

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Radiographer
Pay Band:	Band 5
Department:	Radiology
Directorate:	RMPCE
Clinical Board:	CD&T
Base:	UHW/UHL

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	<u>Clinical director and Directorate manager</u>
Reports to:	<u>Line manager</u>
Professionally Responsible to:	<u>Line manager/Professional Head</u>

Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.



JOB SUMMARY/JOB PURPOSE

To provide high quality images in accordance with Radiation Regulations and departmental protocols and procedures.

To provide comprehensive and effective day to day services within the Radiology Directorate. To ensure that the daily workload is completed in an efficient manner and that all patients are well cared for.

DUTIES AND RESPONSIBILITIES

CLINICAL

- 1. To care for patients needs and to attend to their welfare, particularly in the area of work for which they are responsible.**
- 2. To be responsible for the safe use of expensive and highly complex equipment.**
- 3. To utilise appropriate levels of hand eye co-ordination when positioning patients and performing precision work on complex equipment.**
- 4. To participate in the on-call and stand by rotas when required.**
- 5. To evaluate images in order to assess the quality, the need for additional images and to refer when necessary.**
- 6. To assess patient condition (medical, physical and emotional) and modify technique and patient management accordingly.**

PROFESSIONAL

- 7. To maintain a high radiographic and professional standard in the performance of examinations.**
- 8. To act as a practitioner in accordance with I.R.(M.E.)R., to justify and authorise radiographic examinations, following departmental protocols and guidance.**
- 9. To act in a responsible way in matters of radiation protection for staff, patients and visitors and to know the local rules and to implement them.**
- 10. To ensure confidentiality of patient information, and conform to the Data Protection Act for personal information held on computers.**
- 11. To maintain high standards of appearance and punctuality.**
- 12. To meet criteria specified in the person specification.**
- 13. To undertake other duties which may be delegated from time to time.**
- 14. To undertake duties on other sites within the directorate.**

COMMUNICATION

15. To support peoples equality, diversity and rights.
16. To maintain and extend good working relationships with all other staff in the Radiology department and with other staff in the Health Board.
17. To report all equipment faults as soon as possible.
18. To ensure the accurate input and updating of patient information on the Radiology Information System (RAD.I.S.) and the Picture Archive Communication System (P.A.C.S.).

ORGANISATION

19. To ensure all rooms are kept to an appropriate level of cleanliness and preparation with regard to Health Board policies and procedures.
20. To be aware of the need for financial control and make efficient use of resources.

EDUCATION TRAINING AND DEVELOPMENT

21. To participate in the training of Student Radiographers.
22. To undertake Continuing Professional Development in order to maintain and acquire knowledge and skills.

AUDIT AND CLINICAL GOVERNANCE

23. To participate in Quality Assurance programmes.
24. To participate in the collection and collation of data relating to workload and resource management.
25. To support research and development and participate in audit.

SPECIFIC DUTIES FOR RADIOGRAPHER

1. To perform IV cannulation and administration of IV pharmaceuticals within delegated responsibility.
2. Rotation to Nuclear Medicine, PETIC, CT and MRI as required.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively

participate in this process, having responsibility for managing risks and reporting exceptions.

- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for

anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

●

PERSON SPECIFICATION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Radiographer	Department:	Radiology
Band:	Band 5	Clinical Board:	CD&T
Base:	UHW/UHL		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	DCR/BSc Radiography qualifications. HCPC registration.	CPD portfolio	CV. Application form.
EXPERIENCE	Pre-qualification training.	Some post qualification experience.	CV. Application form.
SKILLS	Compliant with basic qualifications. Communication skills across all patient groups.	IT skills.	CV. Application form Interview.
SPECIAL KNOWLEDGE		To have had previous experience in the health care environment.	CV. Application form. Interview.
PERSONAL QUALITIES <i>(Demonstrable)</i>	Team worker. Caring. Empathetic. Highly motivated. Evidence of mature attitude.		CV. Application form. Interview.
OTHER <i>(Please Specify)</i>	Working unsocial hours and on-call commitment. Working on more than one site.		CV. Application form. Interview.

Date Prepared:		Prepared By:	
Date Reviewed:		Reviewed By:	