

## CLINICAL SUPPORT AND IMAGING CMG IMAGING SERVICE

**JOB TITLE:** RADIOGRAPHER

**BAND:** Band 5

**BASE:** Your primary base will be discussed at interview; however travel between UHL's hospital sites will be required






**HOURS:** 37.5 per week. Participation in 24/7 working will be required, including bank and public holidays.

**REPORTS TO:** Superintendent Radiographer

**ACCOUNTABLE TO:** Radiology Site Manager / Modality Lead Manager and through them to Lead General Manager.

### ABOUT UHL, OUR VALUES AND BEHAVIOURS

**Our purpose.** We are here to provide Caring at its best to our patients and their carers. Caring at its best means at all times, we behave in line with our values.

|   |   |
|---|---|
| 1. We <b>treat</b> people how we would like to be treated       |  |
| 2. We <b>do</b> what we say we are going to do                  |  |
| 3. We <b>focus</b> on what matters most                         |  |
| 4. We are <b>one team</b> and we are best when we work together |  |
| 5. We are <b>passionate</b> and <b>creative</b> in our work     |  |

**Becoming the best:** Becoming the Best is our new Quality Strategy.

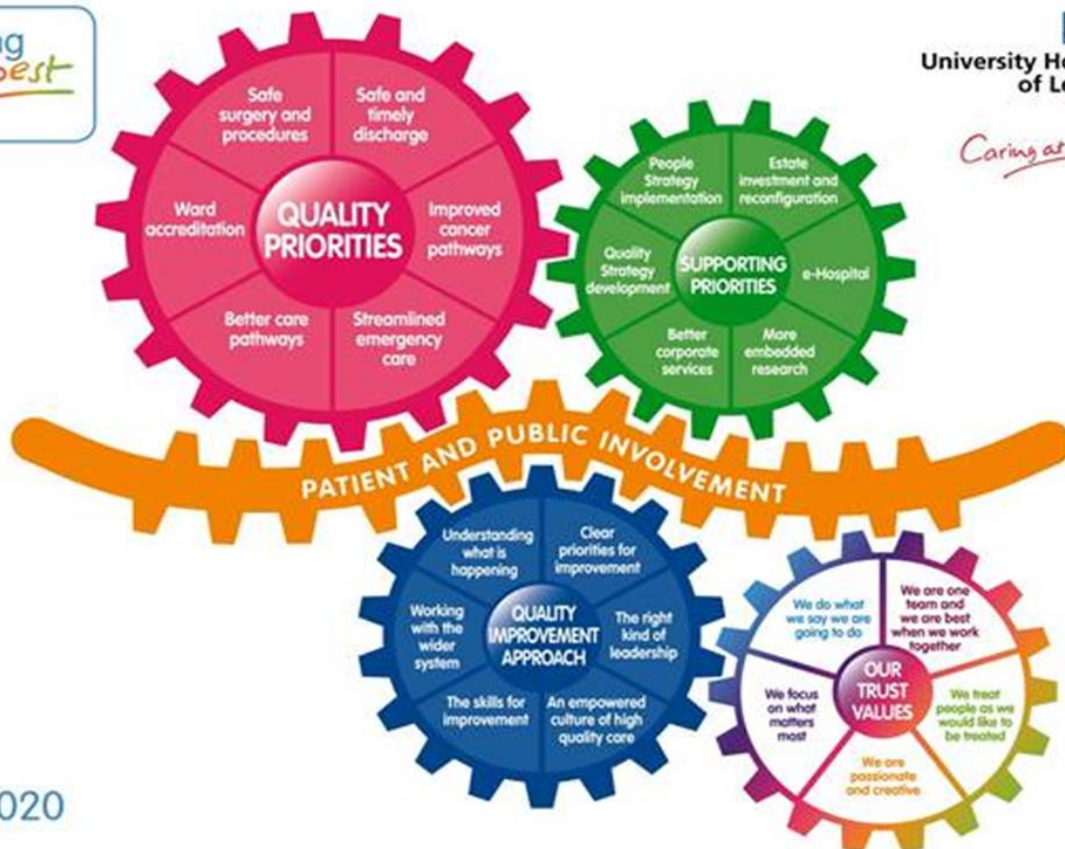
Whilst we are clear on **what** good looks like, there is much work to do on the **how**. This will involve everyone working together across the Trust, and with our patients, to do some more detailed thinking about how we deliver the approach which is set out in the Quality

Strategy. This is a long term plan, not a quick-fix, and you should not expect to see everything change all at once.

