

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	Female Specialist Radiographer
<b>Band:</b>	Band 6
<b>Location:</b>	NHS Trust Sites
<b>Department:</b>	Breast Imaging
<b>Managerially Accountable to:</b>	Breast Imaging Manager
<b>Professionally Accountable to:</b>	Radiology Service Manager

### **Job Purpose:**

To provide a professional, high quality mammographic screening service, working in both the symptomatic service and NHS Breast Screening Programme, producing mammograms of the highest standard. The post holder will practice for most of the time unsupervised, often supervising Assistant Practitioners.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

### **Overview of Essential Responsibilities:**

#### **Professional**

1. To use highly specialised knowledge to image the breast producing images of consistently high quality, whilst minimising exposure to radiation. Ensuring that practice is up to date and evidence based.
2. To be responsible for checking technical quality of screening films on day-to-day basis.
3. Observe the code of professional conduct of Radiographers as suggested by College of Radiographers, ensuring a high standard of professionalism and patient care whilst adhering to patient charter standards.
4. To comply with the current legislation relating to Health and Safety and Radiation Protection.
5. To ensure attendance at the statutory training sessions.

6. To take part in the appraisal scheme of the Directorate.
7. To take part in quality assurance programmes.
8. To attend and contribute to all breast imaging related meetings, such as consensus and multi-disciplinary meetings as and when required.
9. To maintain a high standard of appearance and hygiene and comply with the uniform policy of the Directorate.
10. To carry out all departmental policies and procedures.

### **Clinical**

1. To work unsupervised and, when required, in a supervisory capacity with an Assistant Practitioner in either a mobile or static screening clinic. Responsible for the smooth running of the clinic, keeping within tight time restraints for the imaging of each woman.
2. To document clinical observations and use own judgement to clinically recall women to assessment.
3. To recognise abnormalities on Mammography and seek advice from Radiologist regarding further imaging when appropriate.
4. Daily communication with women who need reassurance due to anxiety about the screening process, recall or their condition, necessary to obtain their confidence, consent, and co-operation to acquire diagnostic images.
5. To image both fresh and formalin fixed breast specimens as and when required, taking care to note orientation, to assist the Radiologist with the report.
6. To take delegated responsibility for legislation pertaining to Health & Safety, Ionising Radiation Regulations and procedures for ceasing screening when equipment fails to perform to quality and safety standards, or woman withdraws consent.
7. To be based at the Norfolk and Norwich University Hospital, but to travel to the screening units as and when required. A full clean driving licence is required. Any points, fines or convictions must be notified to the Superintendent Radiographer immediately.
8. To take all necessary precautions to prevent the occurrence of accidents, but in the event of such ensure that the required documentation is completed.
9. Report any defects or breakage of equipment to the Superintendent immediately.
10. To be aware of the quality assurance guidelines and know when to take remedial action.
11. Ensure the maintenance of stock and supplies in the work area.

12. Always ensure cleanliness and tidiness of the unit.
13. To liaise with all members of the Breast Imaging team, to determine methods of continual improvement of acceptability of the service to the public.
14. To undertake any clerical work necessary to the efficient organisation of the department.
15. Ensure full knowledge of all equipment, including IT systems relevant to the post.

### **Education**

1. To assist and supervise the practical training of postgraduates, undergraduates and Assistant Practitioners as required in all aspects of Mammography.
2. To be involved in all aspects of health promotion, by promoting breast awareness and giving continuous support and specialist information to all patients.
3. To be willing to undertake further training in both clinical and managerial areas after consultation and discussion with the Service Manager.
4. To participate in departmental audit, research, and projects.
5. To participate in review of films and work with colleagues to identify any trends/problems and be able to rectify and improve standards.

### **Line Management/Financial Management Responsibilities:**

Not applicable.

### **Specific Additional Responsibilities:**

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Managing a team who hold professional registrations	Yes	Prevention and management of aggression	Yes
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	Yes
Manual handling	Yes	Frequent hand washing/wearing gloves	Yes
Night working/shift work	No	Chemical sensitisers	No
VDU user	Yes	Noise	No
Driving patients	No	Other (please state)	No

**Job Specification:**

		Means of Assessment
	Essential/ Desirable	Application Form/ Interview/Test
<b>Qualifications/training and professional development</b>		
Diploma/Degree of College of Radiographers	E	A
Certificate of Competency in Mammography	E	A
Health Profession Council registered	E	A
Full clean driving licence	E	A
To be willing to undertake further training as necessary	E	I
<b>Experience</b>		
NHSBSP	D	I
Previous Mammography	D	A
Computer/Database knowledge	E	A/I
Ability to train other staff at undergraduate & postgraduate levels	D	A/I

<b>Skills, Attitude, and Aptitude</b>		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	AF/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	AF/I
Ability for accurate documentation	E	I
Good judgement	E	I
Accurate and speedy assessment of patient character & clinical history within time allowed	E	I
Excellent organisational skills	E	T
Mature outlook and well presented	E	I
Good communicator	E	I
Ability to deal with all patients	E	I
Significant risk of Repetitive Strain Injury associated with role, therefore need to be able to minimise effects of potential work-related musculoskeletal disorders.	E	I
Dexterity, co-ordination and sensory skills required for positioning and manipulation of clients	E	I
Ability to deal with clients who are distressed and the associated behavioural, social and communication difficulties	E	I
Ability to cope with aggression	E	I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but

if agreement is not possible, the Trust reserves the right to make changes to this job description.

