

## Candidate Information Pack



# Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis

Chief Executive

A handwritten signature in black ink, appearing to read 'Ben Travis', with a long horizontal flourish extending to the right.

# Our vision, values and priorities

## Our vision

To work together to provide high quality care to every patient, every day.

## Our priorities



### Quality

Continually improve safety and quality



### Patients

Put patients at the heart of everything we do



### People

Support and develop our workforce to live our values every day



### Partnership

Work effectively with partner organisations



### Money

Ensure we spend every penny wisely

## Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

## General Information

## **Review of this job description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

## **Confidentiality**

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

## **General Data Protection Regulation 2018**

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

## **Systems and IT skills requirements**

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

### **Health & safety**

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

## **Professional registration**

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your

responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

## **Risk management**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

### **Strategic Risk Management Committee.**

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

## **Infection Control**

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

## **Financial Regulations**

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

### **Safeguarding**

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

## **JOB DESCRIPTION**

**Title :** Radiographer  
**Grade :** Band 7  
**Responsible to :** Head of Imaging  
**Accountable to :** Radiology Service Manager

### **Job Summary:**

- To be responsible for carrying out specialised radiographic imaging to a high standard and in a professional manner, working to departmental guidelines whilst being accountable for own actions.
- To deputise for Superintendent Radiographers.
- The post holder will be required to carry out radiographic duties on a diverse patient population.
- To carry out all responsibilities with regard to Trust Policies including Data Protection and Equal Opportunities
- The post holder will be required to work on any of the Trust Sites as and when required

### **Key result areas**

- 1. Clinical**
- 2. Training**
- 3. Leadership/Multi-disciplinary teamwork**
- 4. Communication**
- 5. Personal-development**

#### **1. Clinical**

- To independently undertake diagnostic radiology procedures maintaining high professional standards of technical competence and ensuring standards of essence of care at all times.
- To undertake a full range of imaging procedures to maintain knowledge and be fully aware of the safety aspects and hazards, and related emergency procedures.
- To assess and adapt techniques and protocols following assessment for each procedure.
- To take responsibility for the care of the patient whilst undertaking the procedure. This includes manual handling.
- Offer an opinion on images obtained to relevant medical personnel
- To supervise and provide clinical assistance to radiographers, assistant practitioners and students
- To ensure the protection and safety of all patients and staff against the dangers of radiation.
- To monitor and evaluate Ionising Radiation Regulations 99 and IR(ME)R 2000 and ensure patients procedures are performed with due consideration of these regulations.
- To comply with Health & Safety and COSHH regulations.
- To ensure patient confidentiality is observed at all times and observe the requirements of the data protection act and freedom of information act.
- To participate in the department's out of hours on-call.
- To observe all local rules and the Trust's employment policies and procedures.
- To undertake regular QA tests to identify and report equipment faults or inaccuracies
- Ensure the safe use of specialist radiology equipment.
- To report equipment failures immediately.

- To liaise with equipment support centres to arrange services and emergency call out for general and specialist x-ray equipment
- To assist in the evaluation and procurement process for new equipment.

## 2. Training

- To participate in the induction and training of new staff, assistant practitioners and student radiographers.
- To assist in the training of radiographers and medical staff in specialist areas
- **To attend compulsory staff training courses**
- To provide assistance and be actively involved in departmental projects and audits
- To be actively involved in departmental quality groups and pro-active in the sharing of good practice.
- To give lectures and presentations within the Trust and to outside organisations on areas of special interest.

## 3. Leadership/Multi disciplinary teamwork

- To ensure a good team environment
- To be responsible for leading and co-ordinating the team in an allocated area in the absence of the post holder.
- To motivate staff and promote a high level of morale in the department
- Organise rotas and workload of given areas under direction of Head of Imaging
- Participate in recruitment process for radiographers, assistant practitioners and support staff.
- To undertake appraisals of radiographers and assistant practitioners.
- To make proposals for and assist in implementation of changes in working practice as required for efficient service delivery

## 4. Communication.

- To offer advice and guidance to patients, carers and other health professionals on radiology procedures, specialised procedures and radiation issues taking due consideration of the patient's condition.
- To inform and promote Radiology guidelines and departmental policies to other healthcare professionals
- To obtain informed consent from patients prior to undertaking procedures as appropriate to individual circumstances
- To ensure accurate recording on the Radiology Information System patient information and examination details including confirmation of examination and consumables used and dose received by patient.
- To promote good relations with other directorates and hospitals
- To attend any meetings as required by the Head of Radiography or Radiology Services Manager.

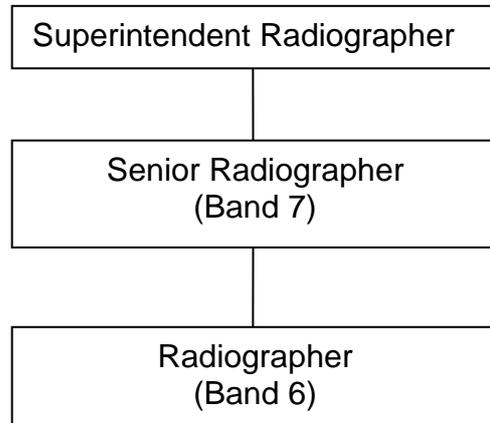
## 5. Personal Development

- To attend any relevant study days and in-house lectures and training afternoons
- Participate in departmental audit.
- To take part in the department's personal appraisal scheme and CPD.
- To take every opportunity for self-development in extended radiographic roles

To undertake any other duties appropriate to the post when requested by the Head of Imaging or Radiology Service Manager.

This job description is not exhaustive and may be subject to change in accordance with organisation and service developments, but any such changes will be fully discussed with the post holder.

## Structure Chart



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## **Safeguarding Children**

All staff must be familiar with and adhere to Trust child protection procedures and guidelines.

## **General**

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff have a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

## **Valuing Diversity**

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

## **No smoking policy**

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

## **Waste disposal**

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

## PERSON SPECIFICATION: Band 7 Radiographer

	Essential	Desirable
Qualifications and Training	DCR, BSc in Radiography or equivalent State Registered	Relevant post grad certificate IV cannulation certificate
Experience	Demonstrate high standards of technical skills Enthusiasm for training students Able to demonstrate a responsible attitude to teamwork. 2 years' experience in specialised radiography Enthusiasm for training Demonstrate a high level of patient care, able to cope with the diversity of patients' needs Progressive attitude to CPD Out of hours work experience IT skills Able to plan and prioritise workloads. Competent in the use and care of a range of specialist x-ray equipment.	Post Grad. Training courses. Experience in a specialist area of radiography
Knowledge	Good communications skills, both verbally and in writing. Confident to act on own initiative. Good attention to detail.	Able to demonstrate an aptitude for training and developing staff in specialist areas Good presentation skills
Personal Qualities	Professional & responsible attitude Flexible, reliable Stable and self-motivated. Able to promote a high standard of customer care <b>Good team player</b> <b>Good role model</b> Able to work under pressure. Able to cope with all types of patients coming to an A&E environment. Able to work alone Able to personally reflect on own performance and ability	Innovative approach to department working practice. Leadership qualities.

Occupational Health	Does this post require EPP clearance?	Yes/No
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Post Holder's name/s: .....

Post Holders' Signature/s: .....Date: .....

**Manager's Name:** .....

**Manager's Signature:** .....**Date:** .....

