

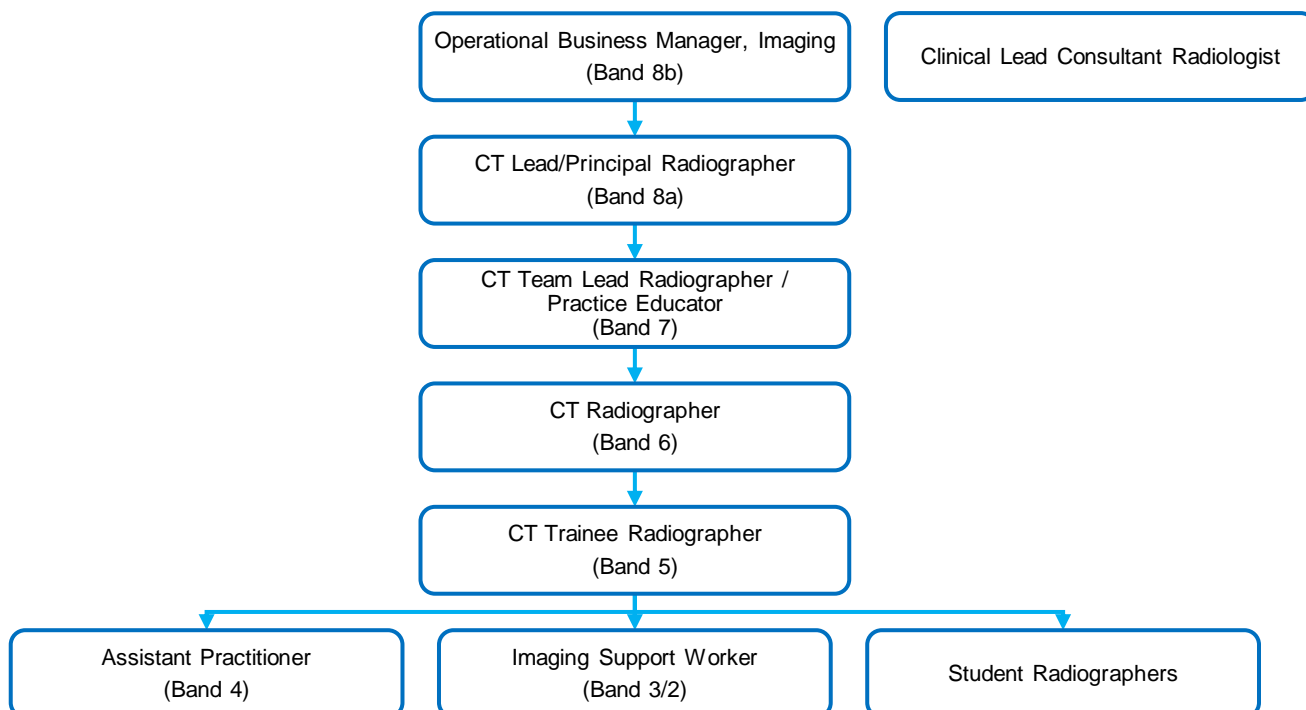
CT Team Lead Radiographer / Practice Educator

Diagnostic & Support Services Division

Department of Imaging

Job Title:	CT Team Lead Radiographer / Practice Educator
Band:	Band 7
Working hours:	37.5
Responsible to:	CT Lead/Principal Radiographer, Service Manager
Accountable to:	Clinical Lead Consultant Radiologist Operational Business Manager, Imaging
Responsible for:	Radiographers Student Radiographer Assistant Practitioners Imaging Support Workers

Organisational Chart



Team Vision

To provide a Safe, Caring, Efficient and Quality CT Service to our patients.

OUR VALUES

Vision

We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable. We make decisions that are best for long term health and social care outcomes for our communities.

Openness

We communicate clearly to our patients, families and our staff with transparency and honesty. We encourage feedback from everyone to help drive innovation and Improvements.

Integrity

We demonstrate fairness, respect and empathy in our interactions with people We take responsibility for our actions, speaking out and learning from our mistakes.

Compassion

We take a person-centred approach in all our interactions with patients, families and our staff We provide compassionate care and demonstrate understanding to everyone.

Excellence

We put quality and safety at the heart of all our services and processes We continuously improve our standards of healthcare with the patient in mind.