Based on what we have seen work elsewhere, we will be applying the approach below to everything that we do:

- We will **understand** what is happening in our services, so that we know what needs to be improved
- We will have clear **priorities and plans** for improvement, so that we are clear about what we are trying to do
- We will develop our **culture and leadership**, so that everyone is empowered and encouraged to make improvements
- We will adopt a single approach to improvement (our quality improvement **methodology**), and give people at all levels the **skills** to use it
- We will always involve our **patients** when we are making improvements that impact on them and their care
- We will integrate this work with the wider **health and social care system**, of which we are a part.

**Our annual priorities:** Every year we will create a set of annual priorities that will help us on our Becoming the Best journey. By delivering these we will fulfil our purpose to provide 'Caring at its best'.



Year 1  
2019-2020

## JOB DESCRIPTION

### JOB SUMMARY

- The post-holder will be expected to deliver a high quality, effective and efficient radiographic service to the highest professional standards as part of a multi-disciplinary team. The post holder will rotate through the main department to include Plain Film, Theatres, Mobiles and Fluoroscopy. Depending on site or service needs, the rotation might also include other modalities.

### KEY WORKING RELATIONSHIPS

- The Radiographer is responsible to the Superintendent Radiographer and through them to the Radiology Site Manager / Modality Lead Manager and Lead General Manager.
- The Radiographer will work closely with other clinical and non-clinical staff within Imaging. They will also appropriately represent Imaging in all the other service areas both within and outside the Trust.

## KEY RESULT AREAS

### Service Delivery, Review and Development

- To practice “right first time” radiography and strive to achieve quality assurance in all aspects of the radiology service.
- To participate in department shift system and/or out of hours and on call roster.
- Perform technical administrative tasks, including accurate patient information, examination details and post processing requirements on the Radiology Information and PACS systems.
- To be responsible for the care and comfort of the patient whilst they are in the Radiology Department respecting their privacy, dignity, religious and cultural beliefs.
- To ensure knowledge of the equipment and utilise it in a safe and efficient manner according to protocols
- To undertake intravenous injections/connections to pump injector in compliance with Imaging & Medical Physics protocol, following training, and if required by the role.
- To assist in the quality assurance programme for equipment for the department and assist in equipment testing and documentation following installation and servicing.
- To ensure that all equipment is kept clean. This includes cleaning between patients and also participation in daily and weekly cleaning schedules (and documentation that these schedules have been followed). All accessory equipment must be kept tidy.
- To monitor the performance of all associated equipment and report all potential and actual faults and hazards.
- To identify to the Superintendent Radiographers/Senior Radiographers where staff performance or behaviour is below an acceptable standard suggesting a course of action where appropriate.
- To assist Senior staff with the supervision of Assistant Practitioners, RDAs and other non-medical staff/visitors within the clinical areas.

- To assist in the training of new staff (radiographic and non-radiographic) enabling them to become fully conversant with the duties applicable to them.

### Communication

- To communicate effectively in an appropriate manner, complex information to patients, relatives and staff.
- Demonstrate effective skills required to communicate with, persuade, reassure and gain the co-operation of patients and relatives in circumstances where they may be worried, distressed or confused.
- To ensure patients are adequately informed, are able to consent to the examination and are also able to ask questions or raise concerns.
- To advise patients of the next steps in their care and what is required of them in a way that they can understand.
- To assist the Radiology Site Manager/ Modality Lead Manager and Superintendent Radiographers in ensuring that effective systems of communication are in place and utilised.
- To liaise with and maintain close working relationships with other staff within the Radiology Department and also with other hospital staff groups as appropriate.
- To contribute ideas and suggestions and express any issue of concern to the appropriate manager.
- To attend staff/team meetings, as appropriate, which are held at regular intervals to inform staff of Trust, CMG and Department policies and procedures.

