

## Job Description

Job Details	
Job Title:	Site Lead
Business Unit:	Clinical Support
Department/Ward:	Radiology
Location:	Trustwide
Pay Band:	Band 7
CAJE No:	PRO2210
Main Purpose of the Job	
<ul style="list-style-type: none"> <li>To manage and maintain a high quality Radiographic service at a designated site, whilst complying with Trust and Departmental policies and procedures. As team manager responsible for the operational management of all the sections of Radiology department.</li> <li>To ensure that the Radiographic service actively contributes to the challenges of the Department of Health targets and directives.</li> <li>To carry out a range of complex and highly complex radiographic examinations to a high standard</li> <li>To role model compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the trust. This means demonstrating a consistent leadership style which (a) engages, enables and empowers others (b) uses coaching to promote ownership of learning and quality improvement and (c) facilitates team working and collaboration within teams / departments and across organisational boundaries.</li> </ul>	
Dimensions	
<ul style="list-style-type: none"> <li>Responsible for the deployment and development of junior staff including Radiographer Assistant Practitioners, Student Radiographers and Radiographer Assistants.</li> <li>Organising and authorising staff shifts/overtime to provide a continuous, 24 hour, clinical radiology service within a delegated budget.</li> <li>Delegated responsibility for requisitioning disposable items to an annual budget of in excess of £5,000 per annum.</li> </ul>	

Organisational Chart
<p style="text-align: center;">Operational Service Manager</p> <p style="text-align: center;">Trust Lead Radiographer</p> <p style="text-align: center;"><b>Site Lead (This Post)</b></p> <p style="text-align: center;">Radiographer (Higher level)</p> <p style="text-align: center;">Radiographer</p>
1. Communications and Relationships
<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills. Ability to interact within a multidisciplinary team.</li> <li>• To be able to discuss the examination and technique required to answer the medical question asked in the referral with colleagues from within and external to the department.</li> <li>• Liaise with a range of staff and disciplines as required to undertake the role</li> <li>• Communicate with patients who may have difficulty in understanding or where English is not the first language.</li> <li>• Be able to obtain sensitive information from patients e.g. last menstrual period pregnancy status</li> <li>• Persuade /negotiate with difficult patients e.g. distressed children mental/learning difficulties and act in an empathic and reassuring manner to gain cooperation</li> <li>• Deal with minor complaints from patients, carers or clinicians</li> <li>• Communicate with patients in a sympathetic manner explaining the procedure to encourage cooperation in the examination in order to acquire images of diagnostic quality using the lowest radiation dose possible.</li> <li>• Empathy is required, particularly in the more specialised examinations where the technique is intrusive. The patient and relatives often needing greater support, whether diagnosis is known or not.</li> <li>• Liaise with clinical tutor to ensure effective mentoring and training of Student Radiographers and Trainee assistant Practitioners.</li> <li>• Discuss complex clinical matters with radiology and other hospital staff e.g. advice on image interpretation, patient preparation and after-care.</li> <li>• Communicate with manufactures to ensure optimum service of equipment with minimum disruption of clinical activity.</li> <li>• Must be able to demonstrate the English language proficiency level required for this post</li> </ul>

## **2. Knowledge, Skills, Training and Experience**

- BSc Radiography or equivalent
- HCPC registration
- Specialist post qualification in a specific imaging modality or equivalent
- Substantial post graduate experience including previous experience at senior level
- Planning and Organisational skills to provide rosters for staff activity on a 24 hour rota for general and specialised x-ray examinations
- Negotiation skills to plan and organise changes in working practices
- Extensive practical and theoretical experience in a range of imaging modalities.
- Planning and participation of a 24 hour Computed Tomography service providing a full range of examinations, some of which are highly complex.
- Knowledge and understanding of current relevant legislation (Ionising Radiation Medical Exposure Regulations, COSHH etc.)
- Knowledge and understanding of Trust and Directorate policies and procedures
- Knowledge of Department of Health directives
- Evidence of Continued Professional Development
- Specialist post qualification in a specific modality such as Barium Enema course, CT or Reporting Radiography.
- Detailed knowledge of radiation protection legislation in ionizing medical exposure regulations (IR(ME)R 2000).
- Competency at performing intra venous cannulations.
- Training in the supervision of intra venous pyleogram examinations, directing a suitable series of films to best demonstrate pathology.
- Extensive experience in recognising trauma and pathologies to aid prompt appropriate treatment of patients
- Promote and maintain a high standard of technical expertise and to ensure image quality is of a high standard
- Experience of supervising and teaching staff of varying technical ability
- Experience of QA assessments within the department on a regular basis. To ensure a high standard radiography
- Proficient in the use of the departmental computer system and PACS following a short period of induction
- Computer literacy skills
- Experience of equipment procurement
- To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development.
- To contribute to the development of a culture of high engagement, where staff are empowered and entrusted to provide the best services and care for patients.
- To promote and facilitate innovation and continuous improvement to deliver better services for service users and patients
- Accountability for the leadership of post holders staff / teams / departments.
- You may also need to travel between Trust premises as required for the performance of your duties. You may also be expected to work at any of the trust sites. The Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role.

