

Job description

Job title	Band 5 Radiographer
Base	Radiology
Grade	Band 5 AfC
Hours of work	37.5 hours with 7 day working and on-call
Managerial accountability	Radiology Manager
Professional accountability	Clinical Unit Operational Manager

Purpose of post
<p>Overall Objectives</p> <ul style="list-style-type: none"> • To work as part of the imaging department team providing a comprehensive and effective diagnostic radiographic service, carrying out specific responsibilities commensurate with a radiographer grade. • To contribute to a working environment in which patients can obtain optimum care. • To undertake highly skilled clinical work in the Radiology directorate • To provide guidance, supervision and support and participate in the training of Trainee Assistant Practitioners, Student Radiographers and act as a mentor for newly qualified staff • To independently assess each patient and adapt radiographic techniques according to the needs of the patient. • To use professional discretion and experience to ensure that clinical practice is performed professionally and within the legal framework

MAIN RESPONSIBILITIES

Clinical

1. To perform examinations upon a range of patient types both as an autonomous practitioner and as part of a multi professional team, in a manner that meets professional, departmental and legal standards and requirements.
2. To assess and justify referrals under Ionising Radiations (Medical Exposure) Regulations 2018, (IR(ME)R 2018), following practitioner guidelines.
3. To undertake the departmental and Trust induction Programme.
4. To vet and assess referrals, and protocol examinations as required.
5. To independently assess each patient and adapt radiographic techniques according to the needs of the patient.
6. To advise medical and non-medical referrers as to the appropriate radiological investigation as required.

Author : BC. December 2016
 Reviewed : 2019
 Review date : December 2022

7. To supervise student radiographers, and act as a mentor for newly qualified staff, where appropriate.
8. To relate to all patients with understanding and care, respecting their privacy and dignity to provide a caring and confidential service.
9. To perform intravenous contrast agent injections when required, subject to satisfactory completion of a recognised course of training
10. To demonstrate dexterity, accuracy and attention to detail in the preparation of specialist equipment for procedures to be undertaken within the unit whilst adhering to Local and Trust policies e.g. intravenous drug administration, taking blood samples.
11. To be able to use the departmental Radiology Information System, Computerised Radiography system and the Picture Archiving Communication System following training.
12. To manage own workload and organise departmental workload when necessary.
13. To participate in the on call, weekend and standby duty rota as required according to site, and have a flexible approach to working hours.
14. To adhere to all Trust policies including Health & Safety Regulations, COSHH Regulations, and the Data Protection Act.
15. To comply with all radiation protection policies such as IR(ME)R the Code of Practice for the Protection of Persons against Ionising Radiations arising from Medical and Dental use and the IRR 17 Regulations.
16. To adhere to safe systems of work with regard to manual handling.
17. To be aware of all Quality Control procedures with the department, including Quality Assurance testing for image quality and equipment safety, and to perform clinical audits within the department.
18. To participate in the Department and Directorate Audit and Clinical Governance Programs
19. To be responsible in the use of expensive diagnostic radiology equipment to ensure that the patient, carer, relatives and operator remain safe from the physical and radiation hazards associated with it.
20. To highlight and document any equipment faults or service issues to a senior member of staff, and take any appropriate action within Department guidelines
21. To perform specialist procedures with complex equipment in a safe manner (and to train and supervise others when appropriate)
22. To adhere to role in safety and good practice.

Author : BC. December 2016
Reviewed : 2019
Review date : December 2022

23. To undertake radiography at any hospital within the Trust as required.
24. To undertake any reasonable further duties as required when requested by the Clinical Professional Manager.

Professional Development

1. The post holder is responsible for his/her personal development and is expected to remain up to date in technical developments and trends in imaging through participation in internal and external development opportunities and to maintain a portfolio of evidence in support of CPD undertaken.
2. To exercise professional accountability at all times and to be aware of own development needs/limitations and actively seeking to address these.
3. To be appraised as part of the annual Trust appraisal process. To strive to meet agreed personal and service objectives.
4. To attend regular staff meetings

Professional

1. To act as an independent radiographic practitioner, meeting the standards set within the professional body's Professional Code of Conduct.
2. To adhere to the Health Professions Council Code of Conduct and maintain appropriate professional registration.
3. To use professional discretion and experience to ensure that clinical practice is performed professionally and within the legal framework.
4. To undertake and participate in clinical audit and research, in accordance with Good Clinical Practice
5. To undertake the practical training of other staff including student radiographers and assistant practitioners.
6. To undertake all statutory and mandatory training as required by the Trust.
7. To report all absences in accordance with Trust and Departmental policy.
8. To behave in a professional manner at all times and when representing Radiography at external functions.

Communication

1. To communicate effectively and appropriately with all users of the service across all age groups and abilities.
2. Observe confidentiality and conform to the Data Protection Act.
3. Establish and maintain close and harmonious relationships with Medical and Nursing staff.
4. Communicate complex information to patients and carers, e.g radiation risk versus clinical benefit of a radiological investigation and translate in to lay terms to facilitate understanding.
5. To record and report equipment faults in a timely manner using the appropriate channels of communication to ensure minimal disruption to the service.

Physical Effort & Working Conditions

The post holder will:

1. Be subject to exposure to ionising radiation on a frequent / regular basis. Such exposure will be managed according to departmental protocols.
2. Have frequent use of VDU equipment on a daily basis.
3. Have regular exposure to distressing and emotional situations on a daily basis e.g. caring for the terminally ill, giving feedback of a negative nature to trainees and other staff.
4. Have frequent exposure to body fluids e.g. blood, urine and etc and infection risks and occasional exposure to lice and/or fleas.
5. Be required to position and manoeuvre patients and equipment on a daily basis. In any clinical situation, patients may be ambulant, in a wheelchair, stretcher/bed. Transfer to an x-ray table is often required. Movement of wheelchairs, stretcher/bed over short distances throughout the working day or night is required.
6. Demonstrate an ability to concentrate for prolonged periods and to apply accuracy and attention to detail even in adverse conditions e.g. preparing and utilising specialist radiology equipment

RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy
- Incident Reporting Policy

and should make themselves familiar with the 'local response' plan and **their** role within that response.

RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

INFECTION CONTROL

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the ORH Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

CHILD PROTECTION

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

INFORMATION GOVERNANCE

Author : BC. December 2016
Reviewed : 2019
Review date : December 2022

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

DATA QUALITY

Data quality is a vital element of every member of staff's job role. The Oxford Radcliffe Hospitals recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy

Person Specification

	Essential	Desirable
Education/Qualifications	<p>BSc or DCR radiography</p> <p>Registration with HCPC</p>	<p>Evidence of CPD</p> <p>Additional post-graduate training or short courses</p>
Experience	<p>Demonstrable efficient communication, and patient service skills</p> <p>Demonstrable time management skills and ability to work within deadlines</p> <p>Evidence of analytical and problem solving ability</p> <p>Understanding of IR(ME)R 2018 and IRR 17.</p>	<p>Experience working in NHS</p> <p>Experience in specialised areas</p>
Skills, Knowledge and Abilities	<p>Self-motivated, reliable, flexible & adaptable</p> <p>Effective communication in writing, person, telephone in a wide range of situations</p> <p>Ability to work as part of team and on own initiative</p> <p>Ability to use initiative, creative & innovative</p> <p>Ability to stay calm and focused</p> <p>Friendly, approachable.</p> <p>Commitment to training other staff and students</p> <p>Computer literate</p>	<p>Experience working with CRIS/ PACS</p> <p>Ability to organise and prioritise workload.</p>