

Sandwell and West Birmingham Hospitals NHS Trust

JOB DESCRIPTION

JOB TITLE:	Senior Cross-Sectional Radiographer
BASE:	Cross-site
DIVISION:	Imaging
CONTRACT:	Full time + Out of Hours sessions
GRADE:	Band 6 Radiographer
RESPONSIBLE TO:	Superintendent Radiographer, Cross-Sectional Imaging
ACCOUNTABLE TO:	Operational Services Manager

JOB SUMMARY

To operate within, and organise / supervise Service provision for the Cross-Sectional Imaging Department. To assist in the management of the service as directed by the Superintendent Radiographer, Cross-Sectional Imaging

MAIN RESPONSIBILITIES

Clinical

1. To regularly undertake a wide range of cross-sectional imaging procedures to a standard acceptable to the Division.
2. To work within, and adhere to, Standards and Operational Policies relating to provision of a Quality Imaging service. To ensure that these Standards and Operational Policies are adhered to by more junior staff
3. To ensure that a high standard of cleanliness of the environment and equipment is maintained
4. To be aware of the need to seek assistance when/where necessary.
5. To participate in the department's 24/7, out of hours roster.

6. To encourage the development of, and provide expert assistance to, all grades of staff rotating through the Cross-sectional unit
7. To actively assist in the clinical education of Student Radiographers and any other nominated staff, including practical demonstrations, tutorials and assessments
8. To provide advice for appointment scheduling if required
9. To undertake MRI appointment scheduling
10. To assist in the development and production of protocols, procedures and training manuals as directed by the Superintendent Radiographer.
11. Following a programme of appropriate training, to undertake i.v. cannulation as required
12. To provide advice on the appropriateness of imaging requests in line with agreed Divisional protocols. To deal appropriately with requests which do not meet these guidelines
13. To organise the daily workload and to prioritise examinations according to clinical urgency, in liaison with Radiologists and referring Clinicians
14. To assess the suitability / safety of patients, staff and visitors prior to entering the MRI examination room, in accordance with safety guidelines and the operational policy
15. To request xray examinations for investigation of metallic inter-ocular foreign bodies prior to MRI examination, in accordance with departmental policy

Technical

16. To be fully competent with the operation of all appropriate Imaging equipment within the department.
17. To be fully competent with the operation of all additional equipment within the department such as suction / oxygen, hoists and other manual handling devices
18. To be competent with the operation of the UNITY, PACS and CRIS Systems.
19. To be actively involved in the Divisional Quality Assurance (QA) Programme with its emphasis on dose-reduction, including compliance with working protocols and compliance with current quality standards and ensuring that written records are kept.
20. To record and report equipment faults in the appropriate manner.

Professional

21. To actively promote, and constantly aim for the provision of a higher standard of service
22. To personally adhere to the Trust and Divisional Uniform Policy, and to take the necessary action on those junior staff not adhering
23. To relate to, and communicate with all staff in a courteous and helpful manner at all times
24. To relate to and communicate with all patients and visitors in a sensitive and empathetic manner. To assess the need for, and utilise the appropriate levels of, tact and persuasion as required
25. To be available to support more junior staff in their interactions with staff, patients and visitors, in situations requiring complex or contentious communications
26. To play an active role in maintaining and improving team spirit across all non-clinical staff groups
27. To promote the Imaging Service as a high-quality professional patient-care activity to patients, visitors and other health-care workers, within and without the Trust.
28. To maintain one's own Education and Development in line with Divisional needs and CoR Guidelines, via Continuous Professional Development. To undertake additional training in order to permit the implementation of service development within the Division
29. To take personal responsibility for organising attendance at the Trust's Mandatory Training programme
30. To actively participate as an appraisee in the Personal Development Review process
31. To undertake studies, research and audits as required by the Division. To present these findings at audit and governance meetings as requested

Managerial

32. To liaise with other Radiographers; Managers, Nursing staff; Radiologists, Secretarial, A&C, and Support Workers within Imaging as well as Clinicians and Nurses within and without the Trust in order to promote an efficient Radiographic service which places the needs of the patient at the centre of all our activities
33. To promote good working relationships between all staff within the Imaging Division.
34. To supervise the activity of junior staff, intervene where necessary and thus ensure a high quality service is always provided
35. To deputise for the Superintendent Radiographer, in their absence, if requested

36. To undertake first-line complaints handling
37. To organise and circulate information relevant to the smooth running of the Cross-Sectional Imaging service, as delegated by the Superintendent Radiographer
38. To contribute to the service planning function of the Division and support any changes that become necessary
39. To play an integral part in all modernisation, accelerated development and governance projects within the department
40. To provide mentorship to a nominated group of staff,
44. Keep and maintain all records required by the Division.

CONFIDENTIALITY:

The postholder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

46. To maintain a safe working environment and ensure that equipment malfunctions are reported and requested repairs are affected, including liaison with the Medical Physics staff and equipment manufacturer's personnel.

47. To be aware of the implications of the Health & Safety at Work Act and the Ionising Radiation Regulations IR(ME)R and ensure compliance with such legislation.

48. To promote and ensure, good security for staff, patients and visitors alike

RISK MANAGEMENT:

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted anywhere on site.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.

I agree that this Job Description is an accurate reflection of my current role and responsibilities.

Name:

Signature:

Date: