

**JOB DETAILS:**

<b>JOB TITLE:</b>	Band 7 CT Radiographer – to support Targeted Lung Health Check Programme
<b>DEPARTMENT:</b>	Radiology
<b>SERVICE AREA:</b>	CT Scanning
<b>BASE:</b>	Wythenshawe Hospital
<b>CONTRACTED HOURS:</b>	37.5 hours worked flexibly
<b>JOB REQUIREMENTS:</b>	State registration, first degree or equivalent PLUS M-level postgraduate certificate / diploma or equivalent & CPD

**ORGANSATIONAL ARRANGEMENTS:**

<b>ACCOUNTABLE TO:</b>	Principal CT Leads
<b>OTHER ACCOUNTABILITIES:</b>	Clinical Director of Radiology

**JOB PURPOSE/SUMMARY:**

The post holder will have a keen interest in thoracic radiology and will need to work closely with the Thoracic team and RAPID hub. This is a new role to support the developing Targeted Lung Health Check Programme, working for the Trust but in close liaison with the service provider (Cobalt) to support the Principal CT Radiographer to ensure a high-quality service is provided. There is a need to be able to work independently to justify referrals and manage workloads. You will also need to work closely with Principal CT radiographer in main department about onwards diagnostics from the screening programme and contribute to the clinical service. The post holder will need to be proficient in radiation protection measures and procedures.

The successful candidate will need to work closely with lead thoracic radiologist to review previous scans images to see if images suitable or further imaging required, attend MDT, supporting the service. Training will be given. We are exploring the possibility to consolidate this training in the future to PG Cert level to allow for the reporting of low dose CT lung scans (This needs to be agreed with University to formalise). Further development of advanced CT practice is also being considered to support the onwads diagnostics and biopsy services.

The successful candidate will be supported to develop leadership skills within the CT department and wider directorate.

### **DUTIES & RESPONSIBILITIES**

- To undertake a range of CT examinations in line with Local, Regional and National Guidelines
- 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.
- 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.
- To compassionately deal with difficult, emotionally distressed and potentially aggressive patients and their relatives, ensuring difficult and highly charged situations are diffused quickly.
- To effectively manage unpredictable patient requirements ensuring all patients receive the highest level of service and care.
- To contribute to the training in CT of junior radiographers, as agreed with the imaging directorate service manager and Lead CT Radiographer.
- Be prepared to participate, lead or have a key role in Departmental and Multi-Disciplinary Team (MDT) meetings and contribute to patient databases
- Have a proactive role in clinical audit and governance within the CT department.
- Collecting and manipulating data to produce audit presentations and documents.
- Work alongside the Clinical Lead Radiologist, other Consultant Radiologists and the CT Service lead radiographer to produce audit presentations and to ensure good clinical governance of the service.
- To be committed to lifelong learning and produce evidence of CPD. Thus, maintaining “fitness to practice” in accordance with the Radiographic Code of Professional Conduct.
- To regularly support other staff within the CT team e.g. booking clerk, reception staff with queries and problems of a clinical nature such that patients are not inconvenienced or delayed.
- To remain up-to-date with changes and current trends in CT scanning.
- To maintain the highest personal and professional standards.
- Communication with the Consultant Radiographer as necessary, to achieve and maintain the highest standards.  
To be involved as required in the technical QA programme, and help develop Quality Initiatives in CT.
- To adhere to Trust and Departmental Health and Safety Policies, and to use any equipment or personal protective equipment provided safely.
- Liaison with other departments, wards and staff as necessary
- Clinically vet/justify CT examinations using the electronic vetting module on CRIS-ensuring the correct scan is booked at the correct time for the correct patient.

- To lead the clinical research/trials scanning program currently undertaken by the department, and liaise with the relevant research departments/companies.
- To assist the CT lead radiographer with stock control and ordering.

## **SUPPLEMENTARY INFORMATION**

### **MANAGEMENT**

- Take a professional lead for CT Scanning, providing and maintaining high levels of professional and radiographic standards and ensuring others in the team do the same.
- Liaise and co-operate with other members of the multidisciplinary team, to deliver the highest quality care to patients.
- Adhere to trust and departmental protocols and legislation and ensure other staffs do the same.
- Undertake delegated duties from the CT Lead Radiographer in their absence, as and when required.
- Undertake staff management duties including sickness management, appraisal and some disciplinary investigations.
- To be involved in service development within the CT department and wider Radiology Directorate to improve service quality.
- Propose changes to working practices or procedures for own work area that may also impact beyond their own area of activity.
- Participation in review of departmental procedures, protocols and local rules.
- Ensure the usage of utilities and resources is in line with Trust policy.
- Be actively involved in stock control including receipt and safe storage of consumables.
- Ensure all equipment is kept clean and in good working order, reporting faults or hazards and arranging for engineers to attend when required.
- Do not interfere with any equipment provided or attempt to carry out tasks or repairs beyond your competence.
- Perform regular Quality Assurance checks on equipment.
- Assist with safe screening and monitoring of all staff within the radiology environment.
- To comply with the Data Protection regulations with reference to patient confidentiality.
- Observe the Data Protection Act.
- The post holder has a responsibility to ensure the preservation of all NHS property and resources.

