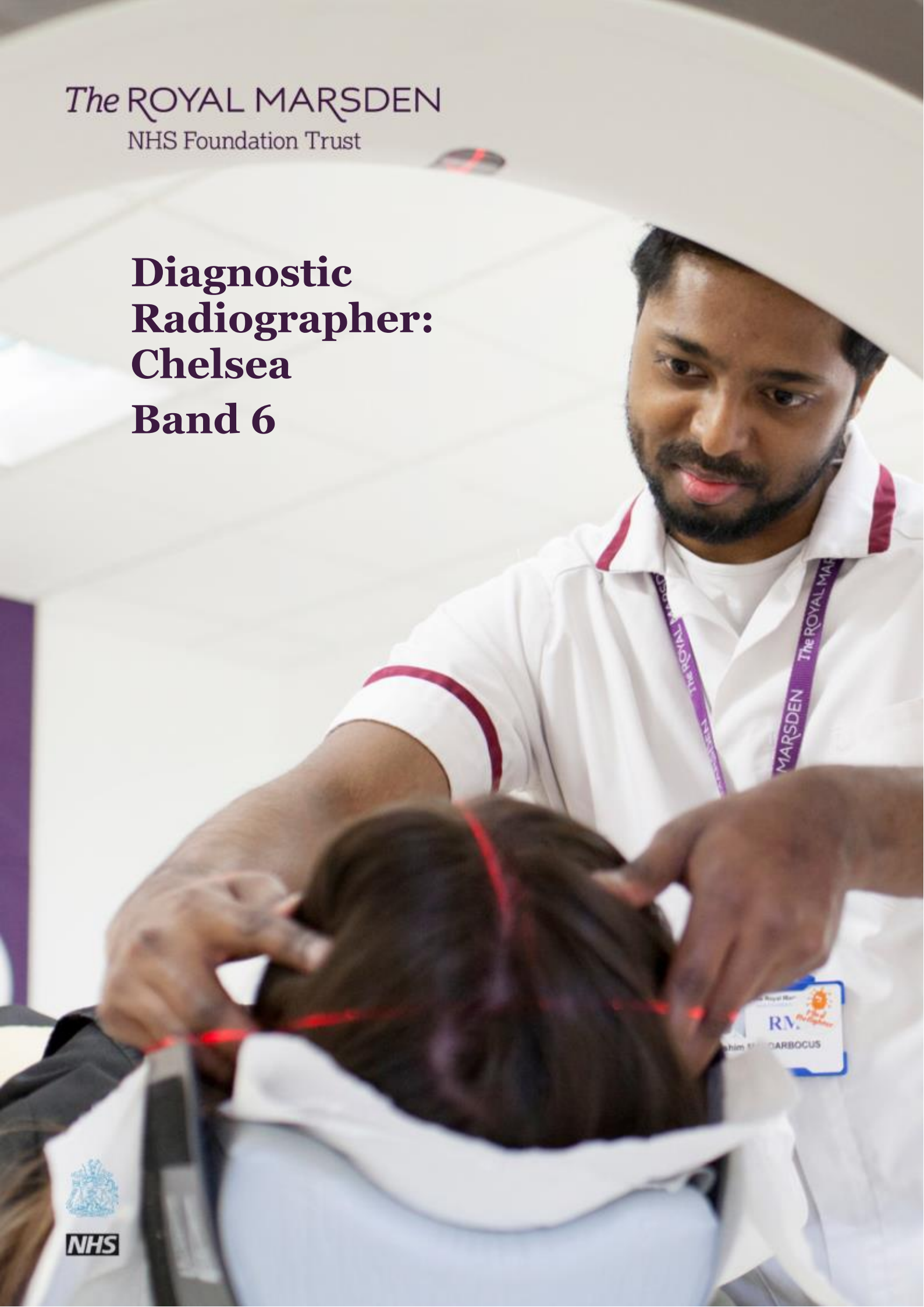


The ROYAL MARSDEN
NHS Foundation Trust

**Diagnostic
Radiographer:
Chelsea
Band 6**



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', followed by a small dot.

Sofia Colas
Divisional Director, Clinical Services

Job title

Diagnostic radiographer – Chelsea

Directorate

Clinical Services

Grade

Band 6

Hours of work

37.5 hours per week – ability to work routinely Monday – Friday 8 am -8pm and weekends 8 am - 5.15 pm as the rota requires

Location

Diagnostic Radiology Chelsea and to rotate to the RM Cavendish square site as and when required

On-Call Commitment

Participation in the residential on call and IR/CT non-residential on-call is expected.

