 on completion. |
| **Department/Directorate** | Radiology/Clinical Support and Specialist Services |

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| **JOB PURPOSE** |
| To Work within the Radiology department as a trainee Radiographer under the BSc Diagnostic Radiographer Apprenticeship programme.  Undertake their duties and contribute to the holistic care of patients as part of a Multi-Disciplinary team.  Works under the guidance of a Registered Practitioner.  Responsible for delivering effective, specialised, high quality care and carrying out specific clinical tasks, ensuring the area of work runs smoothly and efficiently.  Delivers high standards of compassionate, dignified care, managing time, tasks and resources effectively.  Undertakes training, assessment and facilitation of peers and other staff as required.  Ensures that the environment is clean, safe, tidy and welcoming for patients and visitors.  To undertake rotational work within the department as / when required. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| To work as part of a team responsible for providing an efficient imaging service in North Devon.  Attend mandatory block weeks for the Diagnostic Radiographer Apprenticeship programme at the University of Exeter.  Make a commitment to study both within working hours and at home during the duration of the apprenticeship course.  Attend virtual tutorials and webinars and complete all e-learning as instructed by the University of Exeter.  To perform a range of radiographic imaging procedures, as detailed within the apprenticeship programme, within the Diagnostic Imaging department under the supervision of a qualified radiographer at all times.  To ensure that the Ionising Radiation Regulations 2017, IRMER 2017 and associated codes of practice and guidance notes together with the Health and Safety at Work Act are understood and adhered to in respect of staff, patients and members of the public.  Works within the boundaries of existing competence, adhering to the NDDH Radiation Safety Policy and national and local standard operating procedures/protocols.  To immediately report any fault errors to the supervising radiographer. To make appropriate entries in the fault log. |
| **KEY WORKING RELATIONSHIPS** |
| To establish effective communications amongst all staff within the service thus creating conditions conductive to good patient care.   |  |  |  | | --- | --- | --- | | **To work collaboratively with:** | **Frequent** | **As Required** | | Radiographers | x |  | | Radiologists |  | x | | Radiology Departments Assistants | x |  | | Radiology managers |  | x | | Radiology Nurses |  | x | | Radiology Nursing Assistant Practitioners |  | x | | Porters | x |  | | NDHT ward staff-all levels | x |  | | Consultants |  | x | | Cardiologists |  | x | | Patients, relatives and carers | x |  |   The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Be responsible for own workload and ensuring all standards are maintained.  Will be responsible to the Principal Radiographer and accountable to the Head of Radiology.  Work as an effective role model in terms of delivery of high standards of practice  Adhere to governance processes within the department and undertake audit and review as required.  Ensure compliance with both IR(ME)R ’17 and IRR ‘17 regulations.  Undertake training as required to maintain competency/comply with trust policies |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| This role requires excellent communication skills including verbal, written and use of IT.  Able to exchange information with patients/clients requiring support, tact and reassurance.  Form professional relationships with patients/clients and communicates and cooperates with them in a way that respects their views, autonomy and culture.  Constructively manage barriers to effective communication and works cooperatively with patients and team members.  Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate.    Understand the safeguarding adult’s issues and act within the guidance of the policy to keep adults within their care safe.  Able to keep accurate contemporaneous documentation using and supporting the organisation’s documentation.  Report effectively to the relevant team on patients’ progress.  Communicate with other staff and agencies as appropriate in written and oral format to report on patient progress.  Attend meetings and feedback relevant information.  Assist in obtaining valid patient consent and work within a legal framework with patients who lack capacity to consent to treatment.  To provide patients with an explanation of their procedure prior to commencing the examination.  To communicate effectively, empathically and persuasively with patients in order to facilitate accurate positioning of patients and obtain diagnostic images. This will include dealing with patients (and their relatives or carers) who may have communication difficulties e.g. deafness or who speak a foreign language.  To give advice to other healthcare workers and professionals on general radiation protection issues and be able to explain the general risks of radiation to patients whilst knowing when to defer to a qualified radiographer. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Carries out delegated assessment of patients and their condition and monitors the patient’s response to intervention.  Undertake delegated risk assessments providing accurate feedback to the team as necessary  Recognise the need for further advice, guidance and support as appropriate.  To acquire knowledge and learn to apply this in a practical setting e.g. assessing the patient’s clinical need and level of cooperation (especially elderly and trauma patients), prior to performing any radiographic procedures in order to ensure the highest possible quality diagnostic image is produced at first attempt with minimal radiation risk to the patient.  To use all equipment in accordance with manufacturer’s instructions, recognising and reporting faults occurring to any equipment to a senior radiographer in that area.  To liaise and discuss requests with the supervising radiographers to ensure appropriate clinical procedures are performed within departmental protocols and national guidelines. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will be expected to:  Be able to plan and successfully undertake the academic components of the Diagnostic Radiographer Apprenticeship course whilst continuing to achieve clinical competencies.  To plan and undertake their continued studies both in the workplace and at home.  To assist staff to ensure the department is working effectively at all times by contributing towards good control of workflow and maximising the use of all available x-ray rooms and facilities.  Prioritise own tasks under the appropriate delegation of the registered practitioner.  To actively participate in departmental meetings.  Participate in the regular QA testing of all protective equipment used in the department (as required by IRR 2017), including protective lead aprons, screens and other such related equipment. |
