



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

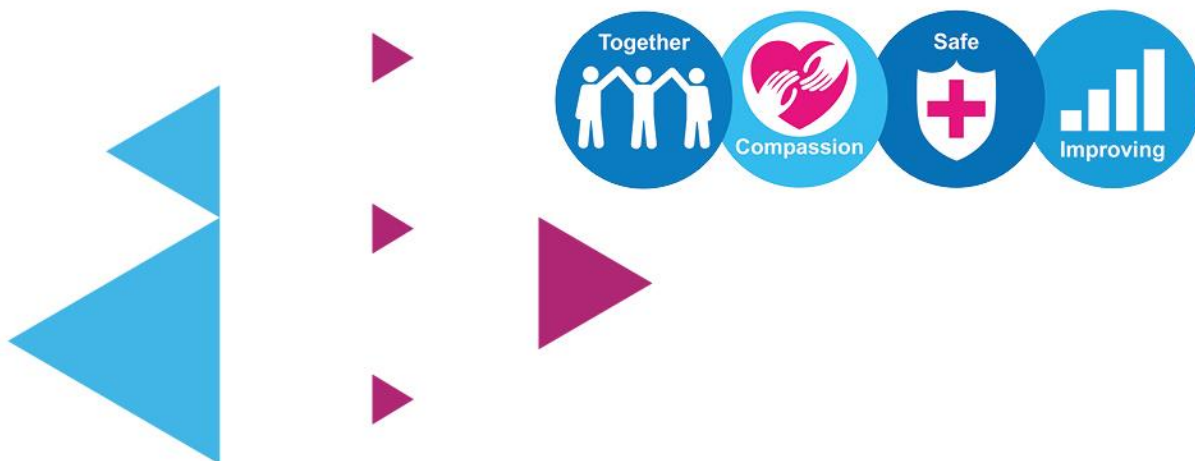
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division:	Children's, Women's and Diagnostics (CWD)
Job Title:	CT and Plain Film Radiographer
Band:	6
Location:	County
Hours:	37.5 hours per week
Managerially accountable to:	Clinical Director of Imaging Directorate Manager & Professional Head of Imaging CT Superintendent Radiographer

Professionally accountable to: CT and Plain Film Superintendent Radiographers

Role Summary

To post holder will work as part of a team within the CT and Plain Film departments at County Hospital as a Diagnostic Radiographer providing a high quality and efficient service to a range of patients, relatives and service users. The post holder will maintain a high standard of work and strive for continual improvements in CT and Plain Film standards and patient care. The post holder will undertake a range of CT and Plain Film examinations.

Key Areas/Tasks

- To participate in all aspects of Plain Film and CT Radiography including regular active participation in the 24/7 roster to support all types of referrals including A&E
- The post holder will work as part of a professional Plain Film and CT team providing a high quality diagnostic service.
- To maintain a high standard of work and strive for continual improvements in Plain Film and CT radiographic standards and patient care.
- To provide expert advice to junior staff/colleagues/student Radiographer and act as a role model
- To act as the Daily Lead Radiographer in Plain Film or CT on duty in the absence of the Band 7 Plain Film/CT Modality Team Leader or Superintendents
- This includes ensuring all shifts are covered in Plain and CT and taking the lead when on duty, as specified in the Sickness Reporting SOP.
- To participate as part of team and ensure completion of the WHO Checklist and to ensure it is scanned on to the CRIS event of CT intervention procedures.
- A good standard of IT skills and knowledge. Accurate data input into the Computerised Radiology Information Systems (CRIS) is essential as is the ability to use the electronic image transfer system (IEP) to external organisations.

- Undertake training to cannulate patients
- Trained to prepare the Contrast Injectors ready for use and ensure the cleaning instructions are adhered to and actively participate in the cleaning
- To access and record accurately a patient's eGFR result.
- There is a requirement to exercise judgment when dealing with queries.
- The post holder is expected to respond to requests and enquiries in a timely and helpful manner.
- Assess when an adverse incident or near miss has occurred and report using Datix in a timely manner.
- To summon immediate help in an emergency and take appropriate action to contain it.
- The post holder is expected to highlight any Plain Film and CT safety/risk concerns to their professional colleagues at the time of observing, for example is Patient ID procedures adhered to, Radiation Protection measures being followed.

Communication & Relationships Skills

The post holder will have frequent contact with patients, staff and visitors and must:

- Maintain a positive public image both verbally and visually.
- Welcome patients and relatives to the department and assist with the patient journey.
- Ensure patients know how and where to obtain the results of their examination.
- Approach Radiologists/registrar to secure protocols for Inpatients and Outpatients when required.
- Ensure that there is communication with the Plain Film/CT Management Team in the event of patient's appointment having to be rebooked/rearranged.
- To establish and maintain effective communication with patients who maybe elderly, vulnerable, confused, paediatrics, physically aggressive/abusive, have learning difficulties, visually/audibly impaired or non-English speaking in order to obtain their understanding and co-operation whilst undergoing Plain Film or CT examinations.
- To maintain effective communication with patients, relatives, carers and other health professionals to ensure patients are well prepared for their examination. This includes receiving/providing complex information and explaining procedures to facilitate patient co-operation and obtaining informed consent prior to the examination.
- For CT scans ensure referrals have been justified by an IR(ME)R 2017 Practitioner
- For Plain Film examinations use the authorisation criteria to ensure referrals are justified under IR(ME)R and take corrective action if they fail to meet the criteria and provide guidance on this to junior staff as required.
- To advise the CT/Plain Film Superintendent or CT/Plain Film Modality Team Leader of any difficulties or problems arising from their work area, in connection with equipment, staff etc.
- To ensure that all auditable documentation is accurately completed and lead others to do the same.

