

## JOB DESCRIPTION

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### JOB DETAILS

<b>Job Title:</b>	Clinical Trials and Senior Cross-sectional Radiographer
<b>Department / Ward:</b>	Radiology
<b>Division:</b>	Clinical Support & Specialist Surgery
<b>Base:</b>	The Christie NHS Foundation Trust

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### ORGANISATIONAL ARRANGEMENTS

<b>Accountable to:</b>	<ol style="list-style-type: none"><li>1. Radiology Services Manager</li><li>2. Senior Research Project Manager</li><li>2. Directorate Operations Manager</li></ol>
<b>Other Accountabilities:</b>	<ol style="list-style-type: none"><li>1. Principal Radiographers</li><li>2. Clinical Specialist Radiographers</li><li>3. Clinical Director for Radiology</li></ol>
<b>Responsible for:</b>	<ol style="list-style-type: none"><li>1. Junior Radiographic staff</li><li>2. Radiographic aides and other ancillary staff</li></ol>

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### JOB PURPOSE

To undertake radiographic imaging in MR and CT scanning. To support the clinical specialist radiographers in the efficient delivery of the clinical service. To assess own workload of patients and maintain associated records. To participate in CPD and other developmental activities. Clinical supervision of radiography students.

To manage the imaging requirements for clinical trials within the Radiology department, providing specialist knowledge to the Research and Innovation (R&I) team, co-ordinating and facilitating the radiology aspects of trial activity and undertaking associated administration for clinical trials involving the use of medical imaging. To deliver a comprehensive radiology clinical trials service to meet the needs of the service users and the Trust's clinical trials portfolio.

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The post holder will liaise with the Senior Research Project Manager, the MRI Clinical Specialist Research Radiographer, Consultant Radiologists and Superintendent Radiographers to enable an effective radiology clinical trials service. The role will be the main point of liaison between radiology and members of Christie Medical Physics and Engineering (CMPE) and Radioisotopes departments, doctors, research nurses, R&D staff, trials sponsors and staff at other hospitals.

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## **DUTIES AND RESPONSIBILITIES**

### **Communication requirements**

- To assist in ensuring there is effective communication between the various teams who have input into the radiology services such as diagnostic radiology staff, students, medical physics staff, clinicians, nursing staff, engineers and others.
- To ensure that patients understand complex information related to their examination and to encourage patients to cooperate fully in the examination process. This may involve patients with additional needs
- To log incidents via the Trust incident system (DATIX).
- Accurate input of patient data into any Trust computer system
- To take part in departmental research and audit and report as necessary

### **Planning and organisational duties**

- Review research protocols, imaging protocols, patient information sheets, amendments and other related trial documents making judgements regarding imaging investigation requirements and regulatory compliance e.g. Ionising Radiation (Medical Exposure) Regulations (IR(ME)R), Health Research Authority (HRA) and Good Clinical Practice (GCP) and other appropriate regulatory bodies to ensure compliance with national standards.
- Ensure compliance within the radiology service of the agreed clinical trials protocols, confirming staff knowledge/skills, specialised equipment compatibility, availability and frequency of imaging.
- Translate complex clinical trial imaging and scheduling requirements into work practices. This may require discussion with Consultant Radiologists and Superintendent Radiographers for the specific trials, to enable assessment of skills and resources required.
- Act as the main liaison between radiology and R&I for a multitude of projects including organising meetings regarding trial specific requirements, attending site initiation visits, site specific questionnaires, and trial specific training with relevant stakeholders.
- Vet each imaging and biopsy request which is part of a research trial to assess compliance with the protocol, IRMER regulations, to enable justification of the radiation exposure by radiographic staff prior to patients undergoing any clinical trial related imaging investigation.



