

JOB DESCRIPTION

JOB DETAILS

Job Title: Reporting Radiographer

Pay Band: 7

Directorate: Diagnostics

Department: Radiology

ORGANISATIONAL ARRANGEMENTS

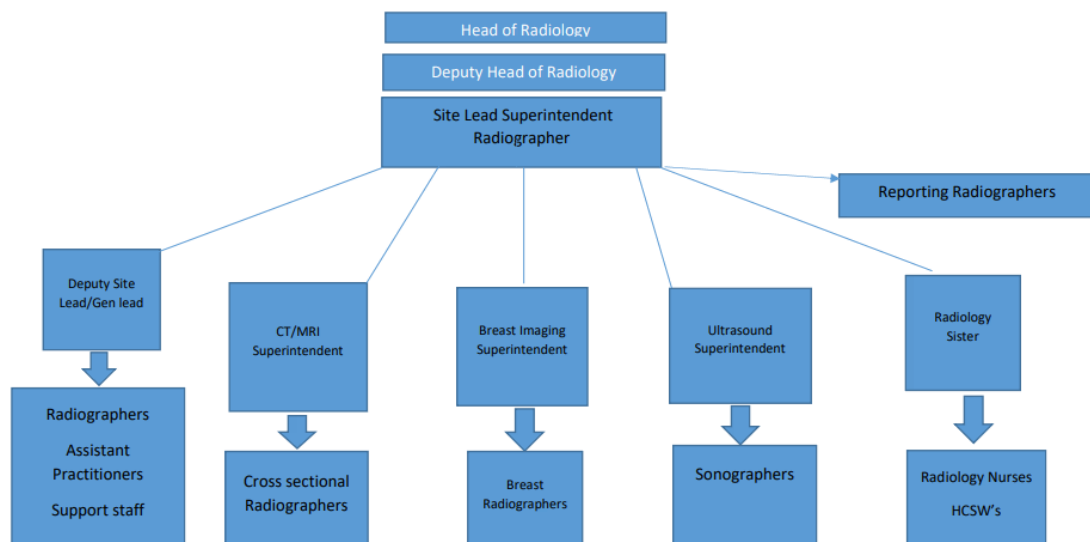
Managerial Accountable to: Site Lead Radiographer / Radiology Service Manager

Reports to: Site Lead Radiographer / Radiology Service Manager

Professionally Responsible to: Radiology Service Manager

Responsible For: Radiographers, Assistant Practitioners, Radiology assistants and student radiographers

Organisation chart:



JOB SUMMARY / PURPOSE

Providing reports for diagnostic imaging service for accident and emergency patients, in patients, outpatients and GP referrals within agreed scope of practice.

To advise radiography staff on imaging equipment, technique and image quality in order to maintain the highest standards. To offer advice to junior medical staff on referrals for diagnostic imaging.

Undertake clinical reporting of radiographic images within their scope of practice including analysis of images and providing diagnoses upon which referrers can base appropriate treatment/discharge.

MAIN DUTIES AND RESPONSIBILITIES

Supervising and advising senior and junior radiographic staff on equipment, appropriate technique and acceptable image quality; responsible for the safe use of complex specialist equipment by self and others; judgements on a variety of complex clinical, staff and operational problems; planning for introduction of new methods of working; works within occupational policies and standards.

Provide high quality radiography services, using professional judgement, skills and experience in the delivery of diagnostic imaging to neonates, paediatric, infirm elderly and vulnerable adults; makes clinical decisions, involving a range of facts which have to be analysed and a range of diagnostic options presented; makes recommendations on changes which impact on service delivery.

Clinical Radiography duties are occasionally unpleasant, dealing with aggressive patients or body fluids.

Perform clinical assessment of radiographic images, and to refer urgent conditions for Consultant Radiologist attention.

Assume responsibility of a practitioner under IR(ME)R 2017 according to entitlement by the Health Board and take responsibility for the justification of radiology referrals from medical and nursing staff as specified in the departmental protocols and referral guidelines; using a range of diagnostic examination and procedures which require a degree of expertise, this is underpinned by theoretical knowledge and the relevant practical experience.

Service Management

Contribute to long term strategic plans i.e. patient flow waiting lists, statistics and business case developments.

Maintain a flexible and efficient review service for the Health Board.

To be able to delegate duties throughout the day.

Lead clinical co-ordinator for key areas of the service.

Flexibility to work across sites when required.

Service Improvement

To be involved in proposing, developing and implementing changes and improvements to practice.

Write, maintain and develop written protocols and procedures for all development of training programmes. This will be delivered to multidisciplinary teams.