- To maintain and extend good working relationships with all departments and personnel within the University Hospital of North Midlands Trust.
- To participate in the supervision and training of Band 5 Radiographers and to assist in their personal development
- To participate in the supervision and training of student radiographers and Apprentice Assistant Practitioners and Imaging Department Assistants.
- To participate, as required in the on-call rota for Plain Film and CT working as the sole operator in CT out of hours liaising with the medical teams to ensure a safe and effective service

Planning & Organisational Skills

- To assist with the maintenance of departmental records and ensure they are auditable.
- To participate in the quality control and assurance monitoring of equipment.
- Oversee and train junior staff in the quality assurance programme.
- To monitor and maintain a safe and clean working environment including CT and accessory equipment and lead others to do the same.
- Participate in maintaining accurate records and ensure they are auditable.
- To be familiar with the Hospital Electronic Patient Record (EPR), Radiological Information System (CRIS) and Sectra PACS.
- To use the departmental authorisation criteria to ensure Imaging referrals are justified under IR(ME)R 2017.
- To work collaboratively to triage workflow and to share responsibility of the efficient handling/organisation of the workload in the department as a whole, including emergency workload, to deliver a timely and effective CT and Plain Film service.
- To follow departmental procedure for equipment closedown and security checks.
- To report complaints to line manager completing the necessary paperwork as required
- To ensure there are adequate supplies of consumables at all times.
- To assist the CT Superintendent Radiographer and CT Radiographer Band 7 in monitoring the waiting list for CT and to proactively contribute to managing this.
- To supervise and advise less experienced Radiographers that form the team within which they are working. Train junior staff and students in Diagnostic imaging techniques.
- To fulfil a proactive role towards achieving quality and risk management, undertaking risk assessments and taking appropriate action to minimise risk.
- To act as a mentor to new staff
- To train new staff in the use of equipment, and existing staff following new installations. including completing competency frameworks for each individual. To formulate competency frameworks for new equipment as required.
- To assist with the clinical evaluation of equipment during the procurement process as required
- To assist with the recruitment and selection process as required.
- To have responsibility for a specific area of the service or project e.g. Infection Prevention Lead
- To act as a Radiation Protection Supervisor (RPS) if required and appointed.

- Work flexibly in order to deliver the Directorate agenda and to offer support to other colleagues including cover in times of absence.
- Undertake daily checks regarding fire safety and accessory equipment such as suction and oxygen cylinders.
- Complete CT/Plain Film Daily Task sheet
- Undertaking the loading of the IV contrast pumps in accordance with training competency
- Ensure high standards of cleanliness of equipment and accessories.
- Use and maintain resources efficiently & effectively.

The post holder will be required to demonstrate own tasks to new starters when assessed as competent.

- To share the day to day workload of the team.
- To ensure own work is of a high standard.
- To attend work in accordance with Trust Attendance Policy.
- To participate in annual appraisal review.

Physical Skills

- CT/Plain Film Radiographic Skills must be maintained to be able to provide enhanced direct patient care
- Physical ability to manoeuvre the imaging equipment to adapt technique to meet the patients' needs.
- Wearing of lead protective equipment/garments for long periods of time
- To undertake IV cannulation and to administer IV contrast agent as required, in line with the Imaging Directorate Management of Contrast for CT Patients SOP
- Standard keyboard and IT skills necessary for input of imaging data, obtaining and saving images to Sectra PAC's and accessing e-learning

Responsibility for Patient/Client Care

Contact and care of patients during procedures is frequent. The post holder must:

- Provide diagnostic radiography for patients that require CT or x-ray examinations taking account of their individual needs.
- Have the ability to develop a short term rapport with patients and to introduce yourself to the patient and/or their carers prior to commencing the examination.
- Deal sensitively and compassionately with all patients with a reassuring manner, where possible, enabling the patient to complete the examination.
- Perform Cannulation on a wide variety of patients, reassuring them during the process.
- Handling and dealing with the proper disposal of bodily fluids.
- Recognise changes in patient's condition requiring intervention and use emergency procedures required.
- To act in a way that supports equality and diversity of individuals in accordance with legislation and Trust policy.

- To act in a professional manner in the view and hearing of patients
- To adhere to the IR(ME)R Procedure A Protocol for Patient Identification and Correct Area of Examination and 'Have you paused and checked ?'
- To ensure that the patient consents to the examination and to document on CRIS
- To ensure that the radiation exposure is kept as low as reasonably practicable.
- To follow the imaging departmental procedure for reporting of radiation incidents and assist with action plans to prevent a re-occurrence
- To maintain accurate and timely records using the CRIS and Sectra PACS to enable clinical review and reporting.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.
- To maintain an up to date CPD Portfolio
- To be prepared to undertake any formal or informal training required to fulfil the needs of the post. This includes self study.
- Support and participate in research including completion of appropriate documentation, and facilitate audit relating to diagnostic imaging
- To mentor Staff during their induction
- To be responsible for the supervision of Student Radiographers during their clinical placements and undertake clinical assessments as required
- To attend such meetings or lectures as required ensuring an up-to-date approach and attitude to work.
- To take personal responsibility for ensuring own mandatory/statutory training to kept up to date and to use the ESR to record all mandatory training.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

County CT and Plain Film Radiographer

Person Specification

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