

**JOB DESCRIPTION**

<b>1. Job Details</b>							
<b>Job Title:</b>	CT Radiographer						
<b>Band:</b>	Band 6						
<b>Salary:</b>	£32,306 - £39,027						
<b>Reports to (Title):</b>	Superintendent Radiographer						
<b>Trust Website</b>	<a href="http://www.royalwolverhampton.nhs.uk">www.royalwolverhampton.nhs.uk</a>						
<b>Directorate:</b>	Radiology						
<b>Department/Ward:</b>	Radiology						
<b>JD Number:</b>	0346						
	<p style="text-align: center;"><b><u>Our Vision</u></b></p> <p>An NHS organisation that continually strives to improve patients' experiences and outcomes.</p> <p style="text-align: center;"><b><u>Our Values</u></b></p> <table border="0" style="width: 100%;"> <tr> <td style="background-color: #0056b3; color: white; padding: 5px;"><b>Safe &amp; effective</b></td> <td style="background-color: #800040; color: white; padding: 5px;"><b>Kind &amp; caring</b></td> <td style="background-color: #008000; color: white; padding: 5px;"><b>Exceeding expectations</b></td> </tr> <tr> <td style="background-color: #e6f2ff; padding: 5px;"><small>We will work collaboratively to prioritise the safety of all within our care environment.</small></td> <td style="background-color: #ffe6e6; padding: 5px;"><small>We will act in the best interest of others at all times.</small></td> <td style="background-color: #e6ffe6; padding: 5px;"><small>We always aim for excellence.</small></td> </tr> </table> <p style="text-align: center;"><b><u>Strategic Objectives</u></b></p> <ul style="list-style-type: none"> <li>❖ Create a culture of compassion, safety and quality</li> <li>❖ Be in the top quartile for all performance indicators</li> <li>❖ Proactively seek opportunities to develop our services</li> <li>❖ To have an effective and well integrated organisation that operates efficiently</li> <li>❖ Maintain financial health – appropriate investment enhancement to patient services</li> </ul> <p>Attract, retain and develop our staff &amp; improve employee engagement</p>	<b>Safe &amp; effective</b>	<b>Kind &amp; caring</b>	<b>Exceeding expectations</b>	<small>We will work collaboratively to prioritise the safety of all within our care environment.</small>	<small>We will act in the best interest of others at all times.</small>	<small>We always aim for excellence.</small>
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<b>2. Job Summary</b>							
<p>The post holder will work on a rotation, undertaking radiographic duties in CT scanning.</p> <p>The post holder will administer I.V injections of contrast media to patients.</p> <p>The post holder will work flexibly to support the provision of these services 24 hours per day, 7 days per week, including on call sessions, extended days, weekends and Bank Holidays.</p>							

**3. Main Duties & Responsibilities**

**To ensure safe and effective clinical practice**

1. To be familiar with the principles of clinical governance and to strive to maintain and improve the quality of patient care, showing courtesy and consideration at all times.
2. To ensure that all staff in the area have an understanding of radiographic and image acquisition equipment to enable the optimisation of imaging systems so that high quality diagnostic images are produced and the highest possible standards maintained.
3. To ensure that all staff in the area has an understanding of the Radiology Information System (RIS) and the Picture Archiving and Communications System (PACS) to ensure that patient information is stored and retrieved accurately.
4. To undertake radiographic duties in a minimum of one specialist area, currently CT scanning.
5. To supervise the work and standards of Radiographers, Assistant Practitioners and Radiographer Helpers.
6. To assist with administrative tasks, such as preparing staff rotas as required.
7. To work in a multi-disciplinary team and to encourage team development and facilitate the professional development of other personnel.
8. To develop and promote good working relationships with other departments.
9. To be familiar with Health and Safety policies and to ensure a clean, tidy and safe working environment.
10. To ensure all equipment is used safely and in accordance with operating instructions and that all staff using equipment are competent.
11. To promptly report any equipment failures to the Department Superintendent or the Impregilo Helpdesk.
12. To report accidents / untoward incidents / hazards to the Superintendent Radiographer as soon as possible, ensuring completion of the Incident Report Form and accident book.
13. To liaise with staff of other Directorates as required.
14. To participate in practical and theoretical training for Student Radiographers, Assistant Practitioners and Radiographer Helpers.
15. To be familiar with and comply with all Trust and Radiology Directorate Policies, Procedures and Practices and to ensure adherence by more junior staff working within the area. Particularly Health and at Work, IR(ME)R 2000, Local Rules and the Major Incident Action Plan.
16. To participate in Health & Safety risk assessments, following appropriate training.
17. Maintain fitness to practice with the Professional Code of Conduct through Continuous Professional Development (CPD) and mandatory training (Fire, Infection Control, Manual Handling and CPR).

