



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

DISGRIFIAD SWYDD

MANYLION SWYDD

Teitl Swydd: Radiograffydd

GRADDFA SWYDD Band 5

ORIAU GWAITH: xx awr yr wythnos

ADRAN Radioleg

LLEOLIAD

TREFNIADAU SEFYDLIADOL

YN ATEBOL I: Reolwr Gwasanaethau Radioleg

YN ADRODD I: Prif Radiograffydd – Gweithrediadau
Uwch Radiograffydd

YN GORUCHWYLIO: Ymarferwyr Cynorthwyol
Cynorthwywyr Radiograffeg
Myfyrwyr Radiograffi
Myfyrwyr Profiad Gwaith

PWRPAS Y SWYDD

Fel gweithiwr BIPBC, cynorthwyo i ddarparu gwasanaeth i wella iechyd y boblogaeth, a darparu gofal rhagorol drwy fabwysiadu ei werthoedd drwy:

- Rhoi cleifion yn gyntaf
- Cydweithio
- Gwerthfawrogi a pharchu'r naill a'r llall
- Dysgu ac Arloesedd
- Cyfathrebu'n agored a gonest

Cyfrannu at wasanaeth o'r ansawdd orau sy'n canolbwyntio ar gleifion dan oruchwyliaeth uwch radiograffwyr a'r Prif Radiograffydd, Gweithrediadau.

Cyfrannu at gyflawni gwasanaeth effeithiol ac effeithlon, gan nodi a chyfathrebu'r angen am welliannau posibl.

Ymgymryd â chynorthwyo gydag ystod eang o archwiliadau radiograffeg ar draws moddolrwyddau yn adran radioleg yr ysbyty ac, fel bo angen, mewn adrannau eraill o fewn Radioleg, fel sy'n briodol i'r lefel a gallu hyfforddiant - bydd hyn yn cynnwys, e.e. ymgymryd â CT Pen y tu allan i oriau.

Perfformio archwiliadau radiograffeg o ansawdd uchel gan sicrhau cyflawni llif gwaith effeithiol ac yn cydymffurfio â rheoliadau statudol sy'n ymwneud â phelydriad ÷oneiddio, polisïau a gweithdrefnau Radioleg.

Ymgymryd ag oriau contract, gan gynnwys ar alwad, dros gyfnod saith diwrnod, a bydd y cyfnod yn cydymffurfio â'r Gyfarwydddeb Oriau Gwaith Ewropeaidd a Chanllawiau Amserlenni BIPBC. Bydd hyn yn cynnwys darparu gwasanaeth y tu allan i oriau pan na fydd mynediad neu'n gyfyngedig at uwch staff, cefnogaeth rheolwyr ac ymgynghorydd, ee yn ystod sifft nos.

Goruchwyllo a dysgu staff perthnasol, myfyrwyr ac ymwelwyr â'r adran ac amgylcheddau gwaith eraill, gan sicrhau cydymffurfiaeth â pholisïau, protocolau ac arferion gwaith BIPBC a phenodol i Radioleg.

DYLETSWYDDAU A CHYFRIFOLDEBAU

Proffesiynol

1. Gweithio'n unigol fel radiograffydd cofrestredig gwladol, cyfarfod a chynnal safonau hyfforddiant, sgiliau proffesiynol, ymddygiad ac iechyd fel y datblygwyd a chytunwyd gan y corff rheoleiddio proffesiynol iechyd a gofal a elwir yn 'Health Care Professions Council' (HCPC).
2. Cymryd cyfrifoldeb dros eich gweithredoedd eich hun.
3. Ymddwyn mewn modd proffesiynol a chyfeillgar bob amser.
4. Ymarfer yn ddiogel o fewn fframweithiau cyfreithiol, moesegol, proffesiynol a rheolaethol perthnasol.
5. Cymryd cyfrifoldeb am ba bynnag swyddogaeth hawl benodol a gewch IR(ME)R gan BIPBC h.y. atgyfeirydd, ymarferydd, gweithredwr. Bydd hyn yn gofyn am sicrhau bod unigolion yn cydymffurfio â gofynion statudol IR(MER) ac yn cymryd cyfrifoldeb cyfreithiol fel gweithredwr unigol am gynhyrchu a gweinyddu ymbelydredd ïoneiddio yn ystod archwiliadau radiograffi.
6. Gweithredu fel ymarferydd unigol, ymgymryd â chyfrifoldeb unigol i hysbysu'r radiolegydd adroddol neu'r clinigydd sy'n atgyfeirio ar unwaith am unrhyw ddarganfyddiadau penodol a all fygwth bywyd, a ddangosir ar ddelweddau radiograffi, yn ôl manylion gweithdrefnau Radioleg/Adrannol perthnasol e.e. niwmothoracs, niwmoperitoniwm.
7. Sicrhau ymddangosiad o safon uchel a phrydlondeb.
8. Gweithio at y safon uchaf i ddarparu gofal diogel o ansawdd i gleifion a'u teuluoedd gan sicrhau tosturi, parch ac urddas.
9. Sicrhau amgylchedd diogel ac iach i bob defnyddiwr a'i gynnal.
10. Cynnal safonau uchel o lendid, a chydymffurfio â pholisïau atal heintiau BIPBC a'r Adran.
11. Cydymffurfio â holl bolisiau, protocolau a gweithdrefnau penodol BIPBC a'r Adran.
12. Cymryd rhan yn natblygiad proffesiynol parhaus (CPD)
13. Cynnal dogfennaeth gywir ac amserol, gan gydymffurfio â'r polisïau a'r gweithdrefnau sy'n ymwneud â llywodraethu gwybodaeth.
14. Wrth arwain drwy esiamp, gweithredu fel model enghreifftiol i radiograffwyr a gweithwyr gofal iechyd.

