

# Candidate Pack

## For

### Band 6 Diagnostic Radiographer



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Our  
**values**



The North Middlesex University Hospital NHS Trust is a medium-sized acute and community trust with over 525 beds and over 600 community staff, serving more than 600,000 people living across Enfield and Haringey and the surrounding areas, including Barnet and Waltham Forest.

The hospital has been on its present site for over 100 years and was established as an NHS trust by statute in December 1990. The Trust's services are provided on the North Middlesex University Hospital site as well as a range of community sites across the London Borough of Enfield, including at partner hospitals. They provide services in collaboration with a range of partners, including local GPs, acute, mental health and other community health service providers across North Central London.

In the year ending 31 March 2022, the Trust reported a turnover of £419.7m and employed almost 4,000 staff. Following the transfer of Enfield Community Services on 1st April 2023, this has increased as we have welcomed over 600 new staff including District Nurses, Community Matrons, Community Physiotherapists, Psychologists and many more across a wide range of adult and children's community services in Enfield. It is an exciting time to join North Mid as we continue our journey to become an integrated care organisation to deliver high quality, seamless care in our local communities, with a focus on tackling health inequalities.

North Mid is part of North Central London integrated care system – consisting of the NHS and Local authority organisations in Camden, Islington, Barnet, Enfield and Haringey. As with other ICSs, we are working increasingly closely with partners and indeed many of our financial and performance objectives are measured at this system level. Whilst all organisations remain as standalone, statutory bodies have an ICS infrastructure for making shared decisions and agreeing shared approaches.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

## Our Vision

At North Mid, we've set out sights on Trust North: a set of five clear ambitions which describe our vision for our Trust.





## Additional Information

### Location

Situated in North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

### Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset, and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

### Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity

- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

## Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- An equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

## Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

## Road Access and Public Transport

North Middlesex University Hospital NHS Trust is situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools. Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

Our community services are based in various locations around Enfield including:

St Michael's Primary Care Centre, Gater Drive, Enfield, EN2 0JB  
 Lucas House, 305-309 Fore Street, Edmonton, N9 0PD  
 Forest Primary Care Centre, 308A Hertford Road, Edmonton, N9 7HD  
 Chase Farm Hospital and the Skye Unit, The Ridgeway, Enfield, EN2 8JL  
 Eagle House Surgery, 291 High Street, Enfield, EN3 4DN  
 Highlands Health Centre, 3 Florey Square, Winchmore Hill, N21 1UJ  
 Bowes Road Clinic, 269 Bowes road, Enfield, N11 1BD  
 George Marsha Centre, St Ann's Hospital Site  
 Bay Tree House, Enfield

For more information about the services available at these locations, click [here](#)

## Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 4,000 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

### We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We are compassionate and take time out to check on colleagues and patients</li> <li>We are understanding and recognise each other as individuals</li> <li>We are committed to improving our community for colleagues, patients and carers</li> </ul>	<ul style="list-style-type: none"> <li>Showing empathy</li> <li>Being curious</li> <li>Showing humility</li> <li>Listening to others</li> </ul>

### We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We respect and understand each other's differences and backgrounds</li> <li>We are consistent with providing realistic, clear expectations and constructive feedback</li> <li>We are always looking for opportunities to develop all our staff and our services</li> </ul>	<ul style="list-style-type: none"> <li>Being consistent</li> <li>Listening to others</li> <li>Supporting each other</li> </ul>

### We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement</li> <li>We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge</li> <li>We actively look for new ways of working and explore new partnerships across teams, divisions and organisations</li> </ul>	<ul style="list-style-type: none"> <li>Speaking up</li> <li>Being curious</li> <li>Learning from mistakes</li> </ul>

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

Our  
**values**



## Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.

