

## JOB DESCRIPTION

Job Title:	Apprentice Radiographer
Band:	3 (moving to band 4 after 2 years of degree completion)
Base:	Queen Victoria Hospital, East Grinstead
Business Unit / Department:	Clinical Support Services/ Radiology
Reports to:	Operational & Quality Lead Radiographer
Accountable to:	Radiology Services Manager

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### 1. Job Summary:

To Work within the Radiology department as a trainee Radiographer under the Diagnostic Radiographer Apprenticeship programme. To work under the supervision of a Registered Practitioner.

This is a training post and progression through the levels 1-3 will be expected in accordance with the Structured Objective Assessment of Practice managed by the HEI providing training. Progress will also be demonstrated through completion of a competency log book which identifies the student has undertaken a full range of examinations, increasing in complexity throughout the 3 years. There is a requirement for the student to pass each element of the course in order to progress.

It is expected that the student will be working at the level of an Assistant Practitioner Radiographer during the 3rd year of training. Failure to complete any aspect of the academic or clinical components within the set time scale could result in removal from the course and termination of the contract with Queen Victoria NHS Foundation Trust.

### 2. Main working relationships

#### 2.1 Internal

- Radiologist, Radiographers, sonographers, Radiographic Department Assistants and Physicists
- Radiology Services Manager
- Liaison with other clinical professional, support staff, patients and carers
- Domestic and porter team

