

**Maidstone and Tunbridge Wells NHS Trust
Job Description**

Job title: Senior CT Radiographer

Band: 6

Directorate: Core Clinical Services

Site: Maidstone and Tunbridge Wells NHS Trust

Hours: 37.5

Reports to: Superintendent CT Radiographer

Accountable to: Lead Cross-Sectional Radiographer

Job summary:

- To provide and maintain the high standard of radiography, teamwork and patient care required by Maidstone & Tunbridge Wells NHS Trust
- To work in the CT Scanners at Maidstone and Tunbridge Wells NHS Trust
- To take responsibility for the supervision and management of workload for junior staff and students in a defined area
- To support the Superintendent Radiographer in the daily running of the CT service
- To work on the out of hour's CT roster, covering night, evening and weekend shifts
- Be familiar with, and comply with, Trust policies for infection control and hand hygiene
- Safeguard and promote the welfare of children and vulnerable adults

Working relationships:

Internal:

Radiology Clinical Services Manager, Superintendent Radiographer, Radiographers, Radiographic Department Assistants, Radiologists, Consultants / Surgeons / Registrars, Bed Managers, Nursing Staff, Ancillary Staff, Clerical Staff, Secretaries, Ambulance and Transport Service Staff.

External:

Radiography students, Staff from Other Hospital Departments, Engineers, Application Specialists.

Budget responsibilities:

To indirectly assist in management of the budget by monitoring stock levels and prepare requisition orders as necessary for the line manager. To ensure resources are used effectively and efficiently during the day-to-day running of the department.

Key result areas:**MAIN DUTIES AND RESPONSIBILITIES****Clinical**

To be fully conversant with all cross-sectional imaging procedures undertaken on the CT Scanners.

To undertake all examinations as required in line with departmental protocols.

To use professional judgment to ensure only acceptable and appropriate examinations are undertaken and that a high level of patient care is delivered.

To liaise with referring clinicians should requests breach departmental protocols and suggest alternative options if necessary, requesting support of a superintendent radiographer when appropriate.

To ensure effective communication between different staff members and patients within the department and throughout the Trust. Liaise with wards and porters to organise transport of patients.

To work to and have full up to date knowledge of Ionising Radiation Regulations, IR(ME)R and health and safety policy. To take responsibility for ceasing use of equipment and take appropriate action should these regulations be breached. To be aware of risks to self and others of a radiation incident and report such occurrences to the Radiation Protection Supervisor (RPS) at the earliest opportunity.

To manage own work and time within defined areas and adapt working practices on a daily basis to accommodate changes in workload in order to provide an optimum service. To supervise students and junior staff within own area.

To ensure QA procedures are undertaken on a regular basis in line with departmental procedure.

To be able to assess and account for patient personality type and respond accordingly to gain the relevant clinical history whilst explaining the procedure, informing and advising the patient.

To provide professional information and support to all patients. Use professional judgment and skills to make necessary allowances for patients with physical or learning disabilities where there may be barriers to understanding. Take appropriate action to deal with violent or abusive patients within departmental protocols.

Use professional judgment to consistently and accurately assess the numerous factors influencing examination and suitably adapt procedures / response to achieve the optimum outcome within protocols. Review and discuss changes to protocols with superintendent radiographer where necessary.

To apply highly developed skills and experience with consistency and accuracy across a range of techniques. To take account of legal and ethical considerations in exercising professional self-regulation within own practice and to supervise others.

To explain and justify departmental protocols to referring clinicians / other departments offering alternatives / solutions to unjustified requests. To support junior staff when situation may require a more in-depth knowledge and experience.

Take responsibility for image transfer and storage within own work area adhering to an ethical and legal framework.

To be fully conversant with the radiology computer system. And to ensure staff record both written and computerised data appropriately.

Daily contact with, and responsible for the safe disposal of, blood, bodily fluids, vomit, body odours, sharps.

Responsible for the care of patients' valuables and property that may need to be removed during procedures.

To ensure the department is kept clean and tidy and report any adverse findings to maintenance / domestic staff.

Daily manoeuvring and manual handling of patients of varying weights, pushing trolleys, wheelchairs, and equipment in confined spaces, and occasional use of hoists.

Specialist Skills and Knowledge

To cannulate intravenously and administer contrast media with knowledge of associated risks and reactions. In the case of a reaction, report to a clinician.

To work autonomously to complete a wide range of scans and to teach others when required.

To assist the radiologist and radiology nurse when required. Prepare for procedures, which include laying of sterile trolleys and insertion of rectal contrast.

To check scan requests and decide on the appropriate protocol, with support from a Radiologist or Superintendent radiographer if required.

On completion of a scan, decide whether adequate images have been acquired. Seek advice from Radiologist if appropriate.

Technical Skills

To be fully competent with the operation of all imaging and processing equipment within the department, to use this valuable equipment safely in accordance with IR(ME)R regulations and good radiographic practice.

To be fully competent with the operation of all accessory equipment within the department such as oxygen, suction and manual handling equipment.

To report any operational problems or equipment breakdown to the appropriate support staff. To liaise with the appropriate technical staff to ensure equipment downtime is kept to minimum.

Organisational and Managerial Responsibilities

To monitor and manage staff time and performance ensuring adequate staffing to all areas during the day allowing for breaks / leave. To adapt and manage departmental working patterns / staffing to allow for periods of increased workloads ensuring optimum service delivery.

To be responsible for dealing with queries from radiographers, clerical staff, nurses and referring clinicians. To apply knowledge, experience and empathy when providing options for a solution to problems.

To review and identify the need for update to departmental protocols and procedures, produce and facilitate the implementation of any changes.

To ensure student radiographers are supervised by qualified staff at all times. Carry out assessments on student radiographers and write daily reports.

