

JOB DESCRIPTION

Job Title:	Band 5 Radiographer
Department:	Radiology Department
Reports to:	Radiology Line Lead (Supt Radiographer)
Accountable to:	Radiology Line Leads, Lead Radiographer, Cluster Manager and Radiology Clinician Lead
Liaises with:	Other members of Radiology Dept; patients and their carers, relatives or friends; Staff within the hospital; GP's; CCG's; other NHS Trusts
Band:	Band 5

Job Summary

The post holder will assess/treat their own workload of patients/clients and maintain associated records and may also supervise assistants, support workers and students working with the post holder.

Trust Culture and Values

The Trust has defined its culture as one that is patient centred which puts safety first and where all staff take responsibility, are valued and value each other. To support this, our four values are that we are all:-

Caring – we design and deliver care around each individual patient's needs and wants

Safe – we make the safety of patients and staff our prime concern (safety comes first)

Responsible – all staff take responsibility for the hospital, its services and reputation

And that we:

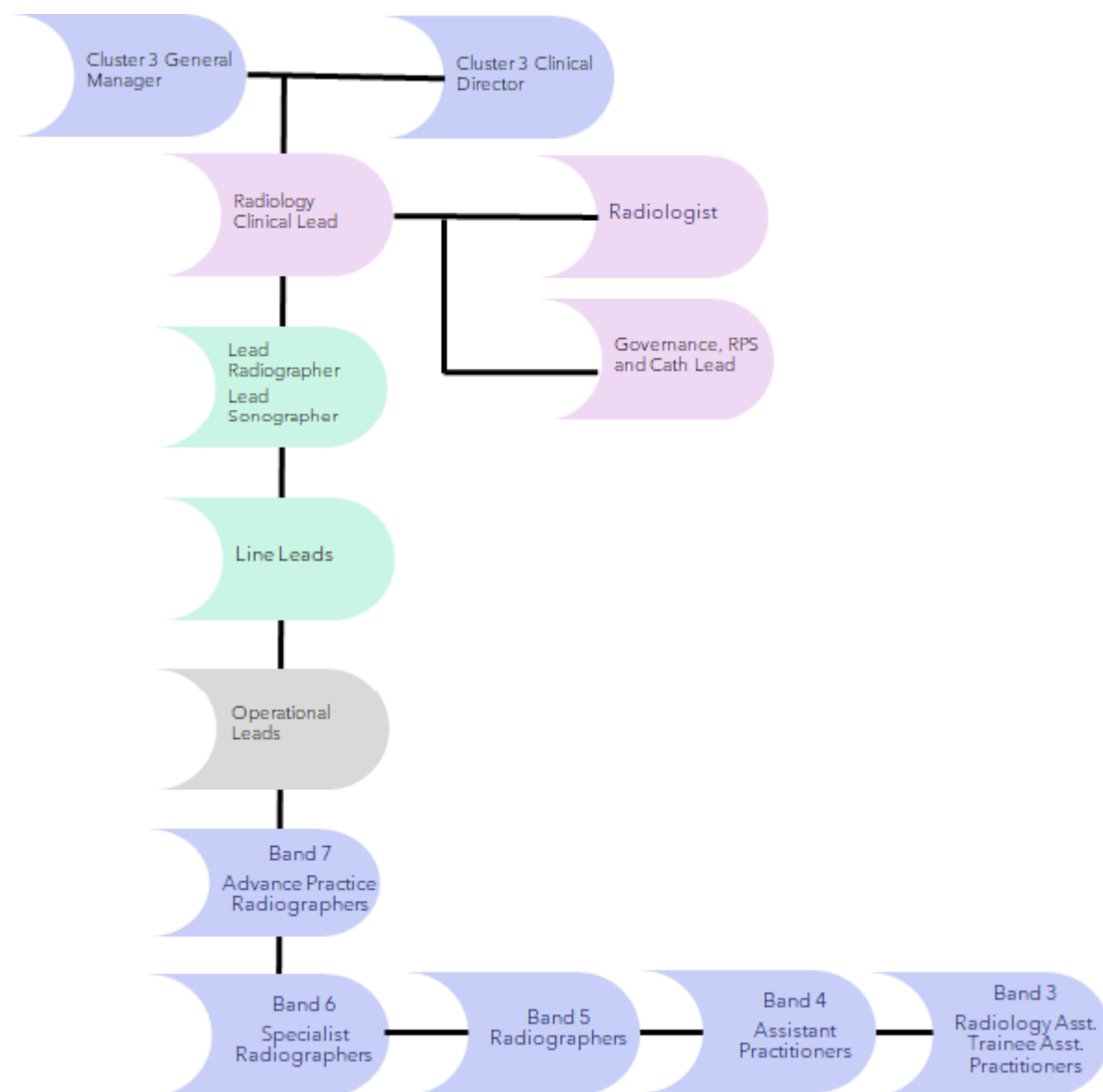
Value each other – we all value each other's contribution.