DUTIES AND RESPONSIBILITIES

Managerial Responsibilities

1. Ensure that all CT requests received are acted upon in a timely manner according to clinical urgency, eliminating any unnecessary delays to imaging, from all referral pathways.
2. To provide advice and updates to the CT Lead/Principal Radiographer, Operational Business Manager (OBM) or Consultant Radiologists on any issues affecting the CT service.
3. To work in close conjunction with Radiology Nurses, Consultants and fellow Radiographers to ensure that resources are allocated effectively and demands of each imaging and or interventional procedure are met.
4. To support the CT service, by keeping abreast of any changes in work procedures and ensuring that local needs and demands are met.
5. To work with colleagues both within and outside of the directorate to confirm that service provision and referral pathways are co-ordinated, helping to ensure that all teams/departments are working towards combined goals.
6. To resolve operational difficulties between radiology and other internal or external service users.

7. To actively participate in clinical practices and participate in monitoring and evaluating clinical activity. To support the CT Lead/Principal with the waiting list position and the departments performance to meet local and national key performance indicators (KPIs).
8. To undertake sickness absence interviews and help to support staff should their ability to work be affected, by liaising with human resources and occupational health department. To escalate any complex cases to the CT Lead/Principal Radiographer.
9. To ensure that Trust's policies and procedures relating to human resources (HR) are correctly applied and monitored and to advise stakeholders of the specific needs of the services.
10. To be proactive in ensuring maximum efficiency is achieved and all available capacity is utilised to meet the demands of the service.
11. To be responsible for the day to day co-ordination and management of the CT service; to be a point of contact for all unit staff as necessary.
12. To use electronic rostering for staffing, to maintain accurate documentation of annual leave, study leave, sickness etc. To help publish staff rota's in a timely manner to preserve service provision.
13. To take responsibility for decisions undertaken when using own initiative whenever the situation demands.
14. To support in the recruitment and retention of staff; writing job descriptions and personal specifications relevant to vacant posts and service needs. Following the process from the vacancy stage to appointment.
15. Assist in the collection of necessary data using the radiology IT systems; co-ordinating with the radiology imaging navigator, business intelligence (BI), senior management and PACS teams.
16. To make recommendations for improvements to existing processes and support the introduction of new services.
17. To support the CT Lead/Principal radiographer in the evaluation, development, and implementation of service improvement programmes for CT in conjunction with key stakeholders.
18. To be responsible for the maintenance and safety checks of the equipment. To coordinate regular annual servicing, quality assurance (QA) tests and clinical service plan for all planned downtime.
19. To report and record all unplanned downtime. In the event of an equipment fault or failure to liaise with equipment service providers to coordinate a resolution of the issue and minimise the impact on the CT service and to ensure that all stakeholders have been informed.

20. To assist the CT Lead/Principal Radiographer in the development of business cases to support changes in within the CT service (i.e. new procedure, staffing, new or replacement of equipment).
21. To be able to gather and interrogate data to assist in predicting and forecasting future requirements of the CT service.
22. To assist on the procurement, commissioning and implementation of new equipment, including producing supporting business cases, impact/risk assessments, cost pressures etc.

Clinical and Professional Responsibilities

1. To perform the clinical duties of a CT diagnostic radiographer, as defined with the scope of the job description.
2. To maintain a high level of clinical knowledge and expertise and communicate this to other. Acting as a source to provide both clinical and technical advice.
3. To undertake a range of CT examinations in line with local, regional and national guidelines
4. To assess the suitability of examination referrals and prioritise them according to clinical urgency. To possess the ability to advise clinical referrers on the appropriateness and quality of requests.
5. To vet CT examinations according to departmental authorisation guidelines for all CT referrals across all patient pathways, to ensure timely appointment of scans, to reduce waiting times for CT imaging, to aid diagnosis in a timely manner.
6. Have a high degree of personal and professional autonomy. Have the ability to make clinical judgments and critical decisions of the highest order, using knowledge, skills and experience.
7. To provide high standards of patient care in a safe, clean and tidy working environment, observing all Trust and departmental policies and to maintain professional and personal standards. Also requires dealing with difficult, emotionally distressed and potentially aggressive patients and their relatives. To effectively manage unpredictable patient demands.
8. To exercise personal responsibility and demonstrate highly complex decision making skills in unpredictable and/or emergency situations; adapting quickly to changes in service, patients and/or departmental need.
9. Be willing to collect and have an active role in audit and clinical governance activities.
10. To be committed to lifelong learning and produce evidence of CPD. Thus, maintaining “fitness to practice” in accordance with the code of professional conduct and the health and care professions council.