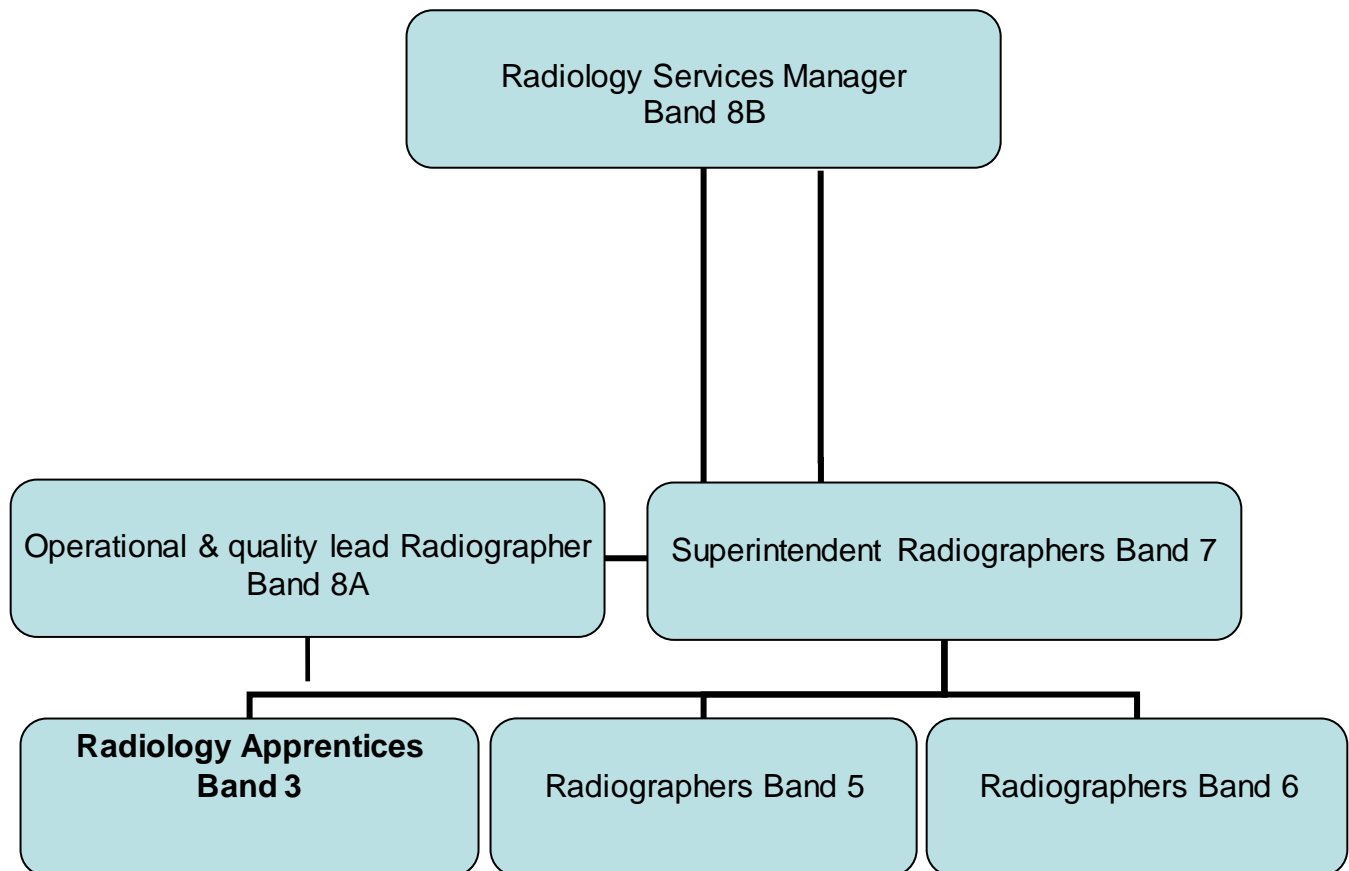
#### 2.2 External

- Liaison with external agencies such as other NHS Organisations and Healthcare providers and healthcare education institution facility (HEI)
- Ambulance/ transport services
- Applications specialists and equipment manufactures

### 3. Budget responsibilities:

- 3.1 Responsible for the safe use of complex and expensive equipment in excess of £100,000.
  - 3.2 No budgetary responsibility
  - 3.3 Support the efficient use of resources including; maintaining stocks and supplies and ordering equipment & resources as agreed or directed
  - 3.4 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
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### Department structure chart



### 4. Key result areas:

#### Communication

- 4.1 Communicate with colleagues at all levels in the department, including clerical, nursing, ancillary and clinical staff by both verbal and written means.
- 4.2 Communicate with colleagues at all levels on other wards and departments by both verbal and written means information which may be sensitive and complex e.g. information on x-ray requests.
- 4.3 Communicate with patients, relatives and carers often under difficult situations e.g. children, non-English speaking, hard of hearing, patients under the influence of drugs or alcohol etc.

- 4.4 With external health professionals such as GPs, ambulance staff.
- 4.5 Attending departmental staff meetings and team meetings regularly and contributing to discussions on services and policies where appropriate.
- 4.6 Assist in obtaining valid patient consent and work within a legal framework with patients who lack capacity to consent to treatment
- 4.7 To provide patients with an explanation of their procedure prior to commencing the examination
- 4.8 To link in with your trust clinical supervisor regarding learning needs
- 4.9 To communicate with your HEI link tutor as required
- 4.10 Acting within prescribed policies and protocols of the Trust

### **Planning & organisation**

- 4.11 Be able to plan and successfully undertake the academic components of the Diagnostic Radiographer Apprenticeship course whilst continuing to achieve clinical competencies.
- 4.12 To plan and undertake continued studies both in the workplace and at home.
- 4.13 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.
- 4.14 Prioritise own tasks under the appropriate delegation of the registered practitioner.
- 4.15 To actively participate in departmental meetings.
- 4.16 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.
- 4.17 Able to manage the conflicting demands of work and academic study

### **Clinical/ Clinical Governance**

- 4.18 To work within clearly a defined accountability framework.
- 4.19 To demonstrate clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio relevant to the service specification.
- 4.20 To recognise and appropriately address risk factors to patients/clients and carers within their healthcare setting and feedback appropriately to the registered practitioner
- 4.21 To ensure that the department's identification policy is adhered to and that all patients are correctly identified prior to undergoing irradiation
- 4.22 To report any incidents, untoward incidents, complaints and near misses to self, patients or carers to the appropriate professional within the stated timescales
- 4.23 To take responsibility for Continuing Professional Development (CPD)
- 4.24 Act according to department and Trust policy and protocols including the safe use of costly equipment, adhering to the IRMER (Ionising Radiation Medical Exposure Regulations) legislation at all times
- 4.25 To contribute to and participate in Department and Trust audit
- 4.26 Use the Trust's PACS (Picture Archive Communication System) and RIS system (Radiology Information System).
- 4.27 Use the hospital and radiology IT systems to enter and retrieve patient information accurately, including the identification of x-ray images and recording radiation dosage etc.

