

## JOB DESCRIPTION

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### JOB DETAILS

<b>Job Title:</b>	Senior CT Radiographer
<b>Department / Ward:</b>	Radiology Department
<b>Division:</b>	Clinical Support and Specialist Surgery
<b>Base:</b>	The Christie NHS Foundation Trust

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### ORGANISATIONAL ARRANGEMENTS

<b>Accountable to:</b>	1. Radiology Services Manager
<b>Other Accountabilities:</b>	1. Clinical Director of Radiology 2. CT Principal Radiographer 3. Clinical Specialist Radiographers
<b>Responsible for:</b>	1. Junior Radiographic staff 2. Radiographic aides and other ancillary staff 3. Supervision of students and other learners and visitors

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### JOB PURPOSE

- To undertake high quality CT imaging
  - Support the CT Clinical Specialists and Principal Radiographer in the safe and efficient delivery of the clinical service
  - To manage and coordinate as a team the workload of patients maintaining associated records
  - To be actively involved in research, QA and audit
  - To participate in CPD and other developmental activities
  - Clinical supervision of radiography students and apprentice radiographers
  - Maintain close communication with Radiology team and service users
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## **DUTIES AND RESPONSIBILITIES**

### **Communication requirements**

- To ensure effective communication between the various teams who input into the scanning service such as Diagnostic Radiology Staff, Students, Medical Physics Staff, Clinicians, Referrers, Service Users etc.
- To ensure patients understand complex information related to their examination and encourage them to cooperate fully with the examination process. This may involve patients with learning difficulties or other disabilities
- Accurate input of patient data into any Trust computer system.

### **Teaching / Training requirements**

- Take an active role in the training of qualified radiographers, radiography students and students from other disciplines including visiting engineers and clinical trainee staff
- Maintain expertise in intravenous cannulation techniques, and central venous access devices
- To participate in the departmental continuing professional development programme, including participating in appraisal and personal development planning
- To participate in the Trust's mandatory training
- To adhere to the College of Radiographer's Professional Code of Conduct

### **Analytical skills**

- Assess patient's clinical condition with relation to the level of risk of giving intravenous and oral contrast medium for examination protocols
- Adapt radiological techniques and protocols in accordance with the condition of the patient

### **General duties**

- Supervision of junior radiographic staff, students and radiographic aides as required
- Ensuring stock levels of equipment and consumable items are maintained in the department and advising the relevant staff member if stock needs ordering
- Provision of specialist care of patients to ensure their comfort and safety in the department
- Checking patient details prior to examination and ensuring all relevant details are on the request card as per the IR(ME)R regulations.
- Maintenance of the standards of imaging set by the department
- Ensuring that any faults in equipment, fixtures, fittings or fabric of any of the departments are recorded and notified to the appropriate persons, and



complying with current Health and Safety and Moving and Handling regulations.

- Ensure that all relevant radiation protection measures for the department are adhered to, e.g. local rules, ionising radiation regulations, IR(ME)R, departmental dose reduction strategies, pregnancy status etc.
- Maintaining practices in keeping with departmental and Trust Board policies, e.g. fire regulations, patient confidentiality etc.
- To follow the Trust Values
- To work with the Radiologists, Clinical Specialist Radiographers and other senior staff in the department to review working practices and identifying new ways of working and finding solutions to problems.
- Clinical supervision of radiography students and apprentice radiographers

**There is a contractual requirement to participate in extended day working.**

Any other duties, which after discussion might be reasonable requested to maintain the smooth running of the department.

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Date Prepared: 2/1/24

Prepared By: Sarah Iddles

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Date Reviewed:

Reviewed By:

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**PERSON SPECIFICATION**

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, other requirements which the post holder requires to perform the job to a satisfactory level.

**Job Title:** Senior CT Radiographer

	<b><u>ESSENTIAL</u></b> The qualities without which a post holder could not be appointed	<b><u>DESIRABLE</u></b> Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• DCR (R) or BSc Radiography</li> <li>• HCPC registration</li> <li>• Competent in administration of IV contrast</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate study in CT</li> <li>• Competent in IV cannulation</li> <li>• Interest in optimization of CT techniques</li> </ul>	Certificates Online check of HCPC registration
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A range radiography experience including expertise in CT</li> <li>• At least 18 months post qualification clinical experience within Radiology</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical experience in a variety of other Trusts</li> <li>• Good knowledge of NHS hospital protocols and practices</li> <li>• Experience of working in an oncology setting</li> <li>• Experience with training radiography students</li> </ul>	Application Form Interview References
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Analytical skills</li> <li>• Planning and organizational skills including prioritisation</li> <li>• Team worker</li> <li>• IT skills</li> <li>• Ability to work under pressure</li> <li>• Decision making skills</li> <li>• Ability to sensitively deal with distressing circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• ECDL or other IT related courses</li> <li>• Experience of managing workload</li> <li>• Participation in audit</li> <li>• Responsibility in a clinical area e.g.QA, student supervisor etc.</li> </ul>	Application Form Interview References



<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Personal development plan with ongoing CPD portfolio</li> <li>• Knowledge of IRR and IRMER</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of College of Radiographers policies</li> <li>• Aware of the values and behaviours of The Christie and it's services</li> <li>• Attendance at relevant study days</li> </ul>	Application Form Interview References
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<b>OTHER</b> (Please Specify)	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Ability to use initiative</li> <li>• Good general health and attendance record</li> <li>• Empathetic</li> <li>• Smart professional appearance</li> <li>• Ability to participate in extended day</li> <li>• Ability to work flexibly</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to work with patients who have cancer</li> <li>• Interest in future developments</li> </ul>	Application Form Interview Document Check
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Date Prepared: 25/10/23

Prepared By:- Sarah Iddles

Agreed by: Employee

Agreed By:

Date Agreed:

Date Agreed:

Date Reviewed:

Reviewed by:

### **GENERAL STATEMENTS:**

#### **RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

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#### **RECORDS MANAGEMENT/DATA PROTECTION**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

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### **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

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### **CONFIDENTIALITY AND INFORMATION SECURITY**

As a Trust employee you are required to uphold the confidentiality of all records held by the trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the Data Protection Act 2018 and should be managed in accordance with this legislation.

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### **TRUST POLICIES**

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

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### **EQUALITY, DIVERSITY AND INCLUSION**

The Christie NHS Foundation Trust is committed to advancing equality, diversity and inclusion for all our patients, other service users and staff. We want to ensure that everyone who works at the Christie or uses our services is welcomed, valued and treated with dignity and respect.

It is your responsibility to understand and work in line with the Trust's equality, diversity, inclusion and human rights policies. You should value others and treat everyone you come into contact with at work with fairness, dignity and respect at all times and uphold their human and other rights.

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### **INFECTION CONTROL**

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with the best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI

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### **ENVIRONMENTAL SUSTAINABILITY**

All employees of the Trust have a responsibility to ensure they have an awareness of environmental sustainability issues which affect the Trust and to contribute to the





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achievement of the reduction of the Trust's environmental and energy performance footprint e.g. (but not limited to) the use of energy consumed in workspaces (heat/light/paper consumed) and to recycle consumable products wherever possible using appropriate facilities.

