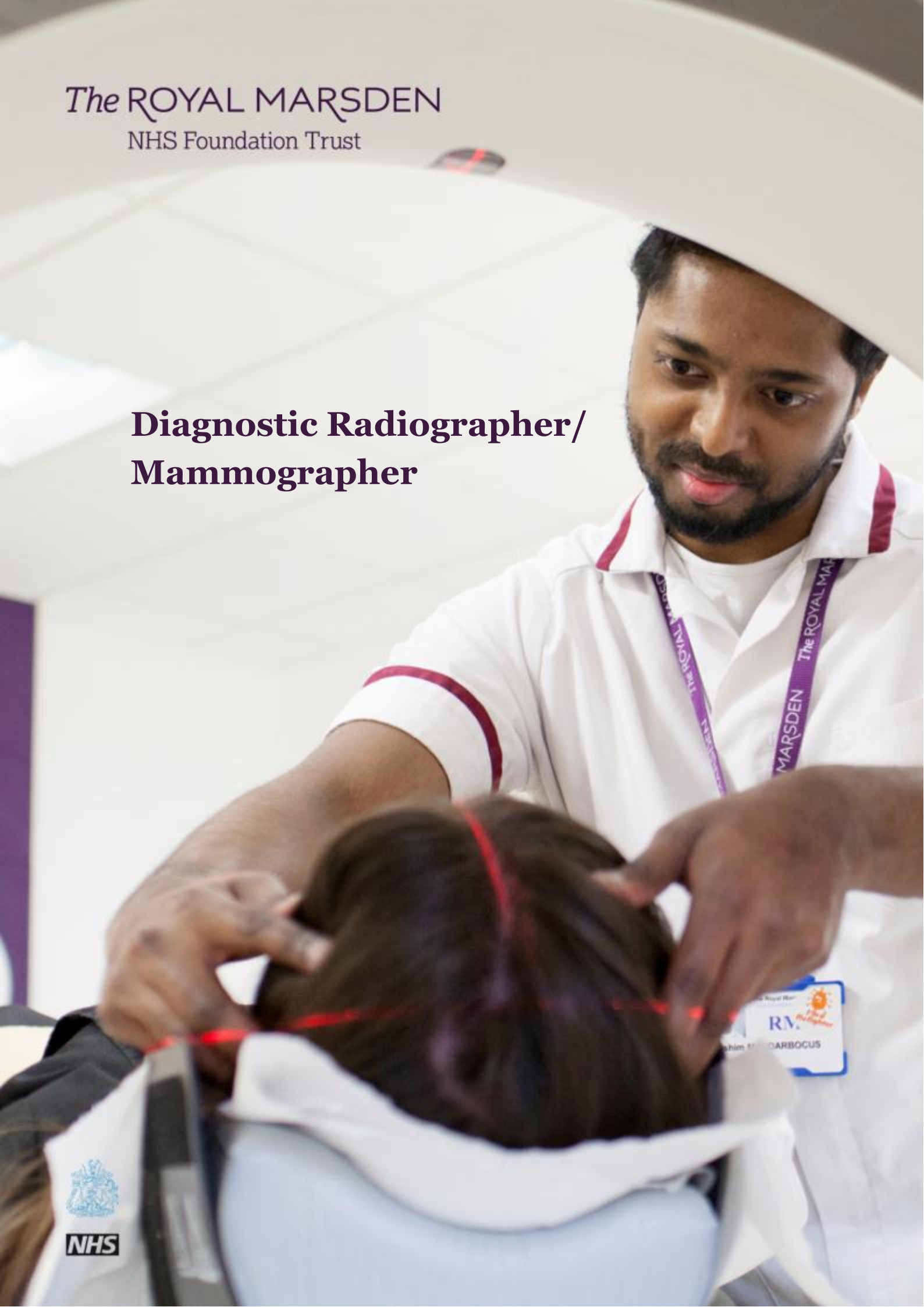


*The* ROYAL MARSDEN  
NHS Foundation Trust

## Diagnostic Radiographer/ Mammographer



**NHS**

At The Royal Marsden, we deal with cancer every day, so we understand how valuable life is. And when people entrust their lives to us, they have the right to demand the very best. That's why the pursuit of excellence lies at the heart of everything we do.