## Job Description

Position: Diagnostic Radiographer

Band: 6

Location: North Middlesex University Hospital NHS Trust

Hours: Shift system - 37.5 per week including weekends and evenings

Responsible to: Senior radiographers

Accountable to: Lead Radiographer and Head of Radiology

## Key Working Relationships

Radiographers, Radiography Students, University Staff, Radiologists, Radiology Nurses, Radiology Assistants, Ward based staff, AHP Colleagues, General Practitioners, MDT Coordinators, Engineers and Company Reps

## Job Summary

The post holder will be expected to rotate through all areas of the radiology department, acting as the co-ordinator and supervisor in the general X-ray areas and CT. The candidate will therefore need to demonstrate a high level of competence in a range of general X-ray and CT examinations. The supervisory element of this job will require the candidate to demonstrate appropriate levels of responsibility and initiative that supports junior staff/students and the aims of the department. They will instigate and/or complete tasks to support or improve patient care and service provision, performing any reasonable task delegated by their lead radiographer. Participation in the 24-hour shift rota is expected once general X-ray and theatre competencies are fulfilled. In addition, the candidate would also act as the lead radiographer in the out-of-hours rota upon completion of their CT competencies. Teamwork, a desire to put the patient first, and a can-do attitude are essential to this role.

The post holder will be able to work autonomously and demonstrate the ability to prioritise their work in line with the clinical need. They will also be prepared to work flexibly to cover the workload of the department. They will be accountable for their professional actions, operate within their scope of practice and will consult senior staff as and when necessary. They will work as part of the wider multidisciplinary team and will take into account the requirements of referring teams in the interests of patient care. They will be responsible for the supervision and teaching of students and assistant practitioners. The post-holder will demonstrate a level of competency in line with the department's Radiography Competency Framework and is responsible for maintaining their own personal development with support.