11. To maintain the highest personal and professional standards.
12. To assist the Radiation Protection Supervisor (RPS) in their responsibilities to ensure compliance with IRR 2017 and IR(ME)R 2017 for the department.
13. To evaluate new technology and its clinical application with support and advance clinical practice.
14. To be both professionally and legally responsible for all aspect of own work.
15. To ensure compliance with the requirements to renew professional registration.
16. To promote allied health professional roles and services at all appropriate opportunities to raise the radiology workforce and service profile and to educate others.
17. To take responsibility for the welfare and comfort of the patient whilst under the care of the radiology department, prior, during and post their examination. Ensure that they are kept informed of any factors, such as delays, that are likely to affect them.
18. To record all relevant information relating to patient attendances. This will include input of data into relevant computer systems, including CRIS, and any other media or systems as appropriate.
19. To be professionally and legally accountable for your own actions and to work within codes of practice.
20. To use evidence based practice, audits and published research including national and local clinical guidelines to inform own practice and that of the team and take advice on same for the other profession within the team.
21. To be responsible for the safe and effective use of all equipment used for patient care by self, patients, carers and members of the team, recording details in equipment log books
22. To work with the MDT team in creating an environment that delivers high quality care and excellent clinical practice.
23. To be able to recognize development needs and opportunities of multi-disciplinary team's professional roles, encouraging and supporting others to undertake opportunities to develop.
24. To act as a liaison between the clinical and management teams to facilitate prompt response and appropriate actions to service needs.
25. To be flexible in providing cover in the event of unexpected absence to ensure service provision is maintained.
26. To maintain standards of hygiene and cleanliness in the working environment and of equipment. This will include dealing with bodily fluids and dirty linen according to health and safety policies.
27. To ensure data is inputted accurately and recorded appropriately in line with information and clinical governance guidance.

Clinical Governance

1. To take part in the establishment of standards and guidelines for best practice and in the planning and development of the imaging team to ensure a high quality service is provided in line with the process of Clinical Governance.
2. To facilitate in the development and introduction of new techniques and pathways.
3. To influence both local and national policy development.
4. To support and risk management within the department.
5. To contribute to complaint management (i.e. PALS), incident investigations, including serious incident investigations, and divisional reviews.
6. To be responsible for the appropriate use of the facilities within the CT department ensuring that there are systems in place for reporting faults, risks etc. and to escalate to the CT Lead/Principal Radiographer.
7. To regularly review documentation (SOPs, policies, procedures etc.) and ensure that these are kept up to date and are appropriate to clinical service; are evidence based and in line with national guidance. Communicating this to staff.
8. In collaboration with clinicians and colleagues, contribute to the development of relevant integrated care pathways.
9. To assist the OBM in all governance process where indicated to help support the departments compliance with BOSCA, QSI, CQC standards.

Communication and Leadership

1. To provide effective communication with all staff members to promote and sustain the profile of services.
2. To maintain and promote effective working relationships within the service and between all grades of staff, by encouraging open communication and be accessible to all.
3. To work in conjunction with the CT Lead/Principal Radiographer to ensure all staff are kept up to date of any changes and that communication channels are clear and transparent.
4. To demonstrate effective communication with staff, patients and carers as required and appropriate in the management of conflict across a range of situations including the resolution of complaints which may involve diffusion of hostility and aggression.
5. To communicate effectively and empathetically with staff, patients and carers, some of whom have difficulty understanding due of barriers such as hearing loss, pain, fear and language or learning difficulties.

6. To deal with highly complex and sensitive information which requires the highest level of communication skills.
7. To facilitate a professional culture which is open to change, new ideas, concepts and innovation, whilst reflecting Trust strategy and direction.
8. To consider, recommend, implement and monitor methods of obtaining patients views of the service, ensuring continual improvement and enhanced patient satisfaction.
9. To promote a professional culture of challenge and reflection, encouraging critique and debate of current and evolving practice.
10. To provide peer support to the other Lead Radiographers across the department.
11. To be able to relay important and sometimes difficult information to patients and other health service professionals.
12. To explain procedures clearly to patients in order to facilitate their full understanding and cooperation throughout.
13. To be able to communicate clearly and effectively during emergency situations with the wider professional team.
14. To be able to assess and manage aggressive and difficult staff, patients, relatives, and visitors.
15. To adopt a patient-focused communication style and adapt communications according to the diversity of individual patient needs, including those with serious illness, disability, and language barriers.
16. To demonstrate a positive professional attitude in dealing with enquiries from staff, patients, and relatives.
17. To treat all individuals with respect and courtesy and ensure that all communications: verbal, written and electronic promote an open clear exchange of information.
18. To attend meetings and working groups and provide reports as requested. To organise regular unit meetings with minutes being available.

Education, Research, Audit, Training and Development

1. To recognise skills and strengths of others, developing these to enhance the performance of individuals and teams, ensuring that a productive balance is maintained.
2. To ensure that Trust and local induction programmes for new starters are complete and to ensure development and updates of the induction packages within the area.
3. To ensure access to appropriate training programmes for all staff in line with professional and service developments.
4. To undertake or support audit and research, ensuring that audit is conducted and action plans are devised to inform clinical practice.