### **FINANCIAL**

- The post holder will advise from specialist experience and participate in the specification and selection of any new specialist imaging equipment within the Interventional Department.
- To assist in stock rotation, stock management and advise on stock usage.

- The post holder will organise the maintenance and repair of specialist Interventional equipment in consultation with the Clinical Manager or in their absence.

### **PROFESSIONAL**

- Professional knowledge acquired through degree / diploma and state registration with the H.C.P.C.
- Experience in the specialised field of CT and participation in Continuous Professional Development to supplement this.
- Adhere to and maintain a professional code of conduct consistent with that of a state registered radiographer.
- Act as a role model at all times.
- Participate in clinical audit and research within the department.
- Attend all relevant mandatory training within the Trust and ensure all on-line mandatory training is up to date.

### **EDUCATION AND TRAINING**

- Participate in the education and CT training of rotating radiographers and other health professionals within the CT department.
- Participate in identifying specialised training needs within the CT department, implementing training and development programmes in consultation with the Lead Radiographer.
- Assist with the development of training packages within the CT department, undertaking regular assessments of the learning requirements of new and rotational radiographers.
- Take responsibility for identifying own developmental needs in relation to current practice and future plans and set personal development objectives.
- Take responsibility for own continuing professional development (CPD) and performance, keeping up to date with the latest developments and maintain own portfolio in accordance with professional requirements.
- Requirement to mentor/facilitate junior radiographic staff and their development.
- Supervision of staff at all levels including Band 5 Radiographers
- Assist with clinical supervision of radiography students and qualified staff new to the Radiology department.
- To assist in the appraisal of junior staff.

### **HEALTH AND SAFETY**

- Be responsible for the safe and effective use of specialised equipment.
- Be responsible for safety of staff, patients and visitors.
- Assist with safe management of the Radiology department.
- To be aware of and adhere to Trust and departmental Governmental legislation regarding health and safety policies and protocols for example COSHH, Local Rules and Risk Management

- Ensure own safety maintained and others who may be affected by actions or omissions.
- Report any accidents/incidents or ill health, failings in premises, equipment or personal protective equipment.
- Not interfere with any equipment provided to ensure Health and Safety.
- Report clinical and non-clinical incidents through the Hospital reporting system
- Adhere to Trust and Departmental Health & Safety policies and use any equipment and personal protective equipment provided to ensure safety.
- Comply with national and local rules and use provided personal protective equipment.

## **INFECTION CONTROL**

- The post holder must familiarise themselves with the Trust and departmental Infection Control policies and protocols.
- Deal effectively on a day-to-day basis with normal/expected waste products  
I.e. foul linen, blood, body fluids as per Trust guidelines.
- Minimise the risk of cross infection to staff and other patients through implementation of Trust and departmental policies related to infection control practice.
- Follow Trust policy in disposal of sharps.

*This post description is not intended to be a comprehensive list of responsibilities. The post holder will be expected to be flexible, particularly in the light of changes, developments and innovations in service provisions. This job description may be amended from time to time to reflect the changing requirements of the post following discussion with the post holder.*

## **1. EFFORT AND ENVIRONMENT FACTORS**

### **Physical effort**

- The post holder will be expected to frequently exert light/moderate physical effort for several short periods during a shift.
- Frequent moving of patients with moving and handling aids.

### **Mental Effort**

- There is a frequent requirement for prolonged concentration.
- Daily concentration on equipment usage and availability of stock.
- Awareness of the highly specialist CT environment, required to be prepared to act swiftly and safely when required.
- Be alert.

### **Emotional Effort**

- The post holder will be expected to regularly care for and examine patients who have a terminal illness, chronically ill patients, patients who may find the

examination distressing and adult patients requiring sedation and/or general anaesthesia.

- The post holder will have to be able to respond rapidly to difficult situations such as emergency situations within the constraints of the emergency department

### **Working Conditions**

- Frequent exposure to body fluids.
- Frequent exposure to patients suffering from infections, for example MRSA and Covid.
- Numerous obstacles, artificial light, poor and varied ventilation.
- Flexible working / out of hours commitment.

### **Communication and Relationship Skills**

1. To communicate effectively with patients and carers to ensure the safety of those entering the controlled area
2. To provide support and reassurance to patients undergoing CT scanning who find the procedure distressing and/or intolerable
3. Seek to help a patient endure the scanning process.

### **Knowledge, Training and Experience**

1. Professional/clinical specialist knowledge of CT acquired through a post-graduate qualification and extensive clinical practice.
2. A minimum of 3 years experience in CT

### **Analytic and Judgmental Skills**

1. To review CT examinations whilst patient is in department and carry out further views as required in discussion with radiologists.
2. To manipulate exposure factors for CT scans to ensure best possible images are acquired for all patients.