Reports to

Operational Lead

Accountable to

Radiology Services Manager / Principal Diagnostic Radiographer

Liaises with

- All members of the Radiology department (Radiographers - all grades, Consultants, Junior doctors, Nursing, Nuclear Medicine staff , Nursing and Admin staff).
- 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 radiology service exists to provide good quality imaging and support to clinicians in the provision of diagnosis, follow up, treatment planning and interventional oncology for their patients. The Diagnostic Imaging department forms part of the clinical services division and supports the teaching functions of the Trust and its commitments to the research and development of new treatment modalities.

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 be expected to be flexible in their approach as the department will operate between 8am to 8 pm Monday to Friday and Saturday 8am -5pm.

The post holder will work as a member of the multi-disciplinary team in the provision of an efficient and effective Diagnostic Imaging Service. They 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 rotate between X-ray, CT, Interventional Radiology and (where appropriate) mammography. 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 be expected to be flexible in their approach to the department and service . and will be required to be flexible and work at our other locations as and when required; including but not limited to our Chelsea and Sutton sites and new Cavendish Square location in central London, as well as participation in the on-call provision as appropriate.

Key areas of responsibility

Clinical

- To provide a high quality diagnostic imaging service
- To comply with accurate patient identification procedures
- To perform imaging examinations within 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 give advice on aftercare following interventional procedures and bruising/ extravasations post intravenous contrast injection
- 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 accurately record/retrieve data on patients allergy status with particular reference to intravenous contrast
- 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 cross-sectional imaging.
- To be familiar with the use of computer keyboards and VDUs which are used in all imaging modalities within the department.
- To ensure validity of general x-ray imaging requests.
- To accurately position and manoeuvre patients and maintain a high degree of accuracy when imaging 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.
- Liaise with Radiologist/Clinician where imaging reveals pathology where urgent medical attention is required.
- To ensure security in the work environment.
- To perform standard equipment Quality Assurance (QA), record results and alert the modality lead/medical physics as required.

Medicines Management

- Administer intravenous contrast as prescribed with adherence to the Patient Group Direction and the Radiology Medicines Management Guidelines for Contrast Administration. This includes administration intravenously by hand or via the pressure pump injector.
- To undertake assessment in cannulation and venepuncture. Once competency is achieved, perform cannulation and or venepuncture according to trust policy.
- To assess specific communication needs of individual patients and to ascertain from the patient, patient's guardian or the referrer, patient's suitability and consent for receipt of intravenous contrast media.
- To accurately record/retrieve data on patients allergy status with particular reference to intravenous contrast

- To accurately calculate scan delay times and pump injector volume/speed for cross-sectional imaging.
- Calculate intravenous contrast doses according to patient weight in cross-sectional imaging.
- To ensure that all drugs (including emergency drugs) required for use within the radiology department are checked for stock and expiry date.

Professional

- To maintain high standards of care through good clinical practice.
- To maintain patient dignity and privacy and confidentiality
- To assess specific communication needs of patients of all ages and anticipate communication difficulties where necessary implementing alternative methods to ensure patient safety is maintained.
- To attend annual mandatory training and updates organised by the trust.
- To ensure safe use of imaging equipment
- To maintain equipment in accordance with manufacturers guidelines
- To troubleshoot any equipment faults, resolving where possible, and seeking advice if necessary
- To participate in Continuing Professional Development (CPD) activities
- To comply with Trust policies
- To be familiar with health and safety guidelines related to imaging
- To report any untoward incidents to the appropriate party.
- 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.

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.
- Ensuring previous imaging available for comparison.
- To carry out all duties required of clerical staff when working single handed to book patients in/out of the department and maintain patient records.
- To carry out clerical duties as and when required.

Research

- 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

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 organisation.

11. Employee Specification

Candidates must be able to demonstrate	Essential or Desirable	Assessed by
Education/Qualifications		
State registration DCR/BSc in Radiography Cannulation certificate or Completed workbook	Essential Essential Desirable	Application form / interview
Experience		
Demonstrable post-graduate experience Evidence of care of patients in an oncology setting Experience of cross-sectional imaging Mammography post graduate certificate/ experience	Essential Desirable Desirable Desirable	Application form / interview / references
Skills Abilities/knowledge		
Articulate Ability to express themselves clearly in English Literate Ability to write clearly and concisely in English Ability to use word processing software and IT systems (eg: Radiology systems, Microsoft Word and Outlook) Interpersonal Evidence of working within a team Ability to demonstrate self-motivation.	Essential Essential Essential Essential	Application form / interview / references
Other Requirements		
Ambitious Evidence of personal development, enthusiasm and initiative. Evidence of CPD Creative Innovative, challenging Assertive Confident, diplomatic, flexible Ability to make decisions, organise and prioritise Fitness 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.