### **Desirable**

- Post Graduate qualification in supervisory management
- Knowledge of or experience in coaching and mentoring practices and tools
- Knowledge of or experience in Quality improvement tools, techniques and methods

<b>3. Analytical Skills</b> <ul style="list-style-type: none"> <li>As the senior radiographer in the department, required to analyse highly complex situations regarding patients, required examinations /techniques and ensure staff act accordingly.</li> <li>The post holder receives and interprets complex clinical information.</li> <li>Able to prioritise patients according to clinical need, and re-arrange work lists to accommodate clinical emergencies.</li> <li>To be able to communicate decisions to the referring clinician or discuss with Consultant if required. Be involved with the choice and procurement of new equipment</li> </ul>
<b>4. Planning &amp; Organisational Skills</b> <ul style="list-style-type: none"> <li>Responsibilities for prioritising conflicting clinical demands to ensure the most acute patients are given priority.</li> <li>Ability to organise own workload and workload of others. Organise weekend work rotas, clinical lists in CT and Fluoroscopy.</li> <li>Very frequent requirement to change appointment sequences in response to urgent clinical demand.</li> <li>Alter staff rotas and task allocation throughout the working day in order to maintain optimum service delivery in response to changing service priorities, staff sickness</li> </ul>
<b>5. Physical Skills</b> <ul style="list-style-type: none"> <li>Requires developed / highly developed dexterity depending on examination, co-ordination and sensory skills for positioning patients and equipment to fine tolerances.</li> <li>Standard key board skills.</li> <li>Routinely undertakes cannulation and intravenous injections.</li> <li>Correctly position patients for a wide range of diagnostic examinations.</li> <li>Able to correctly use complex and complicated equipment.</li> </ul>

<p><b>6. Patient/Client care</b></p> <ul style="list-style-type: none"> <li>• The team manager is responsible for the direct delivery of the diagnostic radiology service on a specified site</li> <li>• To ensure all Radiographers, Assistant Practitioners and Student Radiographers, provide appropriate imaging to enable an accurate diagnosis with a high degree of confidence.</li> <li>• Required to actively participate in all aspects of specialist work as a team member to ensure the service is responsive to patient needs</li> <li>• To ensure patient care and safety is of the highest quality.</li> <li>• Awareness of the diversity of patients and the need to modify care accordingly.</li> <li>• To liaise and communicate with colleagues, patients and visitors in a professional manner.</li> <li>• To report, investigate and resolve, where possible, complaints and incidents within and externally to the x ray department. Alternatively, to refer onto the appropriate manager when required.</li> <li>• Advise junior medical staff on the interpretation of trauma x-ray images based on experience and training.</li> <li>• To participate in Opinion slips to assist junior medical staff with image interpretation of trauma images.</li> <li>• Direct patients to the most appropriate care when necessary.</li> <li>• Ensure a safe environment at all times for patients, visitors and staff by participating in the completion of the annual Risk Assessments.</li> <li>• Participation in out of hours work or rotational shifts and/or on call service</li> <li>• Closely supervise patient care to ensure confidentiality and dignity is preserved</li> </ul>
<p><b>7. Policy &amp; Service Development</b></p> <ul style="list-style-type: none"> <li>• Attend team management meeting with cross-site Managers and Lead Radiographer to propose and assist in the implementation of service changes in response to current NHS trends e.g. casualty waiting times and 2 week cancer wait.</li> <li>• Lead and support others during service developments</li> <li>• Working with the Operational Service Manager and Lead Radiographer to participate in the development of any necessary changes to the service to accommodate the Department of Health Targets e.g. A&amp;E waiting times, and cancer diagnosis and treatment targets.</li> <li>• Work with Consultant Radiologists to develop, implement and monitor compliance of imaging protocols, to provide an optimum examination.</li> <li>• Work with the Operational Service Manager, and Lead Radiographer to develop, implement and monitor compliance of Department policies and procedures.</li> <li>• Implement and monitor compliance of Trust policies and procedures.</li> <li>• In line with agreed protocols, develop the radiography service by the extension of skill mix and role extension of all staff.</li> <li>• Liaise with clinicians and specialist staff to ensure Government targets and guidelines for cancer and stroke are met.</li> </ul>