Dyletswyddau Radiograffeg Craidd.

1. Cwrdd ag anghenion gofal cleifion a'u teuluoedd yn sensitif a pharchus, gan ystyried gwahaniaethau cymdeithasol-ddiwyllynnol, cefnogi cydraddoldeb, amrywiaeth a hawliau bob amser.
2. Defnyddio a hyrwyddo'r agenda diogelu ehangach o ran oedolion a phlant agored i niwed.
3. Ystyried statws iechyd a chyd-forbidrwydd cleifion, gan hyrwyddo byw'n iach.
4. Datblygu eich gwybodaeth, hyfforddiant a'ch gallu eich hun yn barhaus i gynnal arfer gorau ac ansawdd.
5. Goruchwyllo ymarferwyr cynorthwyol, staff cefnogi, myfyrwyr radiograffeg, a myfyrwyr profiad gwaith.

6. Gweithredu fel pwynt cyfeirio ar gyfer maes arbenigedd a swyddogaeth broffesiynol, gan gydweithio gyda staff perthnasol fel bo angen.
7. Defnyddio gwybodaeth i gynghori eraill ar ddarparu agwedd o ymarfer clinigol yn effeithiol.
8. Defnyddio sgiliau, dyfarniad clinigol, gwybodaeth a phrofiad i gyfeirio llywodraethu clinigol effeithiol.
9. Cyfrannu pan fo angen at gaffael cyfarpar delweddu penodol drwy gymryd rhan i werthuso'r cyfarpar.
10. Darparu gwasanaeth radioleg cynhwysfawr drwy ymgymryd â dyletswyddau cylchdroi/ystod mewn mannau fel sy'n briodol i sgôp ymarfer a lefel hyfforddiant a dderbyniwyd/goruchwyliaeth sy'n angenrheidiol.
11. Bod yn alluog i berfformio gweithgareddau'n ddiogel yn unol â pholisïau, gweithdrefnau a phrotocolau.
12. Os bydd angen, ymgymryd â radiograffi o fewn gwaith cyffredinol yr adran a/neu ddelweddu o fewn moddolrwyddau eraill, a bydd y cyfraniad hwn yn cyd-fynd â sgop ymarfer yr unigolyn a'i lefel hyfforddiant.
13. Mynychu cyfarfodydd o fewn ac yn allanol i Radioleg fel y dirprwyir gan Reolwyr Radioleg.
14. Cymryd cyfrifoldeb personol dros ddogfennu ac adrodd am bryderon a digwyddiadau clinigol yn unol â phrotocolau BIPBC a Radioleg, gan gyfrannu, os bydd cais at unrhyw archwiliadau o ganlyniad.
15. Bod yn gyfrifol am ddefnyddio cyfarpar drud a chymhleth yn ddiogel a galluog.
16. Meddu ar wybodaeth, a bod yn gallu gweithredu lefelau cyfeiriol dosau lleol (DRLs),
17. Cymryd rhan mewn dadansoddi delweddu a wrthodwyd gan gynnwys addysg/ailhyfforddi o ganlyniad.
18. Cynorthwyo i ddatblygu a gweithredu protocolau, SOP a pholisïau radioleg.
19. Sicrhau bod cyfarpar diagnostig radiograffeg yn gweithio'n iawn ac felly'n ddiogel i weithredu drwy gymryd rhan yn rhaglenni rheoli ansawdd (QC) a sicrwydd ansawdd (QA) profi cyfarpar, dod o hyd i namau. Bydd hyn yn gofyn am ddadansoddiad o'r canlyniadau, ac adrodd ar yr amrywiadau o bryder.
20. Cymryd cyfrifoldeb dros gydymffurfio â 'Rheolau Lleol' wrth fonitro a chynnal mannau a reolir ymbelydredd, lle mae archwiliadau sy'n cynnwys ymbelydredd ïoneiddio yn cael eu gwneud e.e. adran pelydr-x, theatrau, Uned Adfywio, UGD, UGAB ac wardiau. Bydd hyn yn cynnwys cynghori staff ynghylch mesurau i gynnal diogelwch personol e.e. gwisgo ffedogau plwm.
21. Meddu ar wybodaeth ynghylch cyfrwng cyferbynnu, ocsigen a meddyginiaethau eraill a ragnodir, gan gynnwys defnyddio, gwrtharwyddion, adweithiau anffodus a thriniaethau fel sy'n briodol i'r lefel angenrheidiol o hyfforddiant a gallu.
22. Arddangos gallu mewn technegau cefnogi bywyd a defnyddio cyfarpar brys fel bo angen at y lefel angenrheidiol o hyfforddiant, rheoli heintiau a symud a thrin.
23. Esbonio'r holl archwiliadau/gweithdrefnau i gleifion neu eu heiriolwyr i dderbyn cydsyniad yn unol â chanllawiau cydsynio radioleg.
24. Gwerthuso ceisiadau am archwiliadau a chyflwr y claf (meddyliol, corfforol ac emosiynol) fel ymarferydd unigol gan bwysu a mesur yn broffesiynol yn seiliedig ar y canllawiau 'Rwy'n Atgyfeirio' a phrotocolau lleol i benderfynu ar yr archwiliad delweddu diagnostig mwyaf priodol, gan gynnwys addasu techneg a ffactorau amlygu pan fo angen.
25. Gwerthuso'r delweddu radioleg a gynhyrchwyd i nodi anatomi normal/abnormal a phathoffisioleg fel sy'n berthnasol i arferion clinigol sy'n perfformio delweddu ychwanegol fel bo angen i gynorthwyo gyda diagnosis.
26. Cyfathrebu darganfyddiadau abnormal yn unol â gweithdrefnau lleol.
27. Defnyddio sgiliau cyd-symud dwylo/llygaid a sgiliau cyffwrdd er mwyn sicrhau bod y claf yn y safle cywir yn ystod yr archwiliad, a delweddu diagnostig cywir dilynol gan gynnal lle diogel i weithio.

