

Job Description

Division: Children's Women's and Diagnostics
Job Title: General Imaging Modality Radiographer
Band: Band 5
Location: Imaging – Royal Stoke site
Hours of Duty: 37.5 over a 7-day working week including participation in out-of hours roster

Managerially accountable to: Modality Team Leader
Professionally accountable to: Professional Head of Imaging

Key Relationships:

Modality Superintendent Radiographer
Imaging Colleagues across the directorate
Other Trust Staff
Patients, Carers and Visitors
Clinical Technology staff
Medical Physics staff
Manufacturers/engineers of equipment

Role Summary

To competently undertake radiographic techniques, planning and prioritising own workload providing high quality, responsive diagnostic imaging as part of a team of staff at the University Hospital of North Midlands NHS Trust as a Diagnostic Radiographer and work in accordance with the corporate objectives whilst maintaining high standards of patient care

To participate in major trauma cases referred for plain film imaging

To develop and utilise sound skills and knowledge in all aspects of imaging procedures in all aspects of general radiography including plain film, fluoroscopy in theatre suite/endoscopy and portable examinations on the wards.

To develop a good working knowledge of the functionality of all appropriate equipment within the directorate and ensure that competency frameworks are completed for all imaging equipment and reviewed annually

Working knowledge of radiology computer management systems and departmental PACS

To participate in the departmental QA programmes

To participate in 24/7 rosters

To maintain a high standard of work and strive for continual improvements in radiographic standards and patient care

To act as a role model to junior staff and students

To red dot/comment on trauma images from the Emergency Department as per the Radiographer Commenting Standard Operational Procedure/Red Dot (SOP)

Rotation to County site and Community sites as and when required

Participate in CPD training and fulfil the annual CPD requirement to maintain registration

To adhere to the SCoR Professional Code of Conduct and HCPC Standard of Conduct, Performance and Ethics

The post holder will work as part of the general multi-disciplinary team where, in order to give the best quality of service, great importance is placed on:-

- Adopting a caring, co-operative and flexible approach to their working practices and encouraging others to do the same
- Maintaining a professional attitude for the dignity and wellbeing of the patient and ensuring full confidentiality at all times
- Maintaining a good public image both verbally and visually
- Play an active part in maintaining Directorate and professional standards

To be aware of and adhere to all University Hospital of North Midlands and Directorate policies and procedures, particularly those relating to:

- Health & Safety at Work
- Fire
- Security
- Radiation Protection, IR(ME)R 2017, IR2017
- Uniform Policy
- Data Protection/GDPR
- Attendance
- Infection Prevention
- Clinical Governance
- Equality & Diversity

Key Areas/Tasks

Communication & Relationships Skills

To work as required within the X-ray Departments, Wards and Theatres in the Imaging Directorate; this may include other sites than your base

To actively facilitate the lines of communication within the Directorate and with service users

To play an active role in maintaining and improving staff morale across all staff groups

To communicate effectively and empathetically with patients, relatives, carers and other health professional to ensure patients are physically and psychologically prepared for their examination. Communicate complex, sensitive information relevant to the patient's condition, explaining procedures to facilitate patient co-operation, obtaining informed consent prior to the examination and providing advice to patients of the process of accessing their results and overcoming barriers to understanding

To establish and maintain effective communication with patients who maybe elderly, vulnerable, confused, paediatrics, physically aggressive/abusive, have learning difficulties, visually/audibly impaired or are non-English speaking in order to obtain their understanding and co-operation whilst undergoing imaging examinations

To work in an open and approachable manner with colleagues

To provide supervision and training of student radiographers, assistant practitioners and imaging assistants when required

To advise the Superintendent Radiographer/Modality Team Leader/Lead Radiographer of any difficulties or problems arising from their work area, in connection with equipment, staff etc.

To participate, as required, in 24/7 rotas and any relief duties with colleagues across the directorate

Maintain effective communication within the departmental team and the wider clinical teams representing the Imaging Directorate as required

To maintain and extend good working relationships with all departments and personnel within the University Hospital of North Midlands Trust

To undertake any other duties as needed and as agreed with the Departmental Superintendent or Modality Team Leader

To recognise the potential for conflict in working relationships and seek to minimise its harmful effects

To keep up to date with internal communications (Trust, division and department)

To regularly access personal Trust email account as this is a common mechanism of communication across the Trust

To log a datix incident form when things go wrong or if there is a 'near miss' event. Provide witness statements to support incident investigation

Ensure that any faults in equipment, fixtures, fitting or fabric are recorded and notified to the appropriate persons.