To monitor stock levels and inform the line manager of supply shortages. To ensure resources are used efficiently in the department.

Education, Training and Audit

To consistently review quality of scans of own and others and identify / discuss any problems. Devise and implement remedial action when appropriate.

To initiate and undertake clinical research and audit of the CT service to ensure consistent delivery of a quality service reflecting the need of clinicians / patients. To participate in research and development as necessary in order to improve quality standards.

To teach, monitor and support the training of junior radiographers, radiography department assistants and radiography students. To act as student mentor for assigned students.

To arrange and attend departmental staff meetings.

To consolidate knowledge and skills and take on appropriate responsibilities. To actively develop role to the benefit of the department.

To attend appropriate management meetings as required by superintendent radiographer.

Out of Hour Duties

Regularly participate in out of hours duties.

To possess the necessary skills, knowledge and experience to provide a complete out of hours CT scanning service.

To be able to work alone for long periods of time.

To be able to act autonomously within protocols.

To be both confident and competent to make the necessary analytical judgments required to prioritise urgent requests from different departments and to take sole responsibility for unaccompanied patients within the department.

To ensure all accessory equipment is available for the duration of the shift including contrast agents, emergency drugs and administration equipment. To be solely responsible for identifying reactions to contrast agents once the clinician has left the department and take appropriate action to manage the patient and recall the clinician if necessary.

To be able to apply knowledge and analytical skills to determine which examinations are justified within the protocols of the department and to use tact and sensitivity to refuse requests and offer appropriate alternatives / options to clinicians / patients.

To be capable of working under physical and emotional duress and to undertake examinations on patients who may be distressed, violent, abusive or suffered serious trauma.

Frequent exposure to severely injured bodies when scanning trauma patients from the accident and emergency department.

Must always be contactable by phone or bleep when on-call.

To be fully aware of the major incident policy and procedure. To ensure department has an up-to-date contact number in case of major incident.

Professional

To ensure Health Professions Council registration is kept up to date.

To comply and be conversant with Radiation and Protection regulations IR(ME)R 2000.

To continue with professional development and record appropriately.

To complete the modality competencies in a timely fashion.

To be aware of the confidential nature of the work undertaken in the department and maintain strictest confidence when dealing with patients, staff and other departments in accordance with Trust policy and the Data Protection Act.

To comply and follow all departmental and trust policies and procedures, and take responsibility for ensuring up to date knowledge of all of these, in particular in relation to ionising radiation, control of bodily fluids, infection control, manual handling and treatment of violent/abusive patients.

To attend annual instruction in Manual Handling, Fire Procedure, Major Emergency Procedures, Immediate Life Support.

Be aware of and comply with Health and Safety and COSHH Regulations.

To engage fully with the annual appraisal process.

Maintain a standard of conduct and dress to sustain public confidence and trust.

To adhere to and promote all relevant health and safety regulations and risk management procedures and report any related issues using departmental procedures. To ensure all staff in the department have an up-to-date knowledge of current regulations.

Job description agreement:

Signature of post holder: _____ Date: _____

Name: _____

Signature of manager: _____ Date: _____

Name: _____

Statement:

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. INFECTION CONTROL AND HAND HYGIENE - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.

13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

Maidstone and Tunbridge Wells NHS Trust

Senior CT Radiographer Person Specification

AREA	ESSENTIAL	DESIRABLE (for grading purposes this information is not taken into account)
Qualifications	<ul style="list-style-type: none"> • BSc Diagnostic Radiography or equivalent • HCPC Registration • CPD evidence • Attendance at relevant study days/short courses 	<ul style="list-style-type: none"> • IV cannulation • Relevant special/clinical interest group membership • In possession of or is working towards a relevant postgraduate qualification
Experience/ Knowledge	<ul style="list-style-type: none"> • Clinical experience and a sound knowledge of NHS hospital protocols and practices, minimum 18 months post qualification • Competence in essential CT scanning depending on primary area of work • Direct experience of specialist imaging procedures • Enhanced knowledge of anatomy, physiology and pathology to support emergency pathways and elective CT imaging • Advanced knowledge of Ionising Radiation Regulations, their implementation and implication • Decision making skills • Responsibility in a clinical area e.g. equipment, QA, training, protocols, rota, students, H&S, quality, staff resources, paediatrics 	<ul style="list-style-type: none"> • Local knowledge of trust • Experience of workloads in busy trauma centre • Considerable CT experience • Working out of hours for CT service • Evidence of leadership at a senior level

Skills	<ul style="list-style-type: none"> • Setting and maintaining own radiographic standards • Work autonomously within a clinical area • Highly motivated for self and others • Ability to sensitively deal with distressing circumstances • Sensitivity to work with the acutely, chronically and terminally ill • Capable of undertaking supervisory responsibilities • Ability to receive and analyse, and manage information, and respond promptly and professionally with any service user or provider • Good organisational skills including prioritisation and delegation 	<ul style="list-style-type: none"> • Risk management • Team leader • Active involvement in Audit and/or research • Rota development • Ability to work under pressure
Attributes	<ul style="list-style-type: none"> • Openness – Shares information and good practice appropriately • Mutual Respect – Treats others with courtesy and respect at all times • Accountability – Takes responsibility for own actions and promotes good team working 	
Additional requirements	<ul style="list-style-type: none"> • Flexibility to work across sites • Participate in OOH's service during the week and weekends, which may require coming in from home promptly • Caring and empathetic • Supportive of other team members • Work efficiently and effectively within a stressful and unpredictable environment • Support the Trust 	<ul style="list-style-type: none"> • Interest in further development • Desire to actively progress the department

Date written ...16/08/2022.....

Maidstone and Tunbridge Wells NHS Trust

Senior CT Radiographer Organisational chart