| **PATIENT/CLIENT CARE** |
| To work within clearly a defined accountability framework.  To demonstrate clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio relevant to the service specification.  To recognise and appropriately address risk factors to patients/clients and carers within their healthcare setting and feedback appropriately to the registered practitioner  To ensure that the department’s identification policy is adhered to and that all patients are correctly identified prior to undergoing irradiation.  To report any incidents, untoward incidents, complaints and near misses to self, patients or carers to the appropriate professional within the stated timescales and record these on datix |
| **POLICY/SERVICE DEVELOPMENT** |
| To work to Trust Policies, Procedures and Standard Operating Procedures (SOP).  To maintain Trust Standards of Clinical Governance.  To support Professional Standards of Practice  The post holder will work in accordance with departmental policies, protocols and procedures |
| **HUMAN RESOURCES** |
| Supporting peers, including bank and agency staff in the clinical area.  Maintaining own professional development and attending training, including all mandatory training to enhance the role within the clinical area.  Be prepared to share knowledge and experience both formally and informally.  Take a flexible approach in supporting colleagues during times of workload pressures.  Participate in the training and induction of other staff/students as appropriate.    Participate in supervision and appraisal process, identifying own areas of development, & undertaking relevant activities to meet objectives set in Personal Development Plan.  Keep a record of own training and development, maintain a portfolio, working to sustain acquired competencies for the post. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder has no budgetary responsibilities but is responsible for the safe and correct use of expensive image acquisition equipment.  Support the efficient use of resources including; maintaining stocks and supplies and ordering equipment & resources as agreed or directed.  Ensure safe and efficient use of stock and equipment including; ensuring equipment is checked appropriately and any defects reported    Demonstrate and instruct the use of equipment to ensure safety. |
| **INFORMATION RESOURCES** |
| Inputting, storing and providing information on relevant IT systems and patient records.  Accurately completing and maintaining effective patient records including confidentiality issues.  To be able to work with the departments’ PACS system and Radiology Information (CRIS) system. |
| **RESEARCH AND DEVELOPMENT** |
| The post holder will be required to contribute to developing his / her own team’s evidenced based practice including research.  To engage in active participation in data collection for audit and quality assurance purposes. |
| **PHYSICAL SKILLS** |
| A range of clinical skills including; dexterity and accuracy for diagnostic imaging.  Ability to undertake training to provide high quality diagnostic images within the defined scope of practice.  Be able to help to move patients using a range of manual handling aids and hoists as required.  To use Radiography systems in accordance with departmental protocols ensuring patient data and images are correctly inputted and correlated. |
| **PHYSICAL EFFORT** |
| Daily work involves frequent sitting/standing, walking, moving equipment and manual handling.    Imaging procedures may necessitate working in restricted positions or limited space.  Moving & handling of patients and equipment in order to perform diagnostic imaging procedures. The post holder will learn to position / transfer and manoeuvre the patients’ body in order to obtain high quality, diagnostic images.  Undertake training to use and manipulate equipment on a daily basis to produce diagnostic images. |
| **MENTAL EFFORT** |
| The post holder will sometimes be expected to cover the duties of colleagues in posts of the same pay band or lower and within the range of the post holders knowledge and skills.  There will be periods of occasional intense concentration when dealing with very ill, critical or badly injured patients.  Must be able to produce high quality images or contribute to procedures as standard on patients with variable levels of mobility and understanding whilst keeping radiation doses to a minimum under the As Low As Reasonably Practicable (ALARP) principle.  Must be willing to undertake the training involved in this post in order to become a qualified Diagnostic Radiographer. Being able to undertake some study in own time whilst continuing to work within the Diagnostic Imaging Department.  Work in an unpredictable pattern when required  Read and decipher patient information.  Help patients to make appropriate choices.  Help to encourage / motivate patients for positioning and image acquisition |
| **EMOTIONAL EFFORT** |
| There will be occasional periods of emotional intensity when dealing with very ill, critical or badly injured patients in the emergency department, fluoroscopy or cross-sectional imaging rooms. This may include supporting patients, relatives and carers in dealing with emotional circumstances.  Working with patients with mental health, learning disabilities and challenging behaviour.  Ability to cope and deal with areas of conflict |
| **WORKING CONDITIONS** |
| Frequent contact with bodily fluids, infection and unpleasant smells. Occasional aggressive behaviour / verbal abuse from patients and relatives (more likely when working in the Accident and Emergency Department).  Due to risks from ionising radiation, the post holder must adhere to the Ionising Radiation Regulations 2017 (IRMER 17), Ionising Radiation Regulations 2017 (IRR 17) and associated codes of practice and guidance notes, and the Health and Safety at Work Act. |
| **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. |
| **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 at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.  We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.  We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.  We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.  All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.  If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010. |