- 4.28 Accurately completing and maintaining effective patient records including confidentiality issues

### **Responsibility for Supervision, Leadership & Management**

- 4.29 Support the organising work of porters and HCA's work in a non-managerial role
- 4.30 Participate in the training and induction of other staff/students as appropriate
- 4.31 Maintaining own professional development and attending training, including all mandatory training to enhance the role within the clinical area
- 4.32 Take a flexible approach in supporting colleagues during times of workload pressures
- 4.33 Keep a record of own training and development, maintain a portfolio, working to sustain acquired competencies for the post

### **Professional**

- 4.34 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.
- 4.35 Works within the boundaries of existing competence, adhering to the QVH Radiation Safety Policy and national and local standard operating procedures/protocols.
- 4.36 To immediately report any fault errors following departmental processes and highlight to the supervising radiographer.
- 4.37 To keep accurate records of patient examinations in line with departmental protocols
- 4.38 To participate in database housekeeping as required

## **5. Personal and Professional Development**

- 5.1 Participate in the Trust's annual appraisal system designed to identify objectives and personal development opportunities.
- 5.2 Participate in the Trust's annual pay progression review (if applicable).
- 5.3 Ensure that all mandatory training is up to date
- 5.4 The post holder will be responsible for continually maintaining their working knowledge of local practices, policies and procedures and highlight ongoing training and development needs to their manager.

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### **Health and Safety**

The postholder must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these at all times, including ensuring that they act in line with all policies and procedures at all times in order to maintain a safe environment for patients, visitors and colleagues. It is the responsibility of the postholder to complete a display screen equipment (DSE) self-assessment, with reference to the Trust Policy.

### **Equality and Diversity**

The postholder is required to promote equality in service delivery and employment practices. All employees must comply with all the Trusts equality and diversity policies, procedures and initiatives.

### **Infection Prevention and Control**

Infection Prevention and Control is everybody's responsibility. All staff are required to adhere to the Trust's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times.

### **Safeguarding Children, Young People and Vulnerable Adults**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. Recruitment checks are undertaken in accordance with the NHS Employment Check Standards and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