<p><b>8. Financial &amp; Physical Resources</b></p> <ul style="list-style-type: none"> <li>• Responsible for the ordering and replacement of disposable goods with an annual budget in excess of £5,000.</li> <li>• Responsible for the safe use of highly complex and expensive equipment and resources by self and others in order to provide high quality, cost effective care from self and more junior staff.</li> <li>• Signatory for the payroll of radiographic staff within a Designated Radiology Department with budget in excess of £1,000 per month. (for authorisation of enhanced hours/overtime/ travel expense claims)</li> <li>• Responsible for the maintenance program and repair of equipment, valued in excess of £1 million, to provide a high quality and cost effective radiology service.</li> <li>• Report and respond to any incidents involving equipment and resources in a timely manner to equipment provider.</li> <li>• Organise room closures to accommodate equipment servicing and repairs, with minimum disruption to the service.</li> <li>• Identify cost pressures and improvements in order to support the Radiology General Manager in budget setting.</li> </ul>
<p><b>9. Human Resources</b></p> <ul style="list-style-type: none"> <li>• Responsible for the provision of a 24-hour shift roster for radiographic staff plus student radiographers. Ensuring there are adequate staff on duty for the delivery of an efficient x-ray service.</li> <li>• Responsible for the provision of a 24 hour CT roster</li> <li>• Responsible for the supervision of staff while on clinical placement in CT.</li> <li>• Responsible for the training and competence of radiographic staff by annual staff appraisals.</li> <li>• Contribute to the ongoing development of specialist knowledge and expertise of all sections of the department, by contributing to the learning of radiographers, student radiographers and assistant practitioners.</li> <li>• Responsible for the recruitment and selection of staff by interview process.</li> <li>• Responsible for reporting and monitoring sickness records and reporting trends or areas of concern to the Operational Service Manager.</li> <li>• Responsible for keeping the HRMS up to date relating to staff information</li> <li>• Responsible for recording and authorising staff annual leave entitlement.</li> </ul>

<p><b>10. Information Resources</b></p> <ul style="list-style-type: none"> <li>• Ensure Radiology Information system and PACS are accurate and updated whilst adhering to Data Protection Act, Organisational and Departmental procedures.</li> <li>• Update patient paper and computer records and carry out post processing of images and patient data.</li> <li>• Print /process images for radiological interpretation.</li> <li>• Use of software to manipulate images. i.e. reconstructions of CT images to aid diagnosis.</li> <li>• Retrieve image data, on request, for external sources.</li> <li>• To retrieve previous data and images from the PAC system as required. Following induction training, provide support and training for other members of staff.</li> <li>• You will be expected to have basic functional skills, including literacy, mathematics and digital skills. Digitally literacy is the ability to locate, organise, understand, evaluate and analyse information using digital sources. This is in line with 'digital readiness indicator for health and social care', which has been developed in the Building a Digital Ready Workforce Programme (BDRW), between Health Education England (HEE) and NHS Digital, and is part of the Government's Digital Transformation Portfolio (DTP) (2019)</li> </ul>
<p><b>11. Research &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Participate in department Quality Assurance programme and any relevant Audits of working practice as and when required.</li> <li>• Undertake audit as required in the department</li> <li>• Supervise the collection of data for Regional Medical Physics audits.</li> </ul>
<p><b>12. Freedom to Act</b></p> <ul style="list-style-type: none"> <li>• The post holder on occasions will be required to use their initiative and act independently to resolve day to day problems and issues</li> <li>• Investigate and respond to any complaints that contravene Trust or Departmental policies and guidelines, or refer onto the appropriate manager when required.</li> <li>• Organise workload and justification of examinations in accordance with department protocol and external demands.</li> <li>• Make clinical decisions using knowledge, skills and experience. Perform examinations in accordance with department technique book and IR(ME)R, adjusting technique and providing additional views as required for an accurate diagnosis.</li> <li>• Work closely with other team managers and site leads in the Directorate to assist in delivering a consistent quality service</li> <li>• Advise Radiographers, Assistant Practitioners and students if technique requires adaptation and to assist them to carry out the adapted technique.</li> <li>• To flag up any trauma or pathology on A&amp;E films to assist with diagnosis.</li> <li>• Assess GP films for either fast track report or immediate referral to A&amp;E.</li> <li>• Supervise departmental examinations, directing any deviation from standard imaging protocols.</li> <li>• Propose and implement service changes agreed by the Operational Service Manager or the Clinical Director.</li> <li>• Support and carry out audit and request studies when required to improve service.</li> </ul>

## **Standards**

The statements outlined below are the standards of which all employees of Northumbria Healthcare Trust are expected to comply.