28. Bod yn gyfrifol am les, gofal a diogelwch cleifion, perthnasau a gofalwyr yn ystod bob cyfnod o ofal.
29. Cyngori cleifion ynghylch cadw eu heiddo a phethau gwerthfawr yn ddiogel tra byddant yn yr adran, gan sicrhau dogfennaeth gywir a phrosesau ar gyfer pethau gwerthfawr byddwch yn eu tynnu.
30. Arddangos hyfedr i ddefnyddio systemau PACS a gwybodaeth radioleg.
31. Ymgymryd â hyfforddiant a diweddarau fel y darperir gan Brifysgol Bangor, i asesu gwaith myfyrwyr radiograffi yn ffurfiol ar gyfer rhaglen hyfforddiant clinigol israddedigion.
32. Ymgymryd â dyletswyddau radiograffeg ar safleoedd eraill yn y Gwasanaeth Radioleg yn ôl cais uwch reolwyr.

Cyfathrebu

1. Cyfathrebu gwybodaeth yn effeithiol a all fod yn gymhleth a/neu sensitif, i gleifion a/neu ofalwyr sydd ag amrywiol rwystrau rhag deall, er mwyn cael cydsyniad, cydweithredu a dealltwriaeth o weithdrefnau radioleg, a'r llwybrau canlyniadau.
2. Cyfathrebu gyda staff proffesiynol iechyd eraill ac asiantaethau allanol yn effeithiol, yn unol â pholisïau a gweithdrefnau BIPBC/Radioleg, er mwyn sicrhau rheolaeth gyflym ac effeithiol o gleifion. Efallai y bydd yn gofyn am roi cyngor a barn.
3. Hyrwyddo a chynnal perthnasau gwaith da â chleifion, gofalwyr, perthnasau, a'r holl staff gofal iechyd ac asiantaethau allanol.
4. Cyfathrebu ar bob lefel drwy ddefnyddio ystod eang o dechnegau cyfathrebu (ar lafar, di-eiriol, ysgrifenedig, electronig ayb.).
5. Rheoli, tawelu, ac ymateb yn briodol i gwynion llafar, a sefyllfaoedd o wrthdaro ac ymosodedd, trwy wybodaeth, hyfforddiant, profiad a rhoi polisïau BIPBC ar waith.