### Responsibilities for Department Administration and Operation

- To ensure that all records are kept up to date and accurate and take appropriate action to correct mistakes or omissions.
- To ensure appropriate stock level, tidiness and efficiency is maintained in the work areas and assist other areas as necessary.
- To assist in monitoring the quality of service to patients and where appropriate participate in the development and implementation of proposals for improving services.
- To assist in the development, documentation and monitoring of protocols for working practice within the department as required.

- To participate in or contribute to audit and project work.
- Undertake any other duties consistent with their grade as required.
- Adhere to and encourage staff to acknowledge all Local Rules, Ionising Radiation Regulations 1999, Ionising Radiation (Medical Exposure) Regulations 2000 and Health & Safety procedures, including prompt reporting of accidents, equipment faults and untoward incidents and any new policies and procedures.

#### Personal Development

- Show evidence of continuing professional development and attend mandatory and other training courses within timescales set by the Trust/CMG.
- Keep up to date with current imaging technical developments, professional and Trust issues.
- Maintain competencies including extended roles (i.e. cannulation/IV) and provide evidence of doing so.
- To participate in the Trust's Appraisal programme and provide CPD evidence. This obligation will include the preparation for and attendance at appraisal/performance management interviews and completion of the associated documentation within timescales set by the Trust.

### **GENERAL DUTIES**



You will need to be flexible in your approach to work and alterations in hours or times of work may be required from time to time and this will be done with consultation and negotiation. Some weekend and public holiday may also be required.

In addition to the key job responsibilities detailed in this job description all employees at UHL NHS Trust are expected to comply with the general duties detailed below:

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that as an employee, his or her work methods do not endanger other people or themselves.

All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality in respect of patient's and staff's records.

All employees must comply with the Trust's equality and diversity policies and must not discriminate against individuals or groups on the basis of their age, disability, gender, marital status, membership or non-membership of a trade union, race religion, domestic circumstances, sexual orientation, ethnic or national origin, social and employment status, HIV status, or people who are undergoing or have undergone gender re-assignment, marriage and civil partnership, pregnancy and maternity or any other grounds which cannot be shown to be justifiable.

This job description is not to be taken as an exhaustive list of duties and it may be reviewed in the light of changed service needs and development. Any changes will be fully discussed with the post holder. The post holder will be required to carry out the duties appropriate to the grade and scope of the post.

In order to ensure the Trust's ability to respond to changes in the needs of the service, after appropriate consultation and discussion with you (including consideration of personal circumstances current skills, abilities and career development) the Trust may make a change to your location, duties and responsibilities that are deemed reasonable in the circumstances.

Your normal place of work will be as discussed at interview and will be confirmed in Section 1 of your contract but you may be required to work in other locations of the Trust. In particular, flexibility is required across the three main Hospital sites (Leicester Royal Infirmary, Leicester General Hospital, Glenfield Hospital). If your initial location is based at

one of these sites, excess travel reimbursement will not apply for a permanent/temporary change to base.

The most up to date additional requirements will be added by the Recruitment Services Team and will include:

- DBS Requirement
- Infection Prevention and Control
- Fixed Term Posts (as appropriate)
- Safeguarding Children and Vulnerable Adults
- Hepatitis 'B' – Only for EPIP type of roles (as appropriate)
- Responsibilities for continuing professional education and personal development
- MESS (Making Every Contact Count)

#### University Hospitals Of Leicester NHS Trust Statement On The Recruitment Of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the University Hospitals of Leicester NHS Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The University Hospitals of Leicester NHS Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview and appointment based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and application packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the



application process. We request that this information is sent under separate, confidential cover, to a designated person within the University Hospitals of Leicester NHS Trust and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the University Hospitals of Leicester NHS Trust to ask questions about your entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1970.

We aim to ensure that all those in the University Hospitals of Leicester NHS Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1970.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Job Description Review Date: November 2011