**PERSON SPECIFICATION**

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| **Job Title** | Diagnostic Radiographer Degree Apprentice |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  A level Science Grade B  Level 3 qualification, e.g. NVQ, QCF  GCSE English and Maths Grade C or 4  Willingness / commitment to undertake training required for this post | √  √  √  √ |  |
| **KNOWLEDGE/SKILLS**  Good Knowledge of the Radiology Management system.  Knowledge of relevant national standards, e.g. IR(ME)R 2017, IRR’17 and associated codes of practice  IV cannulation competency  Sound knowledge of a range of clinical presentations and how to escalate concerns.  Knowledge of correct assessments of patients and their condition and monitors the patient’s response to intervention.  Knowledge of accountability, relevant SOP’s policies and importance of patient documentation.  Knowledge of client conditions related to the setting.  Health, safety and risk awareness.  Safeguarding and MCA understanding.  Demonstrates a commitment to lifelong learning.  Knowledge / understanding of promoting patient’s independence. | √  √  √ | √  √  √  √  √  √  √  √ |
| **EXPERIENCE**    Proven experience of working in an appropriate health care setting. (Minimum of 6 months experience working within a Radiology Department).  Experience of working directly with patients providing care or treatment interventions.  Experience of training others in technical skills/life skills | √  √ | √ |

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| **PERSONAL ATTRIBUTES**  Good hand/eye co-ordination skills and aptitude for precision.  Good communication skills, written and verbal.  Ability to work autonomously.  Ability to work under pressure and with flexibility.  Empathetic and demonstrates patient focus.  Able to manage own emotions and cope in sometimes difficult situations with patients or their relatives.  Basic computer skills.  Understand the need for professional conduct.  Demonstrate understanding of the boundaries of their existing competence and authority levels for delegation of tasks.  Competent listening and observation skills.  Positive interpersonal skills.  Good co-ordination/organization skills.  Ability to work positively and professionally as part of a team.  Able to contribute to the training of other staff/students.  Willingness/commitment to undertake training.  Understands and demonstrates commitment to the Trust’s values. | √  √  √  √  √  √  √  √  √  √  √  √  √  √  √ | √ |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Flexible working re: working in a range of clinical settings and environments and shift patterns.  Able to travel to meet needs of the job.  Able to manage the moving and handling duties required of working with patients in various settings. | √  √  √  √ |  |

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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 | R |  |  |  |
| Contact with patients | Y |  |  |  | F |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
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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) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y |  |  |  | F |
| 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 |  |  |  | F |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | M |  |
| Mental Effort | Y |  |  |  | F |
| Emotional Effort | Y |  |  | M |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | O |  |  |