Analytical, Judgement, Planning & Organisational Skills

Skilled in the assessment of complex acute and other patient conditions (e.g. trauma) and situations to enable imaging referrals to be undertaken in a timely manner to answer the clinical question raised

To ensure smooth, efficient and effective running of the general radiographic service, ensuring the highest radiographic standards and patient care are maintained

To assess if referrals are justified under IR(ME)R and take action if they fail to meet the justification criteria and provide guidance for more junior staff as required

To comply with the SCoR 'Pause and Check' initiative when undertaking imaging procedures

To check radiographs for image quality, identification of the patient, date and anatomical markers and present for interpretation. To check and advise images of junior staff and trainees as necessary

To ensure that all auditable documentation is accurately completed and encourage others to do the same

To be responsible for maintaining and monitoring a safe and clean working environment and lead others to do the same

To be fully competent with the operation of all appropriate imaging equipment with completed competency frameworks that are updated annually

To be fully competent with the operation of additional equipment within the department such as suction/oxygen, hoists and other manual handling devices

To assist with the clinical evaluation of equipment during the procurement process as required

To act as a superuser following equipment installation for imaging equipment as required and cascade training to the wider team including completing competency frameworks for each individual. To formulate competency frameworks for new equipment as required

To train new staff/students in the use of equipment including completing competency frameworks for each individual

To monitor the cleaning and checking of x-ray and accessory equipment and ensure accurate records are maintained

To follow departmental procedure for equipment closedown and security checks.

To use the departmental authorisation criteria to ensure imaging referrals are justified under IR(ME)R and take corrective action if they fail to meet the criteria

To actively participate as an appraisee in the Personal Development Review process ensuring personal objectives are worked towards and achieved each year

To undertake Personal Development Reviews of Assistant Practitioners and Imaging Department Assistance if required by the Modality Team Leader/Superintendent Radiographer

To take 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/students

To support band 6 Radiographers responsible for a specific area of the service or project e.g. Infection Prevention Lead, Quality Assurance Co-ordinator, Manual handling Link, Safeguarding Link, Paediatric Lead or similar as assigned by the Modality Team Leader or Superintendent Radiographer

To report complaints to line manager completing the necessary paperwork as required

To maintain standards of clinical governance in day to day working practice. To assist the Superintendent in the completion and collation of information to support the directorate in maintaining UKAS Imaging Standards Accreditation

To take personal responsibility for organising and maintaining up to date statutory and mandatory training

Physical Skills

Highly developed physical skills in relation to manipulation of objects, people with a narrow margin for error using co-ordination and dexterity to position/manipulate patients and to operate specialist radiographic equipment. Physical ability to manoeuvre the imaging equipment to adapt technique to meet the patients' needs and the requirement for sound eye/hand co-ordination

Post holder is required to move large mobile imaging equipment around the site and within theatres taking into account limited space and sterile/controlled areas

Standard keyboard and IT skills necessary for input of imaging data, obtaining and saving images to PACS and accessing e-learning

Wearing of lead protective equipment/garments for long periods of time

Positioning, transferring and manoeuvring of patients using appropriate manual handling techniques

Responsibility for Patient/Client Care

To provide radiographic imaging for patients that require an x-ray examination taking account of their individual needs and ensure high standards of patient care are met and dignity maintained. Adapt imaging techniques according to the condition of the patient.

Clinical Skills must be maintained to be able to provide enhanced direct patient care

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

To work within and adhere to Standard Operating Procedures (SOP) and Standard Work Practices (SWP) applicable to your area of work

To ensure that the radiation exposure is kept as low as reasonably practicable (ALARP)

To follow the departmental procedure for reporting of radiation incidents and assist with actions plans to prevent a re-occurrence

Responsibility for Policy/Service Development

Follows departmental policies, contributes to discussions on service/policy development

Responsibility for Finance and Physical Resources

Responsible for the safe use of expensive equipment

Consider the Trust Cost Improvement Programme and suggest cost saving ideas to the Modality Team Leader/Superintendent Radiographer

Assist with stock control of consumables and alert line managers if stock levels are low

Responsibility for Information Resources

Records personally generated information from examination procedures on the Radiology Information System

To be familiar with the Hospital Electronic Patient Record (EPR), CIS, Radiological Information System (CRIS) and PACS and to act as a Super User for these systems if required

To maintain accurate and timely records using the CRIS and PACS to enable clinical review and reporting

Compliance with the General Data Protection Regulations (GDPR)

Responsibility for Research and Development

To be aware of research studies taking place in the directorate, specifically those requiring plain film imaging and follow correct procedures with regards to IR(ME)R when imaging patients on a research trial

Undertake audit including self-audit as required following departmental procedures and maintaining accurate records

Freedom to Act

To participate in the radiographer commenting/ Red Dot scheme for trauma imaging to aid prompt diagnosis

Accountable for own professional actions which includes accepting responsibility when directly supervising others

Take steps to safeguard the welfare, health & safety of all staff, patients and visitors according to local policy