Life demands excellence



## Dear candidate,

Thank you for applying to join the Clinical Services team at The Royal Marsden.

This candidate pack contains all the information you need to apply for the post.

The Royal Marsden has a vital role in championing change and improvement in cancer care through research and innovation, education and leading-edge practice. We are incredibly proud of our international reputation for pushing the boundaries and for our ground breaking work ensuring patients receive the very latest and best in cancer treatment and care.

At the heart of the organisation are our dedicated staff. Their exceptional commitment and professionalism is commented on by so many of our patients.

The Clinical Services Division provides an incredibly diverse set of services to our patients. Although some of these services are hidden away from our immediate view, they are essential to the smooth running of our patient pathways, and often make vital contributions to the Trust's Research Strategy.

I wish you every success with your application to join our team, and be part of this amazing work.

Best wishes,

A handwritten signature in black ink, appearing to be 'Sofia Colas'.

Sofia Colas  
Divisional Director, Clinical Services

## **Job title**

Diagnostic Radiographer/Mammographer

## **Directorate**

Clinical Services

## **Grade**

Band 7

## **Hours of work**

30 hrs within Monday – Friday 8am-5.30 pm, each day dependent upon department/ modality requirements

## **Location**

Diagnostic Radiology - Chelsea

## **Reports to**

- Operational Superintendent, Chelsea , Cross site Superintendent breast and X-ray  
Chelsea Superintendent Radiographer

## **Accountable to**

- Radiology Services Manager

## **Liaises with**

- All members of the Radiology department (superintendent, Consultants, Junior doctors, radiographers, nursing and admin staff on both sites
- Referring clinical teams.
- Private Patient Care
- Patients and their families / carers.
- The Diagnostic Radiology Senior Management Team

## **1. Job Purpose**

### **Background**

The Royal Marsden is the UK's leading comprehensive cancer centre and is recognised worldwide for the quality of its services, research and development of new treatments. The Diagnostic radiology service exists to provide good quality imaging and support to clinicians in the provision of diagnosis, follow up and treatment planning for their patients. Our Breast Unit in Sutton currently has 3 Mammography units and 2 Ultrasound scanners. Our X-Ray department in Sutton has 2 x-ray units, 1 of which is fluoroscopy enabled, with a dental OPG unit within, mobile and theatre imaging is also carried out. The Imaging department also works within a high quality management system and has been awarded UKAS QSI Accreditation since February 2018.

### **Overview of Post**

The post holder will have a minimum of 4 years post registration experience, a BSc in Radiography or equivalent, HCPC state registered and hold the Post Graduate Certificate in Mammography.

**Due to the sensitive nature of the work this post is open to female applicants only.** This provision applies under the Sex Discrimination Act 1975 Section 7 (2) (b) in relation to GOQ.

The post holder will work as a member of the multi-disciplinary team in the provision of an efficient and effective Diagnostic Imaging Service. She will liaise with the clinicians in charge of a patient, with ward and other departmental staff within the multi-disciplinary team. The post holder will be required to work in the Rapid Diagnostic Assessment Centre (RDAC) and the X-ray department.

While working within an oncological environment the post holder will be required to interact directly with terminally ill patients as well as being exposed at times to distressing and emotional situations.

Patient presentation will include the unconscious, uncooperative, incapacitated, incompetent, distressed, disorientated, and those with physical and mental disabilities. The post holder will have responsibility for the timely, efficient and courteous provision of imaging services within the available resources.

The post holder will uphold the highest standards in mammography and x-ray, and will work with the Superintendent breast/x-ray Radiographer to facilitate the training of radiographers on rotation through the Rapid Diagnostic and Assessment Centre (RDAC) in mammography and the x-ray department. Alongside assisting with interventional exams, fluoroscopy and dental procedures e.g. stereotactic interventions, vacuum assisted biopsies, OPG and fluoroscopy.