### **Planning and Organisational Skills**

1. Plans and prioritises own workload, accepting urgent referrals and additions to list as required whilst maintaining an efficient throughput of patients and ensuring best patient care at all times.

### **Physical Skills**

1. Ability to manoeuvre accessories associated with scanning

### **Responsibility for Patient / Client Care**

1. Contribute to the delivery of in-patient and out-patient CT services;
2. Provides a highly specialist clinical CT service.

### **Responsibility for Policy and Service Development Implementation**

1. Proposes changes to working practices or procedures within own work area.

### **Responsibility for Finance and Physical Resources**

1. Responsible for safely using expensive specialist imaging equipment and reporting any faults to the departmental manager.

### **Responsibility for Human Resources**

1. Responsible for providing training within own discipline to Radiographers, students and medical staff.
2. To undertake staff management duties such as sickness management and staff appraisals

### **Responsibilities for Information Resources**

1. Ensures accurate and timely electronic reporting to the hospital CRIS (Radiology Information System)
2. To utilise the hospital wide PACS system to its best
3. To have an in depth understanding of CT workstations within the capacity of reporting on CT examinations

### **Responsibilities for Research and Development**

1. Lead the clinical trials programme within the CT department liaising with the trial lead to ensure all criteria for the study are met.
2. To take part in R&D activity within the directorate but mainly within CT

### **Freedom to Act**

1. To give professional advice to staff, health professionals and clinicians;
2. To adhere to national guidelines in adhering to departmental protocols.
3. Accountable for own professional actions including electronic vetting/justification of CT examinations.

### **Physical Effort**

1. Positioning and manoeuvring patients to obtain the best possible images;
2. Be aware of the physical and sustained effort required for CT scanning and the high risk of RSI / WRULD. Use available up to date advice / information to take steps to minimize the risk of injury.

### **Mental Effort**

1. To liaise directly with consultants regarding any abnormality found on scan and to advise on further management/imaging;
2. Frequent requirement for prolonged concentration.
3. To maintain the highest level of concentration required for CT scanning requires concentration on a VDU image for a large proportion of the working day.

### **Emotional Effort**

1. Frequent exposure to distressing or emotional circumstances;

### **Working Conditions**

1. Frequent exposure to body fluids.
2. Frequent exposure to patients suffering from infections, for example MRSA and Covid.
3. Numerous obstacles, artificial light, varied ventilation.
4. Flexible working / long shift days.

### **SPECIALTY SPECIFIC JOB INFORMATION**

- To perform CT scans to a high level of quality
- Extensive knowledge and clinical experience in the field of CT
- Contribute proactively in the training of new CT Radiographers
- Contribute to the efficient delivery of in-patient and out-patient CT services
- To ensure absolute adherence to the local rules and to facilitate them being updated as new information regarding safety come to light
- Liaison with the physicist responsible for CT safety regarding all matters of safety within the department.
- Act as responsible person for CT radiation safety under local rules.
- Cannulate and administer IV drugs including CT contrast agents, Furosemide and Buscopan – in line with departmental PGDs.

PERSON SPECIFICATION

**Job Title: Band 7 CT Radiographer – Deputy to the Lead CT Radiographer (8a)**

	<i>Essential</i>	<i>Desirable</i>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• BSc or DCR.</li> <li>• HCPC registration</li> <li>• Continuous CPD</li> <li>• Post graduate M-level learning in CT</li> </ul>	MSc in CT based subject	<ul style="list-style-type: none"> <li>• Application form/CV.</li> <li>• Certificates.</li> <li>• CPD portfolio</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive clinical experience within CT</li> <li>• Evidence of complex scanning techniques and experience.</li> <li>• Evidence of advanced CT Imaging.</li> <li>• Evidence of operational experience leading a CT team</li> <li>• Teaching and training experience</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of audit or research skills</li> </ul>	<ul style="list-style-type: none"> <li>• Application form/CV</li> <li>• Interview</li> </ul>
<b>Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>• Organisational Skills</li> <li>• Excellent planning and organisational skills</li> <li>• Ability to prioritise and organise workload</li> <li>• Able to manage own time effectively</li> </ul> <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> <li>• Able to communicate and work well in a</li> </ul>	Team leadership and development skills	<ul style="list-style-type: none"> <li>• Interview</li> </ul>

<p><b>Work Related Circumstances</b></p>	<p>multidisciplinary team</p> <ul style="list-style-type: none"> <li>• Teaching skills</li> <li>• Ability to work as part of a specialist team</li> </ul> <p><i>Technical Skills</i></p> <ul style="list-style-type: none"> <li>• Keyboard skills</li> <li>• Knowledge of CT imaging and PACS preferably.</li> <li>• Analytical and judgmental skills</li> <li>• This is a full time post with a requirement to work flexibly. Including out of hours and at weekends</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> <li>• Interview</li> <li>• Interview</li> </ul>
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