

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Paediatric Specialist Radiographer |
| **Reports to** | X-Ray Superintendent/ Lead Reporting Radiographer |
| **Band** | 6 |
| **Department/Directorate** | Medical Imaging/ Specialist Services |

|  |
| --- |
| **JOB PURPOSE** |
| The post holder will be responsible for liaising with the Superintendent Radiographer in order to maintain the delivery of an effective x-ray service with specific interest in paediatric imaging.  The post holder will be expected to act as an autonomous clinical expert in x-ray acquisition and work effectively as part of the multidisciplinary team.  The post holder will be a role model for professional practice, exercising accountability and providing support and leadership within the x-ray team.  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.  He/she will have a close working relationship with staff across a variety of professional boundaries, providing advice and guidance throughout the Trust on all aspects relating to paediatric x-ray imaging procedures.  The leadership responsibilities of the post will include; participation in the appraisal process, including conducting appraisals of staff in Bands 2-5, supervision of junior staff members, student and apprentice Radiographers, being trained as a superuser on x-ray equipment identified as necessary by the Superintendent Radiographer.  The post holder will be expected to participate in departmental audit including but not limited to; Reject Analysis, Use of Markers, Image Quality and Uniform & TLD usage. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Leadership and Management:**   * To support and assist more junior members of the radiographic staff and students in their duties, and to cascade the necessary information and training on all matters associated with x-ray radiography. * To participate in the practical training of student and apprentice radiographers, as required. * To be aware of, and respond to, day-to-day rota and staff deployment problems. * To be aware of and support junior members of staff and students when major trauma or similar cases have caused heighted emotional response from team members. * To participate fully in the Trust appraisal process, including conducting the appraisal discussion of staff members in bands 2-5   **Professional & Clinical:**     * To perform radiographic imaging procedures unsupervised to a high technical and professional standard and to supervise and advise other radiographic staff and students/ apprentices performing such work. * To be competent in performing and advising / supervising the imaging of multiple trauma cases and similar difficult and complex cases that require the use of specialist radiographic techniques. * To maintain a high standard of professional conduct and appearance at all times. * To be totally responsible for one’s own professional actions, and be fully prepared to work in single-handed situations. * To be aware of legislation relevant to radiation protection, and to work to "best practice" guidelines at all times, minimising exposure to patients, staff and visitors. * 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. * To ensure that the correct procedures are followed regarding the input of data and images onto the Radiology Information System and PACS systems, and to supervise other Departmental staff in this aspect of their duties. * 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 be responsible for the efficient, safe and appropriate use of all equipment used within the x-ray areas of the Department, ensuring the well-being of patients and staff at all times with particular reference to problems of manoeuvring of large machines in a precise manner within confined clinical areas such as theatres and wards. * To participate in the “Red Dot” system of identifying observed potential abnormalities on x-ray images that is in operation between Radiology and the Emergency Department * To work within the relevant trust guidelines 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 undertake any other duty appropriate to grade as directed by the Superintendent Radiographer or Radiology Services Manager * To actively participate in/ undertake departmental audits and support the Superintendent Radiographer in working towards the departments QSI accreditation.   **Communication:**   * To work and communicate efficiently with others members of staff to provide an efficient service to the Trust and to work as part of a multi-disciplinary team. * To liaise with other staff and Departments throughout the Trust, in all matters pertaining to x-ray radiography, as required. * To bring to the attention of the Superintendent Radiographer, Medical Imaging Engineers and Medical Physics Experts any equipment malfunctions or faults. * To attend and participate in such Departmental meetings as deemed necessary by the Radiology Services Manager.   **Training, education and CPD:**   * To be able to demonstrate evidence of on-going maintenance of technical and professional skills for a period of at least 3 years and show sustained participation in Continuous Professional Development to such a level required to remain eligible for State Registration by the Health and Care Professions Council * To make every effort to remain aware of the latest trends and developments in x-ray imaging. * 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 and organisational objectives:**   * To be prepared to carry out duties appropriate to role and grade in any area of the Radiology Departments of the RDUH Trust. * To personally participate in the practical training of student and apprentice radiographers with reference to x-ray procedures. * To participate in patient satisfaction and risk management audits within the Department. * To rotate throughout the various working areas of the main x-ray Department as required. * To be aware of, and adhere to, all relevant Trust-wide and Departmental policies and procedures and to participate in the Trust’s Professional Development Review scheme. * To have a flexible approach to working hours, and be prepared to participate in shifts, extended day working schedules and rotas as required. * To attend and participate fully in all Departmental meetings. * 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 as required on Q-Pulse, ensuring compliance with any changes necessary   **Other Responsibilities:**   * To take part in regular performance appraisal and provide appraisal for junior staff within the department. * To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling etc. * 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 undertake clerical, administrative and patient escort duties associated with radiographic examinations. * 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. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility:   * Support of Junior Radiographers in X-ray, Student and Apprentice Radiographers   No. of Staff reporting to this role: None    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** | | * Radiology Services Manager * Superintendent Radiographers * Consultant Radiologists * Radiology Registrar’s * Administrative Line Manager & bookings team members * X-Ray Engineering staff * Medical Physics Experts * ED * Paediatricians & Paediatric ward-based staff | * Engineers from manufacturers * Applications Specialists from manufacturers and suppliers * Patients, family members or carers | |  |  | |  |  | |  |  | |