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	Female Radiographer
<b>Band:</b>	5
<b>Location:</b>	Norfolk & Norwich University Hospitals NHS Foundation Trust
<b>Department:</b>	Breast Imaging/Screening
<b>Managerially Accountable to:</b>	Radiology Service Manager
<b>Professionally Accountable to:</b>	Breast Imaging Manager

### **Job Purpose:**

To provide a professional, high quality mammographic screening service, working in both the symptomatic service and the NHS Breast Screening Programme, producing mammograms of the highest standard.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

### **Overview of Essential Responsibilities:**

#### **Professional Development:**

1. To contribute to the training of undergraduates, postgraduates, including medical staff, medical students and radiographic assistants applicable to their needs on a daily basis.
2. Show evidence of Continued Professional Development. Fulfil mandatory training requirements, in-service and staff development training and take part in the annual appraisal system.
3. Ensure a high standard of professionalism and patient care within their work

area. This includes appropriate communication with patients providing reassurance and obtaining the patients confidence and co-operation to obtain the required diagnostic images.

4. Comply with all relevant Trust policies and procedures.
5. Report all incidents or accidents involving patients, visitors or staff and ensure complete accurate statements and reports are submitted.
6. Liaise with the department leads regarding equipment maintenance and faults, ensuring that the correct documentation is completed.
7. Promote awareness of and compliance with policies and protocols for the correct use of the radiology service.
8. As part of the team contribute to the organisation of the day to day workload ensuring that delays to patients are kept to a minimum; assessing and prioritising according to clinical need.
9. To maintain accurate departmental records, paying particular regard to the cyber code of conduct and internal standards of good practice relating to patient information.
10. To review current customs and practices within their team and modality and to take part in innovative and constructive problem solving to develop and improve the service
11. To maintain professional standards according to the registration criteria as defined by HCPC and Code of Conduct of the College of Radiographers.
12. To take part in any audit and research projects being undertaken within the directorate.
13. To promote good relationships in their dealings with other departments, hospital staff, patients and the public.

#### **Clinical:**

14. Contribute to the organisation of the day to day working of the area by planning and prioritising own workload based on clinical priority; incorporating the training needs of other staff.
15. Communicate effectively with the Modality Team Lead, Consultant Radiologists, clinical staff and radiology assistant staff, regarding operational and clinical issues.
16. Perform imaging examinations either in person or as part of the team, maintaining high professional standards and supporting and monitoring the quality standards of the directorate.

17. To demonstrate skill in adapting technique to achieve high quality diagnostic imaging for patients whose condition would otherwise prevent this, without compromising care, this involves frequent dealing with patients who are in pain and distress, and claustrophobic patients.
18. Become and remain competent at image manipulation.
19. To provide a safe environment for both staff, patients and visitors, complying with current legislation relating to all aspects of health and safety, the relevant service safety regulations, reporting any untoward incidents and having involvement in risk assessments, and incident reporting.
20. To undertake all duties with due regard to infection control and take appropriate measures to minimise risk to others.
21. To maintain the high standard of appearance and hygiene expected from members of the Directorate staff and to comply with the uniform policy
22. To take part in the departmental quality assurance programmes.
23. To ensure that all the appropriate documentation for each patient is accurately completed according to departmental protocols and adhere to the data protection act. Correctly record all radiographic images where appropriate on the Radiology PACS system.
24. To participate in the extended working day or extra weekend shifts where appropriate. To be flexible with shift patterns in view of staffing levels and training needs.
25. Recognise abnormal images and discuss with senior staff, Advanced Practitioners and the clinical lead of the area the necessity for further imaging. If appropriate discuss with the Radiologist. Use professional judgement to act autonomously to adjust parameters to ensure high quality imaging and a smooth patient pathway.
26. Liaise with clinicians, ward staff and patients concerning preparation for imaging and patient management, ensuring that the patient pathway operates effectively.
27. Ensure a full working knowledge of all equipment in use in clinical area; this will include the IT systems relevant to the post.
28. To assess the needs of the patient and plan the delivery of care around those needs.

**Line Management/Financial Management Responsibilities:**

None.



### **Specific Additional Responsibilities:**

None.

<b>Functional Requirements</b>			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Managing a team who hold professional registrations	No	Prevention and management of aggression	Yes
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Night working/shift work	No	Chemical sensitisers	No
VDU user	Yes	Noise	No
Driving patients	No	Other (please state)	Choose an item.

### **Job Specification:**

		<b>Means of Assessment</b>
	<b>Essential/ Desirable</b>	<b>Application Form/ Interview/Test</b>
<b>Qualifications/training and professional development</b>		
Degree of College of Radiographers or equivalent qualifications	Essential	Application form
Current HCPC Registration	Essential	Application form
Continuous Professional Development	Essential	Application form and at interview,
Show evidence of CPD.	Essential	CPD portfolio
<b>Experience</b>		
Ability to train other members of staff including all clinical staff at undergraduate and postgraduate levels.	Desirable	Application form and at interview,
Knowledge of contrast media, its effects and adverse reactions and contra-indications.	Desirable	Application form and at interview,
Demonstrates an understanding and	Desirable	Application form and at

experience of working with performance objectives and organisation targets.		interview,
Possesses experience of setting, implementing and evaluating clinical standards/changes in clinical practice.	Desirable	Application form and at interview,
<b>Skills, abilities and knowledge</b>		
Sound awareness of good patient care and Confidentiality	Essential	Interview
Demonstrate good verbal, written, and communication skills	Essential	Application form and at interview
Have good organisational skills and the ability to prioritise workload in a changing work environment.	Desirable	Application form and at interview
Ability to review images, detect abnormalities and discuss further imaging with the radiologists.	Desirable	Application form and at interview
Be aware of accountability of own professional actions.	Desirable	Interview
<b>Attitude, aptitude</b>		
Demonstrate good motivational attitude, initiative, be an effective team member, be appropriately assertive, and have flexibility both within a team and individually	Essential	Application form and at interview,
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application form and at interview,

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