18. To wear the uniform provided and to promote the Radiology Directorate in a positive manner at all times.
19. To participate fully in the emergency duty/standby rotas including bank holidays and early / late duties.
20. To undertake any reasonable duty that may arise which will assist the smooth running of the Radiology Service.
21. This job description is a guide to the main duties and responsibilities of the post and is not exhaustive. You may be required to undertake other duties that are commensurate with the post and grade and which have been discussed with you.
22. You have a responsibility for the identification of all risk which have a potential adverse effect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.
23. To work flexibly in order to cover annual leave and sickness absence, working additional sessions as required.
24. The post holder will work in any area/department of the Radiology Directorate as required by the needs of the service.

**To enhance the patients experience**

1. To be courteous and helpful towards patients, visitors, staff and referring clinicians/GPs and to offer a high quality service at all times.
2. To provide first line assistance in the event of a patient's query or complaint and passing the matter to a more senior member of staff where appropriate. This will at times require a high level of communication skills to diffuse confrontational situations. The post holder is required to have knowledge of the Trust's Complaints Procedure

**To manage and develop the performance of the team**

1. To assist in the training of new members of staff, supporting them through their induction programme.
2. To encourage and support radiography students learning at RWT.

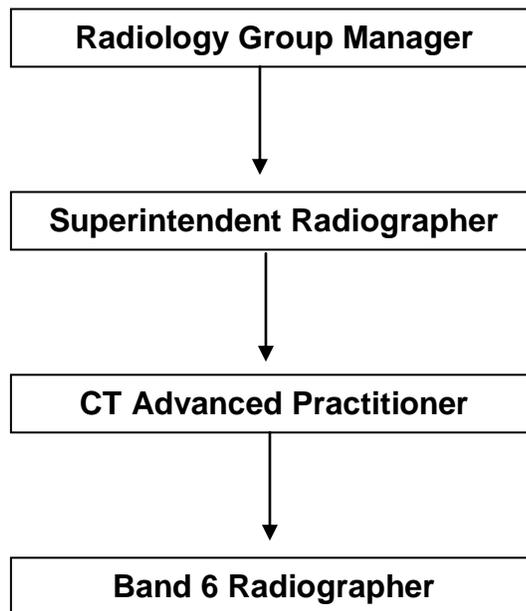
**To ensure effective contribution to the delivery of the organisation's objectives**

3. To be familiar with and comply with all appropriate Trust and Radiology Directorate Policies, Procedures and Practices, making suggestions which could lead to improvements in the service.
4. To attend such courses/lectures/in-service training as required by the needs of the service and of this post.
5. To ensure that Risk Management, Health and Safety Regulations, COSHH Regulations, MRI Local Rules and the Ionising Radiation Regulations are adhered to, including the Local Rules,

and to report accidents/untoward incidents/hazards to the Superintendent or most senior Radiographer on duty as soon as is practicable.

6. To be familiar with and uphold the quality standards of the Trust and Radiology Directorate, to be pleasant and polite to patients and other members of staff and to ensure a high-quality service to patients at all times.
7. To assist in the collection of any information required for audit purposes.
8. To attend and participate in clinical governance meetings.
9. The post holder will be subject to annual appraisal.

#### 4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

#### **Infection Prevention**

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

### **Equal Opportunities Policy**

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

### **Data Protection**

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

### **Customer Care**

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

### **Safeguarding**

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

### **Smoking Policy**

The Trust provides a smoke-free work environment.

### **Confidentiality**

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

### **Development**

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of

the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

**Criminal Records**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (DBS) to check for any previous criminal convictions.

**AfC PERSON SPECIFICATION**

This document describes the qualities required for a post-holder that are not captured by the JD.

SPECIFICATION	DESCRIPTION
<b>Qualifications</b> <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i>	BSc in Diagnostic Radiography or equivalent HPC registration
<b>Experience/Skills</b> <i>(Type and level of experience required to fulfil duties)</i>	Previous experience working as a radiographer within a Radiology environment.  Ability to work under pressure, and tackle problems effectively.  Able to set priorities according to service needs.  Able to use time effectively  Proven teamwork and leadership skills  Experience in the use of Microsoft Outlook including e-mail system.  Experience in the use of a Radiology Information System and the use of a PACS system. In house training will be provided to achieve the competencies required.
<b>Communication</b>	Good verbal communication skills in order to deal face to face with patients in reception areas and also on the telephone. This may be stressful and confrontational requiring tact or persuasive skills.  Face to face communication with colleagues - consultants, junior doctors, radiographers, secretarial and other clerical staff. Some contact with GP's, consultants, secretaries and nursing staff from other specialties – requiring tact under provocation on some occasions.  Good written and communication skills in order to meet the requirements of the post.
Working Environment & conditions	Use of VDU equipment. Moving and handling patient.
<b>Other</b> <i>(Any other key issues not recorded elsewhere in JD or person spec.)</i>	Must be flexible and be willing and able to take part in a Bank Holiday Rota. To cover the duties of colleagues during sickness absence or annual leave. May include weekends and/or evenings. Needs to be flexible to the changing needs of the Radiology Service due to future developments. Key member of the Team to ensure the patient's journey is as smooth as possible through the Dept and on to other Departments within the Trust.

I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification and KSF outline.

	Designation	Name	Signature	Date
Post Holder				