Our training, policies, procedures, and practices are all intended to support behaviours in line with our values and all staff are expected to uphold these by 'Living Our Values Everyday'

Department Philosophy

To provide a comprehensive quality radiographic and radiological service to a variety of client groups within the hospital.

Department Structure Chart



KEY RESPONSIBILITIES/OUTCOMES:

Clinical

1. To maintain the highest standards of care for all patients undergoing examinations within the radiology department, whilst promoting a high standard of technical expertise within all clinical areas.
2. Maintain Departmental and Professional standards by ensuring production of quality radiographs.
3. To liaise and communicate with other staff involved in a patient's care as appropriate
4. To help monitor and evaluate the use of X-rays and the equipment and service provided, ensuring that safe radiographic practice and radiation protection regulations are adhered to relation to both patients and staff, taking action where necessary, including resolution of equipment breakdown.
5. Rotate through the Department(s) by area rotation.
6. To provide assistance and information to patients, visitors and staff as needed.
7. To participate in the radiography shift system as required.
8. To assume any other duties as considered appropriate by the Radiography Team Manager

Managerial

9. Supervise Support Workers / Assistant(s) / students working with post holder.

Administrative

10. To carry out clerical and administrative duties as required.
11. Ensure the patient letters and/or leaflets are current and comply with departmental document standards.

Governance / Risk

12. Participate in the Department's Quality Assurance Programme.
13. Identify adverse incidents, situations and/or potential risks and take appropriate action.
14. To assist in the management of clinical incidents
15. To assist in audit relating to Radiography

Education and Training/Self-Development

16. Undertake the departments 3 month Phase 1 Induction Programme working towards Phase 2.
17. Identify own training and development needs and undertake appropriate training/education as required.

18. Participate in an annual individual performance review process where objectives will be agreed, performance monitored and personal development needs discussed.
19. To attend all statutory and mandatory training as and when required to do so.
20. Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the Trust's Health and Safety Policies.
21. Adhere to all Trust Policies as applicable.

This job description is not intended to limit the scope and extent of the job to be undertaken and will be subject to review and alteration as necessary, following discussion with the post holder.

Health Clearance

Health clearance is required for this appointment. Applicants must complete a medical questionnaire, return it to the Occupational Health and Wellbeing Service and, if required, undergo a medical examination before appointment.

Disclosure and Barring Service (DBS)

A DBS will be required before appointment for all posts with access to children or vulnerable adults.

Confidentiality and Disclosure of Information

In the course of your normal work with the Trust you will come into possession of confidential information concerning patients, the Trust and its staff. This information should always be treated according to the Trust's rules on confidentiality. Any inappropriate disclosure may be subject to the Trust's disciplinary procedures.

Raising concerns

Staff may on occasion have genuine concerns about healthcare matters and consequently the Trust endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using the Trust's 'Raising Concerns (Whistleblowing)' policy.

Data Quality/Security

The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

Acceptance of Gifts and Hospitality

The conduct of staff in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

Codes of conduct and professional standards

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member. Managers should observe the Code of Conduct for NHS Managers.

Risk (managerial and supervisory staff only)

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in the Trust's Risk Management Policy.

Health and Safety

All staff are advised that, under the Health and Safety at Work Act 1974 and associated legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with the Trust and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

Infection Control

All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

Personal Property

The Trust is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

Equal Opportunities

Equality of opportunity is an integral part of the Trust's recruitment and selection process and recruiting managers must ensure that they comply fully with the Trust's Equality & Diversity Policy. The Trust aims to ensure equality of opportunity for all irrespective of race, disability, sex, gender reassignment, sexual orientation, age, marriage and civil partnership, pregnancy and maternity and religion, or belief.

No Smoking

Smoking by staff, patients and visitors, will not be permitted anywhere on Trust premises.

Security

Staff must wear their identity badge at all times to assist in maintaining the security of the hospital; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to the Security Officer, manager, or security team.

Safeguarding children and vulnerable adults

Kingston Hospital NHS Foundation Trust is committed to safeguarding children and vulnerable adults at risk of abuse. If the post is one that involves access to children and vulnerable adults during the course of their normal duties, an enhanced Criminal Records (CRB) check will be required. All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.
