

JOB DESCRIPTION

TITLE:	Radiographer (Band 5)
QUALIFICATIONS:	DCR / BSc or equivalent and current registration with the Health Professions Council.
REPORTS TO:	Radiology Services Manager
ACCOUNTABLE TO:	The Radiology Directorate Chief of Staff and Manager.

JOB SUMMARY

To be responsible for carrying out radiographic examinations and producing quality images in a professional and caring manner. To take part in departmental rotas as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

PROFESSIONAL

1. To ensure all departmental staff provide a welcoming atmosphere to patients, relatives and other staff.
2. To welcome and reassure patients.
3. To perform radiographic examinations.
4. To perform CT (head/neck) imaging as part of basic clinical practice.
5. To help provide a high quality and efficient radiographic service to all patients.
6. Manual handling of patients and equipment will be necessary with the appropriate training.
7. To be familiar with the RADIS and PACS system of software and clinical workstation as required.
8. To input and access data on RADIS.
9. To know the work procedures and practices of the radiology department.
10. To follow any policies pertaining to the post or department.
11. To observe a personal duty of care when operating equipment.
12. To demonstrate the duties to new staff.
13. To undertake any surveys or audits pertaining to the job.
14. To participate in an out of hours services as required.
15. To ensure the equipment is well cared for and report any breakdowns, faults or problems to your line manager or take the appropriate action in their absence.
16. To liaise with other members of the radiology staff and other staff as required.
17. To have and maintain an adequate knowledge of the current radiographic techniques carried out and the equipment in the departmental areas where you are normally required to work.
18. To carry out intravenous cannulations and injections after being given appropriate training as required.

19. To participate in the development and evaluation of new techniques in the radiology department in consultation with other professional staff and to co-operate with staff participating in ethical research processes.
20. To assist in maintaining an effective working level and monitor the safe and economic use of all resources.
21. To ensure that all incidents, near misses, accidents and other undue occurrences are reported to the line manager in accordance with current policies, or if there are no more senior staff present, to take all necessary steps in accordance with the current policy.
22. To participate in risk assessments as required.
23. To participate in departmental QA programmes and to interpret the results as required.
24. To communicate effectively with patients and all grades of staff.
25. To take appropriate measures to prevent cross infection.
26. To undertake any other duties of a similar nature consistent with the responsibilities of the post in order to provide a quality service.

EDUCATIONAL

1. To help to create and maintain a proactive learning environment for all staff.
2. To supervise and instruct radiography students, radiography assistants and other staff as required.

PROFESSIONAL DEVELOPMENT

1. To ensure clinical effectiveness by keeping abreast with current radiographic practices and techniques.
2. To attend relevant courses as approved by the Superintendent Radiographer or the Study Leave Committee in accordance with the study leave policy.
3. To maintain a CPD file.
4. To assist in audit projects.

PERSONAL

1. To assist in the creation and maintenance of a good working atmosphere.
2. To welcome new team members.
3. To be familiar with and to comply with all the statutory regulations and Trust policies.
4. To provide a positive image of the department and Trust.
5. To maintain and improve knowledge and expertise in current developments and future trends in radiographic management and practice.
6. To be familiar with Trust policies to include:
 - Cardiac arrest
 - Health and Safety at Work
 - Fire regulations
 - Major emergency procedures

- Disciplinary procedures
 - Current radiation safety regulations
7. To attend annual instruction in:
- Manual handling
 - Fire procedures
 - Basic life support
8. To maintain current registration with the Council for Health Professions and to comply with its standards.

HEALTH AND SAFETY

1. To be responsible for one's own acts/omissions under the Health and Safety at Work Act.
2. To report any hazard or unsafe act to the relevant manager.
3. To receive Health and Safety training as required.

The Trust has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training facilities and arrangements for risk avoidance are in place.

All Trust employees are required to comply with relevant Health and Safety legislation and the Trust's policies relating to Health and Safety and Risk Management. In particular they have a duty to:

- Take reasonable care of both their own and others' health and safety.
- Report any adverse incident (including "near misses") in accordance with the Trust's policy.
- Report any concerns regarding both general health and safety and the well being of patients and staff, in accordance with the Trust policies.
- Participate in risk assessments if appropriate.
- Support the Trust in complying with relevant legislation and/or directives from relevant organisations, such as the Health and Safety Executive.
- To use the facilities and equipment provided in the interests of health and safety in an appropriate manner, in order to minimise risk and avoid compromising health and safety. This will include not intentionally or recklessly misusing facilities and equipment.

CONFIDENTIALITY

In common with all NHS employees you will be required to maintain complete confidentiality in relation to patients, other staff and Gwent Healthcare business. The provisions of the Data Protection Act will apply.

NO SMOKING

The Trust has a no smoking policy. All health service premises are considered no smoking zones other than designated staff smoking areas.

FINANCIAL STANDING ORDERS

You will be required to adhere to the financial procedures of Gwent Healthcare NHS Trust.

DATA PROTECTION

Individuals employed within the Trust are responsible for any records they create, use or handle. This responsibility is established and defined by law.

Anyone who records, handles, stores or otherwise comes across information has a personal common law duty of confidence. The Data Protection Act 1998 places statutory restrictions on the use of

personal information. All staff should acknowledge the importance of health records, and their personal responsibilities. Security is of prime importance and serious consequences could result should a record go missing. Any disclosure of information without permission is a disciplinary offence and may result in dismissal.

This job framework is a guide to the duties you will be expected to perform. It is not part of your contract of employment and your duties may be changed to meet changes in the Trust's requirements.

<i>Attribute</i>	Essential	Desirable
<i>Education and Training</i>	DCR or BSc Radiography HPC Registration	
<i>Work Experience</i>	Experience in a wide range of radiographic techniques with a range of radiography equipment	
<i>Knowledge and Understanding</i>	Understanding of the radiography role and responsibilities in patient management and service delivery	
<i>Skills and Abilities</i>	Effective communicator Attention to detail and accuracy Good interpersonal skills Basic computer skills To be committed to service delivery by participating in on-call rotas	
<i>Personal Qualities</i>	Enthusiasm for the post Commitment to CPD Pleasant manner Highly motivated Reliable Resourceful Well organised Able to work alone Team player Professional appearance Flexible approach to work Able to work under pressure	Welsh speaker

