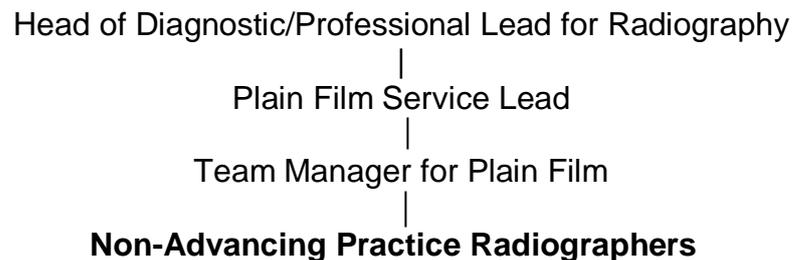


## **J O B   D E S C R I P T I O N**

<b>JOB TITLE:</b>	Radiographer
<b>LOCATION:</b>	Radiology Service - Airedale NHS Trust
<b>GRADE:</b>	Band 5
<b>RESPONSIBLE TO:</b>	Team Manager in Plain Film
<b>ACCOUNTABLE TO:</b>	Plain Film Service Lead

*We are absolutely committed to ensuring that our patients have the best possible experience within our department. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.*

## **ORGANISATIONAL CHART**



## **OVERALL RESPONSIBILITY**

To undertake all radiographic procedures and duties as required.

Mentoring students as and when required.

To work within the HPC standards of proficiency to be able to practice safely and effectively, whilst maintaining legal and ethical boundaries.

To commit to your professional obligation to do your fair share of additional hours towards the weekend and bank holidays pick lists to enable this to be a fully staffed rota.

## **Main Duties and Responsibilities**

- 1 To ensure that at all times the care and comfort of patients and carers are maintained to the highest possible standard
- 2 To participate in the shift rota including night duties as required
- 3 To participate in out of hours duties as required in addition to your contracted hours
- 4 To carry out all radiographic duties, including special fluoroscopy and interventional procedures, as required and to ensure that all radiographic examinations are carried out to the highest professional standards
- 5 To rotate through Theatre, ED X-Ray, fluoroscopy (supporting the advancing Practice Radiographers and Radiologist), Mobiles, off-sites and the main department X-Ray Rooms.
- 6 To take care of the rooms and all equipment, within the working area, documenting all faults and breakdowns as per directorate policy.
- 7 To adhere to all department protocols and policies and to maintain an awareness of developments and changes implemented at a local level whilst keeping abreast of developments within the profession
- 8 To assist in the training of student radiographers, support staff and trainees
- 9 To be familiar and adhere to any relevant legislation e.g. Ionising Radiation (Medical Exposures) Regulations. Data Protection Act, Caldicott, Health and Safety at Work Act, Local procedures for MAJAX, accident and equipment failure
- 10 To participate in Quality Assurance, Clinical Governance and Audit programmes
- 11 To be responsible for personal Continuing Professional Development by actively developing a CPD folder and ensure that this is maintained and up to date
- 12 To work in close liaison with other staff and departments to provide a responsive, efficient and high quality service
- 13 To assist the Radiation Supervisor in ensuring all systems of work comply with IR(ME)R
- 14 To work at other departments within the Directorate if requested
- 15 To attend any meetings requested by manager

### **Right care behaviours**

1. Ensure that the safety of the patient and their experience remains the focus of radiology services provided in line with the Trust's 'Right Care' programme
2. Act at all times as an exemplary role model and leader for the radiology staff. Supporting the Trust 'Right Care' Initiative
3. Maintain a working environment which encourages team work, mutual support and excellence in service delivery and reduces risk
4. Lead by example, motivate and support staff.
5. Act in an influencing role in contentious areas, regarding role and service changes/developments
6. Achieve objectives set within your PDR and to participate in the appraisal system
7. Support training and mentor work experience students
8. Attend study/development programmes agreed at annual Personal Development Review and keep updated records of Continual Professional Development and mandatory training
9. Maintain a level of professional confidentiality at all times in relation to patients/visitors and staff
10. Ensure that the safety, care and comfort of patients, visitors and staff are maintained at all times
11. Promote good working relationships with medical and nursing staff, managers, peers and staff both within radiology and throughout the Trust
12. Follow the departmental and Trust policies
13. To complete the form for recording hours worked in accordance with the departmental standard operating procedure

## **General Duties**

14. Comply with HCPC code of conduct
15. Contribute to the handling of patient and staff complaints
16. Mentor and train new non-advancing practice radiographers and support staff
17. Participate in appropriate training schemes for radiology staff. To keep relevant radiology clinical and technical knowledge up to date. Be responsible for own attendance at mandatory training
18. Develop positive working relationships with radiology department
19. To work at other departments within the group if requested
20. To undertake other relevant duties that may be delegated i.e. Health and Safety representative, Lead Screening Annual Audit, Learning representative, QA on DR and CR, Paediatric Lead or any other project

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the light of changing circumstances and in consultation with the post holder.

The job description represents an outline of duties and does not constitute a work routine.

This job will be subject to review at regular intervals in line with changing practices and regulations.

The Trust may require variations in the daily hours and pattern of work to meet the needs of the service.

In pursuing these duties, the post holder will ensure compliance with the NHS Constitution and be familiar with the NHS England Guidance 'Understanding the new NHS' (details of which can be found in the links section of NHS Jobs).

## **Collaborative Working**

Airedale NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating, and driving

forward change to deliver the highest quality care. By working for Airedale Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

### **Professional Registration/Codes of Conduct**

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

### **Safeguarding Children & Adults**

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

### **Health & Safety**

You are required to: co-operate with supervisors, managers, and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work, you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.

### **Manual Handling**

Manoeuvre light goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

### **Right Care Values**

Responsible for embodying, and encouraging in others, the Right Care Values, using the behaviours identified for each value as a basis for decision making and your behaviour.

### **Equal Opportunities**

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

### **Infection Prevention and Control**

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

### **Mandatory Training**

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

### **Information Governance**

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

The Trust recognises the importance of reliable information. The quality of this data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust's "Health Records Policy" can be obtained from the Trust's Intranet site.

**Any other duties necessary for the successful performance of the role.**

### **Restriction on Smoking**

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

**The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.**

**This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.**