The post holder will also be expected to deputise for the modality Superintendent Radiographer when necessary.

The post holder will liaise with a variety of staff throughout the Trust within the Multi-Disciplinary Team. These will include senior Medical and Nursing staff as well as Clinical Services' Divisional staff. The key working relationships will be with the Lead Clinical Breast Specialist Radiographers, Superintendent Radiographers, Consultant Imaging staff, Consultant Medical and Surgical staff and Breast Unit/RDAC staff. The post holder will also work with non-hospital staff involved in the provision of equipment, materials and services for diagnostic imaging.

The post is full time, 30 hours per week. The post holder must be prepared to work flexibly, working 7.5 hours per day commencing their duties between 8.00 and 9.30 a.m. each day dependent upon department rota requirements. The service requirements may change in the future to extended working days, but any change to work pattern will be done in line with HR and staff consultation.

## 2. Key areas of responsibility

### 2.1. Clinical – Mammography and X-Ray

- To provide a high quality diagnostic imaging service.
- To comply with accurate patient identification procedures.
- To perform imaging examinations within The Royal College of Radiologists (RCR) and Ionising Radiation (Medical Exposure) Regulations (IR(ME)R) guidelines while adhering to local radiation protection guidelines.
- To give advice to patients and clinicians regarding the preparation required for specialised imaging examinations and to gain verbal/written consent from patients undergoing imaging examinations/intravenous contrast administration.
- To have a good knowledge of and be able to apply responsibly departmental wound management techniques for post interventional procedures and to give advice on aftercare.
- To accurately record/retrieve data on patients allergy status with particular reference to intravenous contrast.
- To communicate effectively and empathetically with patients and their escorts prior to, during and after an examination or interventional procedure. In particular to be sensitive to their fears/anxiety regarding an interventional procedure such as a biopsy and help the patient to overcome these so that the procedure may be performed.
- To provide patients and relatives with empathy and emotional support.
- To ensure appropriate infection control measures are utilised in particular ensuring sterile technique during interventional procedures and pay attention to personal protection as well as the management of equipment and linen where contamination from bodily fluids has occurred.
- To operate image data archives and to record, store, retrieve and transmit image data with particular reference to digital data generated by digital mammography and general X-ray.
- To be familiar with the use of computer keyboards and VDUs which are used in all imaging modalities within the department.
- To ensure the validity of general X-ray imaging and Mammography requests.
- To accurately position and manoeuvre patients.

- To be familiar with the appropriate use of manual handling aids, hoists, slide sheets and pat slides to comply with the Trust's Manual Handling Policy.
- To be able to work unsupervised within clinical/legal guidelines.
- To liaise with the Radiologist/Clinician where imaging reveals pathology where urgent medical attention is required.
- To assist in the education and training of radiographers undertaking the PGC mammography course.
- To liaise with the referring teams regarding breast interventional procedures.
- To deputise for the modality Superintendent Radiographer when needed.
- To ensure security in the work environment.
- To perform standard equipment Quality Assurance (QA), record results and alert the Superintendent Radiographer/Medical Physics as required.
- To ensure that all stock and medicines required for use within the Radiology department are checked for stock levels and expiry dates.

## **2.2. Professional**

- To present a professional approach in conduct, appearance and punctuality.
- To communicate effectively and empathetically with patients and their escorts prior to, during and after an examination. Patient presentation will include the unconscious, uncooperative, incapacitated, incompetent, disorientated and those with physical and mental disabilities.
- To maintain high standards of patient care through good clinical practice and be actively involved in the quality management system and accreditation system
- To maintain patient dignity and privacy and confidentiality.
- To attend annual mandatory training and updates organised by the trust.
- To ensure safe use of imaging equipment.
- To ensure appropriate infection control measures are implemented. Particular reference is made to personal protection and management of equipment and linen where contamination from bodily fluids has occurred.
- To maintain equipment in accordance with manufacturers guidelines.
- To troubleshoot any equipment faults, resolving where possible, and seeking advice if necessary
- To maintain high degree of accuracy when imaging patients.
- The post holder will be encouraged to propose changes to current working practices.
- To participate in Continuing Professional Development (CPD) activities.
- To contribute and participate in departmental audit.
- To comply with all Trust policies.
- To be familiar with health and safety guidelines related to imaging.
- To report any clinical, non-clinical and radiation incidents in line with Trust and Departmental Risk Management policies.