Works to the standards expected in the Northumbria Healthcare NHS Foundation Trust statement of values.

**Risk Management** - to deliver the quality standards and targets outlined in the Trust's Risk Management Strategy and local operational policies

### **Infection Control:**

It is your responsibility to adhere to infection control policies and guidelines in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with Trust policy. You must contribute to the cleanliness of the work environment and keep it "clutter free" and tidy. You must also attend mandatory training and updates to ensure you receive training appropriate to your role

### **Health and Safety:**

Managers have a duty to ensure that safe systems of work are used within their area of responsibility; to investigate accidents and incidents; to arrange for risk assessments to be conducted annually, and to ensure staff attend appropriate health and safety training.

All employees have a duty to take reasonable care for their own health and safety, and that of others who may be affected by their activities; to cooperate with the Trust by complying with all health and safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety.

### **Patient, Carer & Public Involvement:**

Managers have a duty to ensure that the principals of patient, carer and public involvement are adhered to throughout all areas of responsibility in line with Section 242 of the NHS Act 2006 (as amended by the Act 2012) which requires the duty to involve and consult users. A 'user' is defined as someone who is using services, or someone who may use them. In addition, this requires NHS organisations to involve and consult patients and the public in; The planning and provision of services and the development and consideration of proposals for changes in the way services are provided.

This ensure that patients are the focus of everthing we do, we share good practice in line with Trust policies and procedures, this includes learning from complaints and concerns.

### **Safeguarding:**

The safeguarding of all those who are vulnerable is an enormous obligation for all of us who work in the NHS and partner agencies.

Safeguarding children and adults at risk of abuse or neglect is complex, frequently under review and we must all take responsibility to ensure that it works effectively.

Safeguarding is everyone's responsibility. It remains the responsibility of every NHS organisation and each individual healthcare professional working in the NHS to ensure that the principles and duties of safeguarding adults and children are holistically, consistently and conscientiously applied with the needs of adults at risk or abuse or neglect at the heart of all that we do.

Partnership working is also key and it is vital that local practitioners continue to develop relations and work closely with colleagues across their local safeguarding system to develop ways of working that are collaborative, encourage constructive challenge and enable learning in a sustainable and joined-up way.

NHS England will continue to seek assurance that the safeguarding arrangements across the health system are effective.

### **Environment and Sustainability:**

The trust aims to be an exemplar organisation that embraces sustainability and meet its corporate responsibility. It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources throughout their daily activities.

## Appendix 1

**NOTE: This appendix is not intended to form part of the 'official' Job Description, but is intended for Job Evaluation purposes only.**

### Effort and Environment:

#### **Physical –**

- *Frequent periods of moderate physical effort for short periods pushing patients on trolleys and beds in confined spaces- many times per shift.*
- *Frequent periods of moderate physical effort for short periods. Manoeuvring patients into position for x-ray examination – many times per shift.*
- *Moving patients over 15 kilos, lateral transfer from trolley to x-ray table using Pat Slides or other mechanical aids - many times during shift.*
- *Frequent assistance necessary to transfer semi ambulant patients from wheelchair to X-ray table – many times per shift.*
- *Occasional periods of moderate physical effort while handling and moving mobile radiography equipment for use on wards and in theatre*

#### **Mental –**

- *Prolonged levels of concentration while performing an x ray examination. Need to read and understand clinical information, decide on examination technique, check patient data, position patient, evaluate exposure factors, process the image onto the PACS system or process through daylight system and check image for diagnostic quality and in the case of skeletal trauma check for fractures. During specialised examinations looking for pathology and trauma.*
- *Frequent interruption from clinicians and nursing staff seeking information about appointment times and reports of patients.*
- *Frequent requirement to reassess staff activity throughout the day in order to maintain optimum service delivery in response to changing service priorities and clinical emergencies.*
- *Frequent telephone interruptions from external sources not patient related eg medical reps, agencies, supplies department, and payroll department.*
- *Extended periods of concentration while supervising and teaching new techniques to junior staff and students*