To ensure that confidentiality is maintained at all times in conjunction with the Trust's confidentiality policy

Works within the codes of practice and professional guidelines with accountability for own actions

Physical Effort

The post requires a combination of physical effort standing, walking around the Trust between wards and departments and manoeuvring x-ray equipment within the rooms and around the hospital

Manual handling of patients and equipment is a requirement of the post

Wearing a lead protective garments for some examinations which equates to moderate effort over long periods

Mental Effort

Frequently required to concentrate on the patient assessment to decide the most appropriate way to obtain optimal image quality and selection of image parameter settings that maintain ALARP multiple times on each shift. Concentration is required for the positioning of patients and equipment, viewing images and associated administrative duties

There is a high throughput of patients which means a constant need to concentrate to ensure the correct examination is performed on each patients, images are manipulated appropriately, examinations verified and accurate entry of data onto the radiology information system

Emotional Effort

Empathy for both patients and relatives

There will be frequent exposure to distressing, emotional and stressful conditions working with terminally ill, injured or deceased patients. The ability to work as a team of colleagues for support is an essential part of the role

Frequent exposure to patients who maybe under the influence of alcohol or drugs and who are exhibiting severely challenging behaviour but require imaging and need persuading to cooperate

To ability to adapt to changing situations and demands is required and to assist junior staff with this

To provide leadership and support the team

Working Conditions

To deal with demanding and often unpredictable workload, adapting techniques where necessary

During clinical examinations the post holder may be subject to bodily fluids and hazardous waste which should be managed using infection prevention recommendations and policies

Working within a controlled radiation environment

Frequent VDU user

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.
- Maintain a Continuing Professional Development portfolio that meets the requirements of the Health Care Professional Council to support maintaining registration

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

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.

Confidentiality

To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.

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

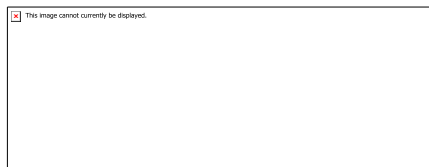
Safeguarding Children, Young People and Adults with care and support needs

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 (UHNH) 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 UHNH 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 _____

Person Specification

Requirements	Essential	Method of Testing	Desirable	Method of Testing
Education and qualifications	BSc Radiography (or DCR) Full HCPC registration	Application/ certificates	Evidence of in house training	Application/ Interview
Experience	Recent clinical experience in a busy imaging department undertaking plain film imaging in a UK NHS organisation Awareness and working knowledge of Quality Assurance Programmes Experience of DR/CR imaging systems Evidence of CPD that meets HCPC requirements (or working towards for newly qualified staff) Up to date with statutory and mandatory training Working knowledge of Radiology Information System and PACS	Application/ Interview	Experience of full range of General Imaging services including theatre, MSK, IP/OPs and major trauma imaging Working knowledge of adverse incident reporting Experience in Red Dot/commenting system	Application/ Interview

Skills, Ability & Knowledge	<p>Ability to work under pressure</p> <p>Working knowledge of IR(ME)R and IRR</p> <p>Computer literate including imaging systems and Microsoft packages</p> <p>Ability to organise/prioritise workload</p> <p>Excellent/effective communication & Interpersonal skills</p> <p>Team worker in multidisciplinary setting</p> <p>Competent and able to use imaging equipment</p> <p>Able to participate in 24/7 rosters</p> <p>Able to communicate complex clinical information</p> <p>Able to cope with distressing situations</p>	<p>Application/ Interview</p>	<p>Participation in audit, including self-audit</p>	<p>Application</p>
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<p>Personal Qualities</p>	<p>Self-motivated, reliable, flexible and adaptable</p> <p>Ability to stay calm and focussed</p> <p>Good general health and attendance record</p> <p>Able to manually handle all including those that are patients who are elderly, infirm and disabled. This will occur approx. 20-50 times per day</p> <p>Able to wear lead protective clothing for long periods of time</p> <p>Smart professional manner/appearance</p> <p>Demonstrates behaviour consistent with Trust Core Values</p> <p>Awareness of requirement to support out of hours service and able to commit to participate in 24/7 rotas</p> <p>Punctual</p> <p>Sensitivity and tact</p> <p>Able to work flexibly</p> <p>Able to use initiative</p> <p>Dexterity, coordination and sensory skills</p>	<p>Application/Interview</p>		
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	<p>Analytical/judgement skills</p> <p>Empathetic/caring</p> <p>Honest and reliable</p> <p>Careful and willing to pay attention to detail</p> <p>Able to remain calm when working under pressure</p> <p>Able to diffuse conflict and mediate to ensure patients' needs are met</p> <p>Good verbal English</p> <p>Proficient reading, writing and note taking in English language</p>			
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