- Liaise with Trust medical physics experts regarding estimated radiation dose for clinical trials and investigate and record breaches of ethical radiation dose constraints.
- Liaise with speciality leads to ensure maintenance records and calibration of equipment utilised for the purposes of research are maintained in accordance with clinical trial requirements.
- Undertake and update technical evaluations and risk assessments on equipment utilised for trial scanning and inform R&I of any changes.
- Work in a specialist role with accountability for own actions to work independently using own initiative to plan and prioritise own workload
- Ordering of equipment and consumable items.
- Provision of specialist care of patients to ensure their comfort and safety in the department.
- Checking patient details prior to examination and ensuring all relevant details are on the request card as per the IR(ME)R regulations. Ensuring pregnancy is excluded in female patients of childbearing years.
- Maintenance of the standards of imaging set by the department.
- Ensuring that any faults in equipment, fixtures, fittings or fabric of any of the departments are recorded and notified to the appropriate persons, complying with and enforcing current Health and Safety and Moving and Handling regulations.
- Ensure that all relevant radiation protection and safety measures for each department are adhered to, e.g. MR local rules, ionising radiation regulations, IR(ME)R, departmental dose reduction strategies etc.
- Maintaining practices in keeping with departmental and Trust Board policies, e.g. fire regulations, patient confidentiality etc.

### **Analytical skills**

- Adapt radiological techniques and protocols in accordance with the condition of the patient and their mobility.
- Assess patient's clinical condition regarding the level of risk of giving intravenous and oral contrast medium when relevant.

### **Responsibilities for information resources**

- Possesses advanced IT skills e.g. manipulating databases, working with the full MS suite of software including MS Excel and be competent at report writing.
- Maintain the radiology clinical trials database, including accurate patient data entry, dose limitations, imaging costs for individual patient examinations, and resolution of discrepancies between Trust information systems (CRIS, Medway).
- Support and oversee the Clinical Trial Assistants in radiology to produce anonymised copy images for trial sponsors.
- Support the Clinical Trial Assistants to record evidence and maintaining an audit trail for all team activities including copy scans, vetting, study reviews, appointments, biopsies etc.



- Archive all trial related documentation and information (paper and electronic) as per legal and national guidelines.
- Ensures patient confidentiality, privacy, data protection, safety and security.

**Responsibility for financial resources**

- Review Research protocols to provide financial costings advice to R&I.
- Produce radiology trials activity reports, including financial, as required by R&I to support remuneration for the service

**Research and Training**

- Take an active role in the training of qualified radiographers, radiography students and students/staff from other disciplines including visiting engineers and clinical trainee staff
- Maintain expertise in intravenous cannulation techniques.
- To participate in the departmental continuing professional development programme, including participating in appraisal and personal development planning.
- To participate in the Trust's essential training.
- Supervision of junior radiographic staff and radiographic aides as required. Including clinical supervision of radiography students.
- Supervise the Clinical Trial Assistants in Radiology including the training of new staff members and assisting with complex queries.
- To work with the radiologists, clinical specialist radiographers and other senior staff in the department to review working practices, identify new ways of working and find solutions to problems.
- Develop and run specific Radiology research training sessions for Christie Radiology Staff and R&I based staff including RECIST reporting, image transfer, induction training to understand the imaging modalities, protocols and procedures within radiology for clinical trials and any other training as needs arise.
- Support departmental audits involving Radiology research, with the ability to lead independent audits and present results to the department.
- Facilitate external audit and inspection visits conducted in relation to research on behalf of the radiology department. Escalating any issues or concerns to the radiology services manager and clinical director, Head of Quality for research.
- Produce, review and adhere to required standard operating procedures (SOP's) and relevant policies to support the work practice of the post holder to ensure a robust quality assurance (QA) process is in place.
- Maintain and update own practice/expertise and CPD portfolio as per Health and Care Professions Council (HCPC) registration requirements and adhere to the Society and College of Radiographer's Professional Code of Conduct.
- Continued learning across the mix of modality scanning methods in an oncology setting.



- Contribute to future development and improvement of the radiology clinical trials service.
- If an unplanned incident or event occurs that causes a disruption to normal service, you may be required to support radiology scanning clinically.
- Any other duties that might be reasonably requested to maintain the smooth running of the service.

**General duties**

- Supervision of junior radiographic staff, students and radiographic aides as required.
- Ordering of equipment and consumable items.
- Provision of specialist care of patients to ensure their comfort and safety in the department.
- Checking patient details prior to examination and ensuring all relevant details are on the request card as per the IR(ME)R regulations. Ensuring pregnancy is excluded in female patients of childbearing years.
- Maintenance of the standards of imaging set by the department.
- Ensuring that any faults in equipment, fixtures, fittings or fabric of any of the departments are recorded and notified to the appropriate persons, complying with and enforcing current Health and Safety and Moving and Handling regulations.
- Ensure that all relevant radiation protection and safety measures for each department are adhered to, e.g. MR local rules, ionising radiation regulations, IR(ME)R, departmental dose reduction strategies etc.
- Maintaining practices in keeping with departmental and Trust Board policies, e.g. fire regulations, patient confidentiality etc.
- To work with the radiologists, clinical specialist radiographers and other senior staff in the department to review working practices, identify new ways of working and find solutions to problems.
- Clinical supervision of radiography students.