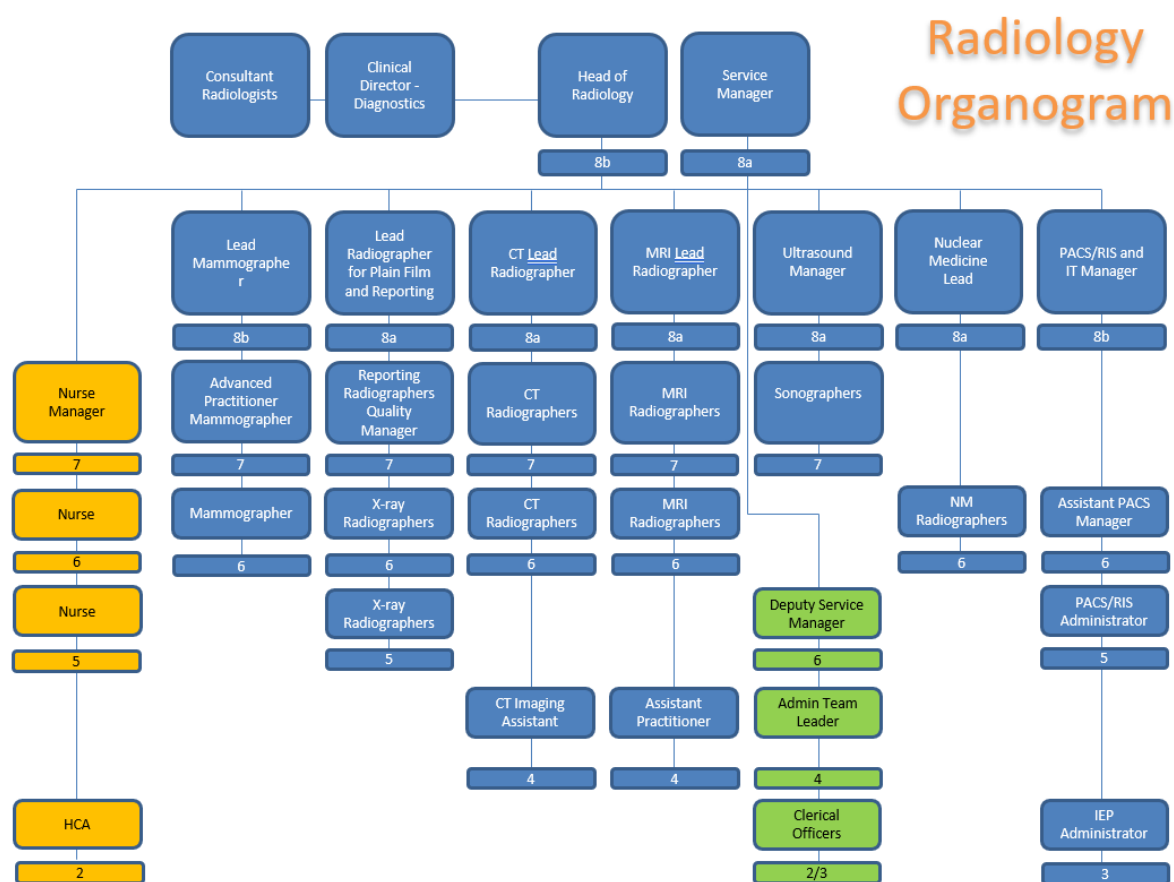
## Introduction to the Department

The Diagnostic Imaging department at North Middlesex University Hospital NHS Trust is a bustling hub, catering to a wide array of medical services such as stroke, HIV medicine, and a busy sickle cell disorder service. Situated within one of London's most active A&E units, our workload resonates with the constant activity of our surroundings.

Located predominantly across two levels within the hospital's new infrastructure, our department boasts quality equipment, including a Canon Aquilion Prime SP CT scanner and a Canon Aquilion One Prism CT scanner, a Philips MRI scanner, 1 GE and 1 Siemens digital fluoroscopy unit for interventional procedures, and 5 Siemens Ysio Max general radiography rooms. These facilities cater to inpatients, outpatients, A&E patients, fracture clinics, and GP services. We also handle a diverse range of orthopaedic theatre procedures and have recently incorporated 3 new Philips Zenition 70 systems. Furthermore, our ultrasound department, equipped with 3 general rooms, has been supplemented by the addition of 7 gynaecology and maternity rooms within our new maternity wing. On top of this, we offer on-site nuclear medicine imaging and a cardiac catheter lab for specialised cardiac procedures.

At our core, we have a rich tradition of nurturing radiographer development. Our dedicated radiographers handle reporting for the appendicular and axial skeleton, chest, abdomen, ultrasound, and mammograms. Our annual workload surpasses 200,000 examinations, making our work environment both demanding and dynamic. Our service operates around the clock, 24 hours a day, 7 days a week, 365 days a year, ensuring immediate response to emergencies and inpatient needs. We are actively planning to expand our routine scanning hours to include weekends, necessitating the involvement of the post-holder in a 7-day rotation, including weekends and bank holidays.

### Organisation Chart:



## **Duties and Responsibilities:**

- Undertake all clinical work on rotation through the department under the direction of the lead radiographers, maintaining high clinical standards throughout.
- Acting as the lead radiographer in the general X-ray area and on-call, this involves effectively coordinating the patient through-put whilst supervising the radiographer and student team.
- Decreasing each patient's radiation dose during examinations by the use of collimation and careful positioning.
- To take responsibility for their actions as described in IR(ME)R and IRR17, keeping up to date with national standards and guidelines.
- Observing the department Dose Reference Levels (DRLs) and Dose Investigation Levels (DILs), reporting excess doses and radiation incidents to the Royal Free Radiation physics service and via Datix.
- Undertake training to the standard required by the department and accept advice and instruction when necessary.
- To seek advice from a modality lead when confronted by new or unusual situations, particularly when it may be necessary to refuse a patient's examination request.
- Ensuring that competency sheets are signed off in a timely fashion and competency is maintained in all signed off areas.
- To be able to perform complex CT scans when working solo or during out-of-hours shifts, including IV cannulation of patients and safely administering iodinated contrast media.
- Demonstrate a high level of communication skills and empathy when dealing with patients and other staff members, exemplifying the Trust core values at all times.
- Work as a team member with all members of the department and other hospital staff ensuring an efficient service to all users and patients.
- Maintain the good order and cleanliness of equipment and accessories used and report all incidents and breakages to senior staff.
- To abide by all national legislation and local rules in relation to Health and Safety and Radiation Protection.
- To abide by all policies of the department and hospital including Equal Opportunities, Information Governance and Code of Conduct.
- Participate in the appraisal system, ensuring that one's own objectives are met each year.
- Perform any other duties thought appropriate to the post as directed by senior radiographers and/or management.
- Work independently when providing a standby service to patients requiring urgent imaging due to acute trauma or illness.
- Provide advice to clinicians on the nature of a diagnostic image either verbally or using the red dot system to identify possible trauma/pathology, in accordance to experience and training, or directing clinicians to more senior staff if the findings are unclear.
- Prioritise workload depending on the severity of a patient condition and the direct impact on their management, using the input from the clinical teams to guide these decisions.
- Maintain accurate patient records to reflect the service provided and meet professional and governance standards.
- Work independently when providing a standby and on-call service to patients requiring urgent imaging due to acute trauma or illness.