## **2.3. Clerical**

- To receive, welcome and instruct patients attending for investigations.
- To act as point of contact for users of the diagnostic imaging service dealing with colleagues, patients, carers and relatives in a helpful, reassuring and friendly manner.
- To ensure previous imaging is available for comparison.
- To carry out clerical duties as and when required.
- To ensure that clerical staff are alerted to the requirement of urgent reports.

## **2.4. Managerial**

- To assist in the education and training of staff and visitors to the department.
- To deputise for the modality Superintendent Radiographer in their absence.
- To re-schedule patients in the event of total equipment breakdown.
- To liaise with outside agencies, including service engineers and other hospitals.
- Co-ordinate work area, allocate work and provide clinical guidance
- To plan and prioritise patient workload based on clinical urgency.



- Ensure staff are appraised annually, have clear objectives which link to department, division/directorate or corporate objectives and a personal development plan.
- Observe and continually promote equal opportunities in compliance with the Trust's policies on Equality and Diversity and Dignity at Work.
- Observe and comply with the Trust's policies and procedures for Health and Safety ensuring the environment in which you and your staff work is safe, clean and tidy

## **2.5. Research & Development**

- To contribute and participate in departmental audit
- To provide imaging for drug trials and other clinical studies.
- To adhere to trial protocols.
- To participate in and contribute data to departmental surveys
- To copy, anonymise and store trial data and images.

## **3. General Data Protection Regulation**

- 3.1. You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer

## **4. Safeguarding and Wellbeing of Children and Vulnerable Adults**

- 4.1. The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce. All staff are expected to be aware of national, organisational and departmental policies and procedures on safeguarding and promotion of the wellbeing of children and vulnerable adults and should be able to communicate this to others

## **5. Health and Safety**

- 5.1. All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

## **6. Customer Service Excellence**

- 6.1. All staff are required to support the Trust's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.

## **7. Emergency Planning**

- 7.1. In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic

## **8 Equality and Diversity Policy**

- 8.1. The Royal Marsden NHS Foundation Trust is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation

## **9. No Smoking Policy**

- 9.1 There is a no smoking policy at this Trust

## **10. Review of this Job description**

- 10.1. This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organization



## 11. Employee Specification

Candidates must be able to demonstrate	Essential or Desirable	Assessed by
<b>Education/Qualifications</b>		
State registration DCR/BSc in Radiography Cannulation certificate or Completed workbook Post graduate experience in Mammography/X-Ray Post Graduate certificate in Mammography	Essential Essential Desirable Essential Essential	Application form / interview
<b>Experience</b>		
<b>Management</b> Evidence of good organisation and communication Evidence of leadership and team building Experience in supervision of diagnostic radiographer staff in Mammography/X-Ray	Essential Essential Desirable	Application form / interview / references
<b>Skills Abilities/knowledge</b>		
<b>Articulate</b> Ability to express themselves clearly in English <b>Literate</b> Ability to write clearly and concisely in English Ability to use word processing software and IT systems <b>Interpersonal</b> Evidence of working within a team	Essential  Essential Essential  Essential	Application form / interview / references
<b>Other Requirements</b>		
<b>Ambitious</b> Evidence of personal development, enthusiasm and initiative. Evidence of CPD in Mammography/X-Ray <b>Creative</b> Innovative, challenging <b>Assertive</b> Confident, diplomatic, flexible <b>Fitness</b> Satisfactory health record	Essential  Essential  Essential  Essential	Application form / interview / references     Interview/OH

The above attributes have been identified by management to be necessary for this post, and will be used when short listing applicants for interview.