Development of a specialist service which includes treatment review, protocols, policy development bases on national guidelines.

Development of future service expansion.

Participate in future developments of protocol review in department.

Lead on specific projects as agreed, peer audit, CPD.

Communications

Use visual aids to present and discuss results with all professional groups.

Ensure good co-ordination and communication between the Wards, other Departments and the Department of Radiology. To build a good working relationship with Medical Staff outside the Department.

Communicate highly complex and contentious information to the patient/carer, frequently having to overcome barriers such as learning disabilities, ethnicity, psychiatric issues, deafness, age, etc.

Finance and Resources

Responsible for safe use of specialist diagnostic equipment.

Personal and People Development and People Management

Participate in selection and recruitment process as appropriate.

Supervise less experienced Radiographers, students and support workers.

Undertake continuing professional development (CPD) in accordance with the requirements of the HCPC as a registered health professional. To undertake duties, as detailed in this job description, on any site within Hywel Dda University Health Board as required.

Provide education and advice on all aspects of Diagnostic radiology to multi-disciplinary groups. This will include students and newly qualified staff.

To be aware of any initiatives within the health board and to ensure these are cascaded to all junior members of staff.

Information Processing

Assess and justify radiological requests received in accordance with departmental procedures and scope of practice.

Initial clinical assessment of images expediting the formal reporting process/ highlighting concerns with referrers as appropriate.

Responsible for inputting clinical and patient details into the radiology management computer system.

Update patient records. Computer skills to work to scope of practice to ensure correct development of reports.

Health, Safety and Security

To follow:

Health Board policy.

IR(ME)R employer procedures and help develop local radiation rules.

Radiology policies.

To assess image quality and ensure that images meet criteria for diagnosis.

To undertake relevant quality checks on equipment and report any faults to line manager.

Quality

To participate in research and development programmes as appropriate and to take the lead in working groups to develop and implement new techniques and working practice.

Audit the service provided for both patients and staff.

Audit information given to patients.

Perform, and co-ordinate radiographers in general radiography to perform audit of clinical procedures and Systems.

Equality and Diversity

To follow relevant Health Board policies.

To follow relevant HCPC standards for equality and diversity.

To act if other staff are seen to be acting inappropriately.

Effort and Environmental

Operating imaging equipment on a daily basis.

Operating Radis/PACS computer console for each patient. Checking the request form for each patient.

Checking clinical indications and taking details of contraindications prior to procedures.

Transferring patients from chairs, trolleys, beds.

X-raying patients who are in a distressed state (palliative care, trauma, mental health concerns or learning difficulties, intoxicated etc).

X-raying patients who may be homeless or unable to care for themselves.

Frequent exposure to unpleasant conditions including contact with bodily fluids.

General

To undertake other tasks and duties may be determined by appropriate line manager as the role develops.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	<p>BSc Radiography(or recognised equivalent).</p> <p>HCPC registration.</p> <p>Post graduate qualification in reporting of radiographic images suitable for the role advertised.</p>	PG Diploma/M level module in further imaging modalities.	<p>Application form</p> <p>HCPC register</p>
Experience	<p>Previous NHS experience.</p> <p>Previous experience in a senior Radiographic role with experience in a supervisory capacity.</p>	Wide experience of senior radiography/junior management.	Application form and interview.
Language Skills		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Application form and interview.
Aptitude and Abilities	<p>Professional codes of conduct.</p> <p>Able to demonstrate situations where effective leadership and management skills have been used.</p> <p>Be able to demonstrate tact and diplomacy when working with others.</p> <p>Research and audit techniques.</p> <p>Evidence of CPD. Additional specialist Radiographic knowledge beyond qualifying level.</p> <p>Motivated, enthusiastic, calm under pressure.</p> <p>Excellent communication</p>	<p>Developed clinical skills in imaging modalities.</p> <p>Management skills.</p> <p>Developed knowledge of a range of imaging equipment.</p> <p>Ability to thrive under a stressful environment.</p>	Interview / application/ references

	skills.		
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		
Other	<p>Able to work well as individual and use initiative.</p> <p>Good teamworker, reliable, physically able to carry out duties of a review radiographer.</p> <p>Flexible approach to meet the needs of the service – able to work hours flexibly. Adaptable to change.</p> <p>Ability to travel within geographical area of Health Board.</p>		Interview / application/ references

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

REGISTERED HEALTH PROFESSIONAL

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the post holders responsibility to ensure they are both familiar with and adhere to these requirements.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The post holder is required to demonstrate on-going continuous professional development. At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The post holder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The post holder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The post holder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The post holder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The post holder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The post holder needs to ensure they are familiar with their terms and conditions of service.