| **ORGANISATIONAL CHART** |
|  |
|  |
| **FREEDOM TO ACT** |
| * The role has a very high level of autonomy and independent working. The post-holder works as part of a team within a leadership role, managing the patient list independently and confidently making decisions about workflow and prioritisation of urgency and accommodating priority referrals * Responsible for determining the priority, urgency and suitability of requests based on clinical information provided by the referrer, seeking further information when necessary. * Responsible for reviewing the standard operating procedures and protocols for paediatric procedures within the x-ray speciality in conjunction with the Paediatric specialist Consultant Radiologists. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To work and communicate efficiently with others members of staff to provide an efficient service to the Trust and to work as part of a multi-disciplinary team. * To attend and participate in regular Departmental meetings, and to represent and promote the Department throughout the Trust, as appropriate. * To liaise with other staff and Departments throughout the Trust, in matters pertaining to x-ray radiography, as required. * To liaise 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. * To bring to the attention of the Superintendent Radiographer, Medical Imaging Engineers and Medical Physics Experts any equipment malfunctions or faults. * To attend and participate in such Departmental meetings as deemed necessary by the Radiology Services Manager |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post-holder will be expected to have high analytical skills and good judgement.   * To triage/ protocol x-ray using delegated authority under protocol. Decisions pertaining to IR(ME)R 2018 and whether to x-ray and what images are to be performed are a critical part of the role. * Experience to assess when an x-ray is likely to require urgent intervention or urgent reporting is essential. * To exercise good judgement on how to manage difficult or complex examinations/ situations when they arise. * To use their professional judgement on performing the best imaging procedure based on the clinical history provided by the referrer, and to assess resultant images for quality, in particular to know when repeat or additional views are required to answer the clinical question. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To assist the Superintendent Radiographer in supervising the day-to-day duties and deployment of Radiographers, Student Radiographers and Apprentice Radiographers within the x-ray department, ensuring best use of resources whilst delivering a high standard of service. * To support the Superintendent Radiographer in ensuring that the daily room checks are completed at the start of each shift for every room. * To liaise with the Superintendent Radiographer, Paediatric Consultant Radiologist, Paediatric ward and the x-ray admin team to book and appointments for the suspected physical abuse skeletal survey examinations. * To participate in departmental audit procedures |
| **PATIENT/CLIENT CARE** |
| The post-holder will continue to provide a level of clinical practice and as such this will be a patient-facing role.   * The post-holder will be meeting and x-raying patients, 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 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 participate 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 departmental team. |
| **PHYSICAL SKILLS AND EFFORT** |
| * The post-holder will need to be able to move and position x-ray equipment, position patients and handle wireless DR detectors. * Patients from wards, ED and clinics will be arriving to the x-ray departments in beds, trolleys or wheelchairs and will require safe manual handling. |
| **MENTAL EFFORT** |
| The post holder will be required to concentrate for long periods of time undertaking;   * Audit of radiographic practice to support in the provision of service improvement * 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 department 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 2017 and IR(ME)R 2018 regulations due the nature of working in a controlled area. * Post-holder will be responsible for ensuring that they comply with Trust policy on DSE usage and moving & handling. |
| **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.  Contribute to cross-site working.  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 (DSE) 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 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

|  |  |
| --- | --- |
| **Job Title** | Orthopaedic Specialist Radiographer |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **At**  **Recruitment** | **At PDR** |
| **QUALIFICATIONS / TRAINING**  BsC in Diagnostic Radiography or equivalent  Current Registration with the Radiographers board of the Health Care Professions Council  NHS Leadership Academy award in Leadership Foundations  Evidence of commitment to ongoing CPD  Post Graduate qualification in Paediatric Imaging | E  E  D  E  D | E  E  E  E  E |
| **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 | E  E  E | E  E  E |
| **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  Experience of a specialist imaging modality  Experience of observing or performing skeletal surveys for SPA | E  E  E  D | E  E  E  E |
| **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. | E  E | E  E |
| **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. | E  E  E | E  E  E |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  | √ |
| Exposure Prone Procedures | Y |  | √ |  |  |
| Blood/body fluids | Y |  | √ |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| 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) | Y |  |  |  | √ |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y |  |  |  | √ |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y |  | √ |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  | √ |  |
| Heavy manual handling (>10kg) | Y |  | √ |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | √ |  |  |
| Mental Effort | Y |  |  | √ |  |
| Emotional Effort | Y |  |  | √ |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | √ |  |  |