5. To co-ordinate and implement the setting of standards.
6. To ensure all mandatory and statutory training is completed within the defined time scales.
7. Using critical analysis, keep abreast of new clinical developments and research based practice, making recommendations to changes in practice as appropriate.
8. To contribute to the education of multi-professional staff within and outside of imaging.
9. To demonstrate evidence of continued professional development.
10. To support placements and supervision of students.
11. To develop a training programme for radiographers who work in or rotate through the CT department, to gain and assess competency and to keep an updated record.
12. To develop staff by identifying their training needs; undertake appraisals and develop personal development plans for each member of staff.
13. To ensure that all staff are properly trained in the use of relevant equipment within the CT department (using medical devices, competency assessments etc.) and ensure that these are reviewed annually and recorded and stored appropriately.
14. To maintain competency records for radiographers covering both the operation of the imaging equipment, as well as knowledge of all interventional examinations performed within the unit.
15. To develop and lead on induction, training and preceptorship programs within the CT department.
16. To support education and professional development of undergraduate radiography students and Assistant Practitioners training within the department.
17. To work in collaboration with associated educational establishments and professional bodies.
18. To liaise with the Trust, imaging network and education institutions, to identify opportunities for staff to develop with CT.
19. To undertake practical and theoretical training with students, assistant practitioners, radiographers.
20. To teach formally both internally and externally (universities) national and international meetings.
21. To monitor completion of student records and maintain student related staff records.
22. To attend meetings related to education and clinical placement maintenance.
23. To attend careers events organised by the Trust or the University.
24. To co-ordinate work experience for elective students and prospective students and complete relevant clinical reports in coordinator with other practice educators across radiology.

25. To ensure theory informs practice by facilitating the running of radiographer continuing professional development sessions, evaluating and adapting the programme as required and utilising a range of learning tools.
26. To ensure staff are kept up to date with current techniques, facilitating the delivery of a robust training programme and seeking out learning opportunities for all staff.
27. To develop and implement training programmes prior to the introduction of new equipment, techniques or changes to current practice using a range of learning tools.
28. To represent the service at a trust level ensuring staff are able to access educational provision and to seek out funding opportunities where available.
29. To recognise talent within staff and support them to achieve their goals.

Other

1. Frequent requirement for moderate effort to be exerted over multiple short periods throughout the day.
2. Frequent requirement for concentration with an unpredictable workload.
3. Appropriately communicate with all staff, patients and relatives. Patient presentations will include the seriously ill, the unconscious, uncooperative, incapacitated, incompetent, disorientated and those with physical and mental disabilities. A wide variety of patients will be encountered and will include those exhibiting anti-social or threatening behaviour.
4. Other influencing factors include the skills needed to provide patients or relatives with empathy and emotional support for the bereaved, terminally ill, injured, traumatised or those altered by substance use/abuse.

Legal & Professional Responsibilities

1. Adhere to Trust and departmental policies and procedures.
2. Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.
3. Maintain registration working in accordance with the HCPC codes of professional practice and conduct.
4. Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.

Health, Safety and Security

1. All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
2. To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.
3. All employees must comply with all relevant policies, procedures and training in relation to fire safety and attend fire safety training on an annual basis.

Confidentiality

1. Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality

1. All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
2. Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability

1. You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control

1. You must comply with all relevant policies, procedures and training on infection prevention and control.
2. To prevent the spread of infection by adopting measures appropriate to the situation, and participating in education of staff, patients and carers.
3. To contribute to environmental audits and implementation of action plans.
4. To comply with policies for the correct disposal of clinical and other waste, sharps and soiled linen and ensure all staff adhere to these policies.
5. To maintain standards of cleanliness and hand hygiene.
6. To maintain a high level of environmental quality by complying with infection control policies and ensuring that all imaging and processing equipment is cleaned to a standard appropriate for the examination of clients.

Safeguarding Children and Vulnerable Adults

1. You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality

1. You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.
2. All employees are to ensure they work within the Trust's Equal Opportunities Policy and accept everyone has a right to their distinct identity.
3. All employees must treat everyone with dignity and respect, and to ensure that what all our customers (patients/carers/visitors/staff) tell us is valued by reporting it back into the organisation.
4. All employees to be responsible for promoting and participating in the achievement of the departmental Equality and Diversity Action Plan.

Training

1. To take responsibility for your own and your staff's development.
2. All employees have a duty to attend all mandatory training sessions as required by the Trust.
3. Any other general requirements as appropriate to the post and location.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

Prepared by: Jennifer Unsworth – Operational Business Manager, Imaging
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Date Prepared: August 2023