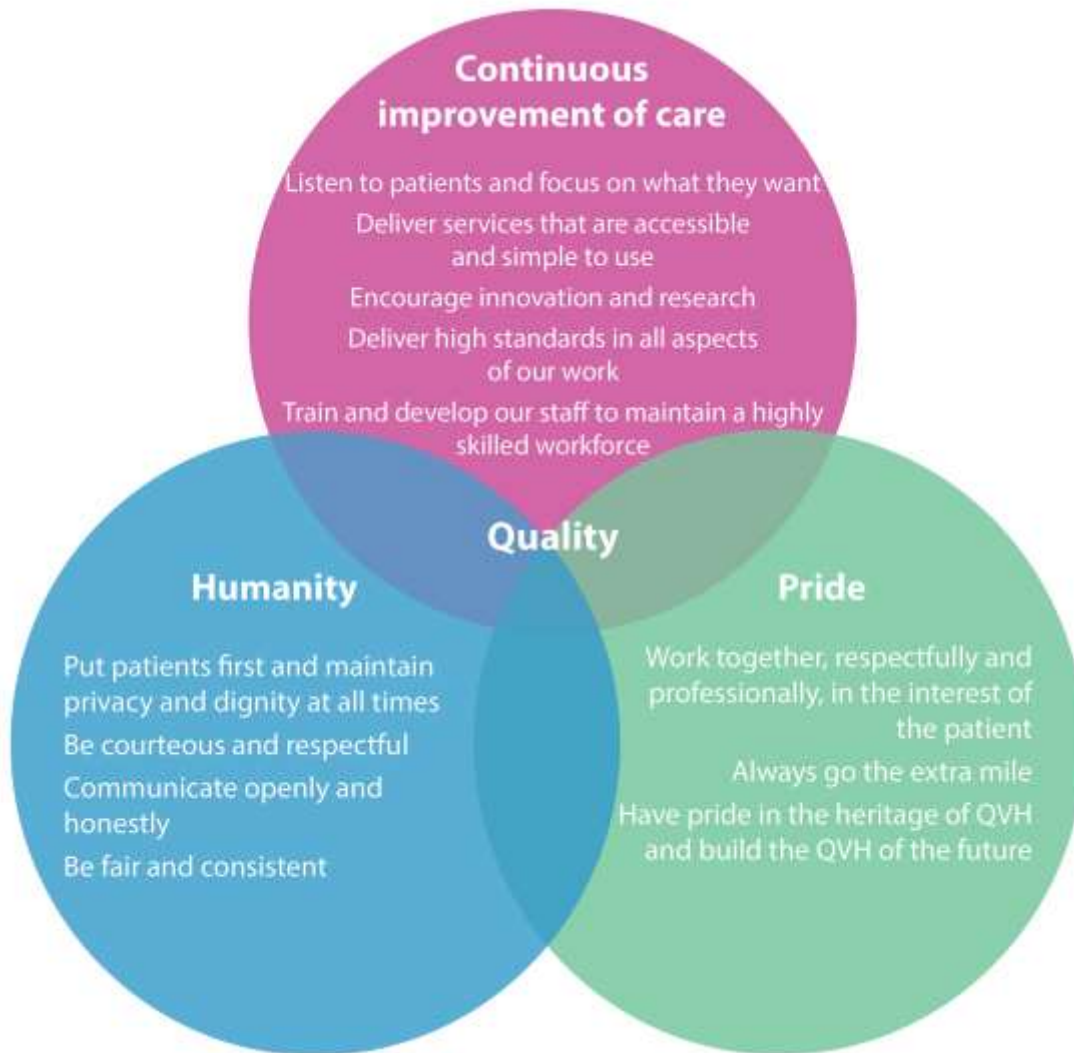
### **Smoke free Trust**

Queen Victoria Hospital NHS Foundation Trust is a smoke-free Trust covering Trust premises, grounds and any Trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

### **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

## QVH Trust Values



## PERSON SPECIFICATION

Title of post: **Band 3-4 – Apprentice Radiographer**

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of Qualifications either:</li> <li>• A Level BBC in Science or;</li> <li>• BTEC National Diploma DMM in Science or professionally relevant subject or; (112 UKAS points)</li> <li>• Access to HE Diploma in Science or similar with 24 Distinctions of which 14 must be in Science (112 UKAS points)</li> <li>• Applicants must hold 5 GCSEs A-C including Maths, English and Science or equivalent (reformed GCSEs grade 4 or above).</li> <li>• Those whom English is not their first language must achieve a minimum score of 7.0 overall or equivalent with not less than 7.0 in the listening and reading sections and not less than 7.0 in the writing and speaking sections for the International English Language Test Score (IELTS) at the time of application.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working or observing in a Radiology department or other clinical environment</li> <li>• Experience of providing patient, client care or customer care and/or treatment interventions</li> </ul>	<ul style="list-style-type: none"> <li>• Previous NHS experience</li> </ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to lifelong learning</li> <li>• Knowledge understanding of promoting patient's independence.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Radiology Management system.</li> <li>• Knowledge of relevant national standards, e.g. IR(ME)R 2017, IRR'17 and associated codes of practice</li> <li>• Knowledge of accountability, relevant SOP's policies and importance of patient documentation.</li> <li>• Health, safety and risk awareness.</li> <li>• Safeguarding understanding of the principles and process</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Able to work as part of a team</li> <li>• Ability to work autonomously</li> <li>• Ability to work under pressure and with flexibility</li> <li>• Empathetic and demonstrates patient focus</li> <li>• Able to manage own emotions and cope in sometimes difficult situations with patients or their relatives</li> <li>• Basic computer skills.</li> <li>• Evidence of a good standard of Literacy / English language skills</li> <li>• Good communication skills, written and verbal</li> <li>• Good organisational skills</li> <li>• Good timekeeper</li> <li>• Good hand to eye co-ordination and sensory skills.</li> <li>• Manual dexterity</li> </ul>	

<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Outstanding care</li> <li>• Listening and leading</li> <li>• Working together</li> <li>• Self-motivated</li> <li>• Ability to work under pressure and use own initiative</li> <li>• Flexible attitude to service provision and enthusiasm for change</li> <li>• Demonstrate a professional attitude and approach at all times</li> <li>• Moving patients without mechanical aids for radiographic positioning for short frequent periods of time</li> <li>• Be able to move patients from beds and chairs using manual handling skills and if necessary hoists to move a wide range of patient types</li> <li>• Ability to employ manual handling techniques</li> <li>• Ability to stand for long periods of time wearing lead aprons</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Such as to meet the requirements of the role with any reasonable adjustments</li> <li>• Willingness to use technology to improve standards of care and support to our patients</li> <li>• Self-motivated</li> <li>• Smart appearance</li> <li>• Flexible working re: working in a range of clinical settings and environments and shift patterns.</li> <li>• Willingness/commitment to undertake training</li> </ul>	

**Version control (HR use only):**

Version number:	AfC panel:	Clustered:	Consistency check:	Lead initials:
1				
2				