**Physical effort**

- Long periods using Display Screen Equipment (DSE).
- Long periods of concentration required.
- Occasional travel for off-site visits.

**There is a contractual requirement to participate in extended day and weekend working, and on-call.**

**Any other duties, which after discussion, might be reasonably requested to maintain the smooth running of the department.**

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Date Prepared: 10/08/2023    Prepared By: Alison Kilburn

Agreed By:

Employee's Name and Signature:

Date:





**The Christie**

**NHS Foundation Trust**

Date:

Manager's Name and Signature:

Date Reviewed: 18/04/2023

Reviewed By: Dr Bryony Cotterell



**PERSON SPECIFICATION**

**Job Title:** **Clinical Trials and Senior Cross-sectional Radiographer**

	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	DCR (R) or BSc Radiography HCPC registration	Previous relevant course or post graduate study Interested in post graduate study Competent in administration of IV contrast	Certificates CPD portfolio
<b>EXPERIENCE</b>	A range of experience across radiology modalities with specific expertise in CT or MR	Experience in a variety of other Trusts / Departments of Radiology Experience of working in an oncology setting Experience of interventional radiography Experience of or interest in clinical trials Experience with training radiography students	Application Form Interview References
<b>SKILLS</b>	Communication skills Analytical skills Planning and organisational skills Team skills IT skills Time management Self-motivated Ability to use initiative Ability to work under pressure	Experience of Microsoft Excel Presentation skills Experience of managing workload Participation in audit	Application Form Interview References
<b>KNOWLEDGE</b>	Radiography knowledge Oncology knowledge IR(ME)R IRR Ongoing CPD portfolio	Knowledge of College of Radiographers policies, and policies that affect the NHS. Oncology Knowledge	Application Form Interview References
<b>VALUES</b>	Ability to demonstrate the organisational values and behaviours		Application Form Interview References





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<b>OTHER</b> (Please Specify)	Reliable Ability to use own initiative Good general health and attendance record Calm under pressure Sensitivity and tact Smart professional appearance Ability to work flexibly Ability to participate in extended day, weekend working and on-call	Desire to work within an oncology hospital Desire to improve radiology services	Application Form Interview Document Check
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Date Prepared: 18/04/2023

Agreed by:

Date Agreed:

Date Reviewed: 10/08/2023

Prepared By:

Agreed By:

Date Agreed:

Reviewed by:

Bryony Cotterell

Alison Kilburn

10/08/2023

Sarah Iddles





**GENERAL STATEMENTS:**

**RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

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**RECORDS MANAGEMENT/DATA PROTECTION**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

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**HEALTH AND SAFETY REQUIREMENTS**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

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**CONFIDENTIALITY AND INFORMATION SECURITY**

As a Trust employee you are required to uphold the confidentiality of all records held by the trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the Data Protection Act 2018 and should be managed in accordance with this legislation.

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**TRUST POLICIES**

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

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### **EQUALITY, DIVERSITY AND INCLUSION**

The Christie NHS Foundation Trust is committed to advancing equality, diversity and inclusion for all our patients, other service users and staff. We want to ensure that everyone who works at the Christie or uses our services is welcomed, valued and treated with dignity and respect.

It is your responsibility to understand and work in line with the Trust's equality, diversity, inclusion and human rights policies. You should value others and treat everyone you come into contact with at work with fairness, dignity and respect at all times and uphold their human and other rights.

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### **INFECTION CONTROL**

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with the best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI

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### **ENVIRONMENTAL SUSTAINABILITY**

All employees of the Trust have a responsibility to ensure they have an awareness of environmental sustainability issues which affect the Trust and to contribute to the achievement of the reduction of the Trust's environmental and energy performance footprint e.g. (but not limited to) the use of energy consumed in workspaces (heat/light/paper consumed) and to recycle consumable products wherever possible using appropriate facilities.

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