- Attend regular manual handling updates and use the techniques taught in these sessions to ensure the safety of staff and patients when moving immobile patients.
- To bring any significant or unexpected findings to the attention of senior colleagues, and to report the incident via Datix.
- To notify management of any concerns about the conduct or competency of colleagues.
- Be able to recognise the signs of adverse reaction to contrast media, including anaphylactic shock, and know when to contact the crash team. Be able to give first aid and start resuscitation if required.
- To supervise, train and mentor student radiographers in a stress-free environment, ensuring patient safety at all times.
- To protect the unborn foetus by checking the LMP of females of childbearing age and applying the 10- and 28-day rules.

### **Managerial**

- Be able to exercise personal responsibility and make decisions in complex and unpredictable circumstances e.g., imaging in A&E and Theatre during a multiple trauma situation.
- Delegate appropriate tasks and supervise junior radiographers, student radiographers, imaging department assistants and assistant practitioners to achieve the desired quality of patient care.
- Act as the lead radiographer in out of hours and weekend shifts.
- Comply and contribute to the implementation of departmental and professional policies and procedures such as:
  - Health & Safety including risk assessment and COSHH
  - Radiation Protection Procedures
  - Ionisation Radiations (Medical Exposures) Regulations 2017 – IR(ME)R 2017.
  - Ionising Radiation Regulations 2017 – IRR17
  - Quality Assurance Programme

### **Educational**

- Participate in mandatory training and actively pursue continuous professional development keeping an up-to-date personal record.
- Maintain knowledge of technological and technical advances in methods of diagnostic imaging in order to promote a culture of continuous improvement within the department.
- Help to train staff and students within all departments of the hospital.

### **Equipment and Machinery**

- Ceiling suspended general X-ray tubes, static X-ray tables with rise and fall function and floating top, bucky assemblies (erect and supine) and operator consoles.
- C-arm fluoroscopy equipment.
- Mobile X-ray units for ward and theatre radiography.

- Mobile image intensifiers for theatre fluoroscopy.
- Orthopantomogram (OPG) for dental and maxillo facial/orthodontic referrals.
- CT (computerised tomography) scanner including table and gantry, operator console and post processing hardware/software used for image manipulation and storage.
- High pressure pump injectors.
- Label printers.
- Stationary grids and cassette holders.
- Immobilisation devices such as foam pads and bucky bands.
- Patient hoists and transfer devices.
- Patients are transported around the X-ray rooms/department on trolleys and chairs when required.

## **Systems**

The post holder will need to be conversant with the following systems:

- Soliton RIS (Radiology Information System); Sectra PACS (Picture Archiving and Communication System) and CareFlow.
- Teleradiology including PACS and image transfer systems e.g., IEP.
- Use software programs such as Microsoft Office to create documents for quality assurance and audit.

## **Assignment and Review of Work**

- Demands for diagnostic imaging are generated by the specific service needs of each clinical area from across the Trust and local CCGs. Images must be suitable for diagnosis and information recorded on the RIS system.
- Senior radiographers will be available to consult on a daily basis, providing direct supervision and training when required.
- Senior radiographers will delegate other non-clinical tasks.
- A lead or senior radiographer will undertake appraisal in order to agree an annual performance development plan.