#### **Emotional –**

- *Exposure to distressing or emotional circumstances. Caring for terminally ill or severely injured patients. Involvement in x-ray examinations in which abuse/child abuse is queried.*
- *Frequently encountering patients who are newly diagnosed with cancer and other life threatening pathologies. Performing examinations that may influence their management and ultimately their prognosis.*
- *Frequently encountering relatives of patients diagnosed with cancer and other life threatening conditions.*

#### **Working Conditions –**

- *Frequent exposure to highly unpleasant working conditions. Have to deal with blood and other bodily fluids and foul linen on a regular basis. Several times a week with several occurrences on each shift.*
- *Rectal catheterization of patient during Barium Enema and some CT examinations.*
- *Prolonged periods of working in subdued lighting conditions while using VDU screens.*
- *Prolonged periods of working in air conditioned environment*

## Appendix 2

### Grid

	DUTIES AND RISK FACTORS OF THE POST	Yes	No
1.	Exposure Prone Procedures (EPP's)*		X
2.	Manual Handling Operations	X	
3.	Dust, Dirt, Smells	X	
4.	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)	X	
5.	Patient Contact	X	
6.	Babies/Children Contact	X	
7.	Food handling / Preparation		X
8.	Driving	X	
9.	Fork Lift Truck Driving		X
10.	User of Display Screen Equipment	X	
11.	Noise		X
12.	Infestation	X	
13.	Blood and Body Fluids/Waste/Samples/Foul Linen	X	
14.	Excessive Cold		X
15.	Excessive Heat		X
16.	Inclement weather		X
17.	Radiation	X	
18.	Laser Use		X
19.	Heights over 2 metres		X
20.	Confined Spaces		X
21.	Vibration i.e. Power Tools		X
22.	Using machinery with moving/exposed parts		X
23.	Shift work	X	
24.	Use of latex products	X	
25.	Physical violence / aggression	X	
26.	Employment of young people	X	
27.	Any other hazards please specify	X	
28.	<b>Other</b>	X	

If any hazard is identified above please give details below.

1. Needle stick hazards  
2. Risk of injury during procedures using needles, guide wires, scalpel blades etc. Positioning patients where there is hidden hazards e.g. glass fragment from RTA, "misplaced" venepuncture needle  
3. Occasional lone working

\*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

### Person Specification

Job Title:	Site Lead	
Department:	Radiology	
Location:	Trustwide	
<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Professional Registration</b>	<ul style="list-style-type: none"> <li>• BSc in Radiography or equivalent.</li> <li>• State Registration (HPC).</li> <li>• Specialist post qualification in a specific imaging modality or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Post Graduate qualification in supervisory management</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge and experience of cross sectional imaging.</li> <li>• Extensive experience in recognizing trauma and pathologies on specialized x ray examinations and CT scans.</li> <li>• Knowledge and understanding of current relevant legislation (IRMER, COSHH etc)</li> <li>• Knowledge and understanding of Trust and Directorate policies and procedures.</li> <li>• Understanding of Government and NHS objectives and targets.</li> <li>• Substantial post qualification experience including previous supervision and management experience .</li> <li>• Knowledge of Radiology computer system.</li> </ul>	
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent planning and organizational skills..</li> <li>• Negotiation skills.</li> <li>• Competency at performing intravenous cannulations.</li> <li>• Ability to teach staff of varying technical ability.</li> <li>• Computer literacy for the use of department computer system and PACS.</li> <li>• Must be able to demonstrate the English language proficiency level required for this post</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of undertaking QA assessments</li> <li>• Experience of equipment procurement</li> </ul>

<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with carers, patients and staff at all levels.</li> <li>• Ability to work as a member of the team and on own initiative.</li> <li>• Proven ability to assess and organise own workload and workload of others.</li> <li>• Leadership skills</li> <li>• Self motivated and ability to motivate others.</li> <li>• Evidence of Continued Professional Development.</li> <li>• Learning agility and commitment to self-development</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Must be willing to work flexible hours.</li> <li>• Evidence of CPD</li> <li>• IT Skills.</li> <li>• Experience of managing/developing rota's</li> <li>• You may also need to travel between Trust premises as required for the performance of your duties. You may also be expected to work at any of the trust sites. The Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role.</li> </ul>	