## **Decisions and Judgements**

- Be accountable for own professional actions, working independently.
- Use skills to assess a patient's condition, often acute, and decide on an appropriate and safe method to obtain a radiograph from a range of options.
- Use the departmental protocols (based on the guidelines issued by The Royal College of Radiologists) to confirm whether to proceed with an X-ray procedure (IR(ME)R 2000).
- Plan and prioritise own patient workload.
- Assess and be involved in the development and implementation of radiographic procedures.
- To seek advice from senior colleagues when requests fall outside of department protocol.

## **Communications and Relationships**

### **Patients**

- Provide information by explanation of often-complex procedures, listening to the patient's requirements in order to encourage compliance with the imaging process. Some patients will have a language or other barrier to understanding or be unable to communicate.
- Provide information on radiation risk and protection to patients and other staff groups.
- Patients may have injuries or illness that will require the adaptation of the imaging technique. Utilisation of advanced motivational and persuasive skills will be required to acquire the correct position, in patients with reduced mobility, to produce an acceptable diagnostic image.

### **Relatives/Carers**

- Provide reassurance and receive and give information whilst respecting the patient's right to privacy.
- Ask relatives for assistance in immobilisation during X-ray examinations for paediatric or infirm patients. Appropriate advice on technique and radiation protection should be given to the relative and the event recorded in the patient's Soliton record.

### **Radiography Staff (internal/external)**

- Consult senior staff for advice.
- Delegate tasks to radiographers, imaging department assistants, assistant practitioners and radiology porters.
- Discuss department policies and suggest improvements.

## **Core Knowledge and Understanding**

- An understanding of the organisational structure and working practices of the organisation with regard to the provision of high-quality radiography services, and trust policies relevant to the specialist area.
- To possess a high degree of personal and professional autonomy with the ability to make sound clinical judgements and critical decisions regarding the patient's welfare.
- To have a working knowledge and be guided by broad professional/clinical policies and standards e.g., those set by the Society of Radiographers, the Healthcare Professions Council and the National Institute for Clinical Excellence.

### **Health and Safety/Risk Management**

- All staff are responsible for working with their colleagues to maintain and improve the quality of services provided to our patients and other service users. This includes complying at all times with North Middlesex University Hospital NHS Trust Policies, including Health and Safety policies, in particular by following agreed safe working procedures, and reporting incidents using the Trust Incident Reporting system, Datix.

**This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties may change to meet the needs of the service or because of the introduction of new practices or technology. This job description may be reviewed from time to time and changed, after consultation with the post-holder.**

## TRUST POLICIES

### Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

### Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

### Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

### Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

### Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

### Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with 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.

### **Smoking Policy**

The Trust provides a smoke free work environment.

### **Confidentiality**

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

### **Clinical Governance**

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

### **Rehabilitation of Offenders Act**

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

### **Safeguarding Vulnerable People**

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

### **Organisational Change**

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

### **Review**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder.

## PERSON SPECIFICATION

**Post: Band 6 Diagnostic Radiographer**

**Department: Radiology**

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	BSc. (Hons) Diagnostic Radiography. HCPC registration.	IV cannulation.	Application/Interview/ Certificates
Skills and abilities	Ability to perform a wide range of plain film X-rays to a high standard including adaptive technique. Ability to perform a range of non-contrast and contrast-enhanced CT scans.	Ability to undertake imaging for a range of fluoroscopy/interventional procedures.	Application/Interview
Experience	Previous work in NHS. Ability to supervise others' work. Can demonstrate first line leadership.	Experience of Cath Lab and Cardiac CT imaging. Use of Soliton RIS, Sectra PACS and CareFlow.	Application/Interview
Personal qualities	Able to work well within a team, to work without supervision and to take direction from senior colleagues. Able to show reflection and subsequent improvement in techniques when involved in incidents. Can demonstrate a desire to put the patient first.		Application/Interview
Values	Demonstrable ability to meet Trust values.		Interview/Assessment
Other requirements	Willingness to work flexibly. Friendly, caring and approachable to patients and staff.	Understanding of the 2ww, 6ww and 18-week RTT pathways.	Application/Interview