Datblygu Gwasanaeth, Cynllunio a Threfnu

1. Cymryd rhan a chynnig newidiadau i bolisïau, protocolau, gweithdrefnau ac arferion gwaith BIPBC a Radioleg.
2. Gweithredu a hyrwyddo polisïau, protocolau, gweithdrefnau ac arferion gweithio BIPBC a Radioleg.
3. Cyfrifoldeb ariannol drwy wneud deunydd effeithlon o adnoddau lle bo'n bosibl.
4. Rheoli eich hunan a llwyth gwaith yn effeithiol ac yn amserol.
5. Cynllunio eich llwyth gwaith eich hun, ei drefnu a'i flaenoriaethu.

Hyfforddiant, Datblygiad, Ymchwil, Llywodraethu ac Archwiliad

1. Atebolrwydd am eich gwybodaeth eich hun, eich hyfforddiant a'ch galluoedd, gan ymgymryd â hyfforddiant statudol a gorfodol.
2. Cymryd rhan mewn adolygiadau datblygiad personol blynyddol a chyfrannu at gynlluniau datblygiad personol.
3. Cyfrifoldeb am ddatblygiad proffesiynol parhaus (CPD) eich hunan, gan ddefnyddio arferion gorau, adolygu llenyddiaeth, tystiolaeth ymchwil, arferion clinigol newydd, canllawiau'r llywodraeth a deddfwriaethau ar gyfer radiograffi a meddygaeth gysylltiol.
4. Ymgysylltu ag archwiliad, ymchwil, a datblygiad proffesiynol parhaus, cyfrannu at ddatblygiad arfer radiograffeg er lles cleifion.
5. Rhannu gwybodaeth a gafwyd drwy ffynonellau dysgu ac arferion gorau mewnol ac allanol.

6. Cymryd rhan mewn addysgu cynorthwyrwyr radiograffeg a myfyrwyr radiograffeg yn anffurfiol. Gall y wybodaeth hon fod yn gymhleth, yn sensitif ac yn gynhennus ar brydiau.
7. Bod yn gysylltiedig â rhaglenni ymchwil a datblygiad (gan gynnwys treialon clinigol) lleol a chenedlaethol.

GOFYNION CYFFREDINOL

Gallu

Ni ddylai deilydd y swydd ar unrhyw adeg weithio y tu allan i lefel ddiffiniedig cymhwyster. Os oes pryderon ynghylch hyn, dylid eu trafod ar unwaith gyda'r rheolwr/goruchwyliwr. Mae gan weithwyr gyfrifoldeb i hysbysu eu goruchwyliwr/rheolwr os byddant yn amau eu gallu eu hunain i berfformio dyletswydd.

Gweithiwr Proffesiynol Iechyd Cofrestredig

Gofynnir i holl weithwyr y Bwrdd Iechyd Lleol y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u côd ymddygiad a gofynion eu cofrestriad proffesiynol.

GORUCHWYLIAETH

Pan fo'r sefydliad proffesiynol priodol yn gofyn am ofyniad o ran goruchwyliaeth, cyfrifoldeb deilydd y swydd yw sicrhau y cydymffurfir â hyn. Os yw gweithwyr ag unrhyw amheuaeth am fodolaeth gofyniad fel hyn, dylai gael gair gyda'i Reolwr.

Rheoli Risg

Elfen safonol o swyddogaeth a chyfrifoldeb holl staff y BILI yw cyflawni swyddogaeth ragweithiol i reoli risg eu holl gamau. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau priodol ac adrodd ar bob digwyddiad, achosion y bu ond y dim iddynt ddigwydd a pheryglon.

Rheoli Cofnodion

Mae gweithwyr BIPBC yn gyfreithiol gyfrifol am yr holl gofnodion maent yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'u gwaith yn y Bwrdd Iechyd (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Mae cofnodion fel hyn yn cael eu hystyried yn gofnodion cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd gyfreithiol o hyder i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i weithiwr adael y BILI). Dylai deilydd y swydd ymgynghori â'i reolwr os oes ganddo unrhyw amheuaeth am reoli cofnodion yn gywir.

Gofynion Iechyd a Diogelwch

Mae'n ddyletswydd ar holl staff y BILI i ofalu am eu diogelwch personol eu hunain ac eraill yr effeithir arnynt gan eu camau neu ddifaterwch. Mae'n ofynnol i ddeilydd y swydd gydymffurfio â rheolwyr i alluogi'r BILI i gwrdd â'i ddyletswyddau cyfreithiol ei hunan ac i adrodd am unrhyw sefyllfa beryglus neu gyfarpar diffygiol. Rhaid i ddeilydd y swydd gadw at bolisiau rheoli risg, iechyd a diogelwch a pholisiau cysylltiedig y Bwrdd Iechyd Lleol.

Datganiad Hyblygrwydd

Amlinellir dyletswyddau'r swydd yn y swydd ddisgrifiad a'r fanyleb bersonol hon a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

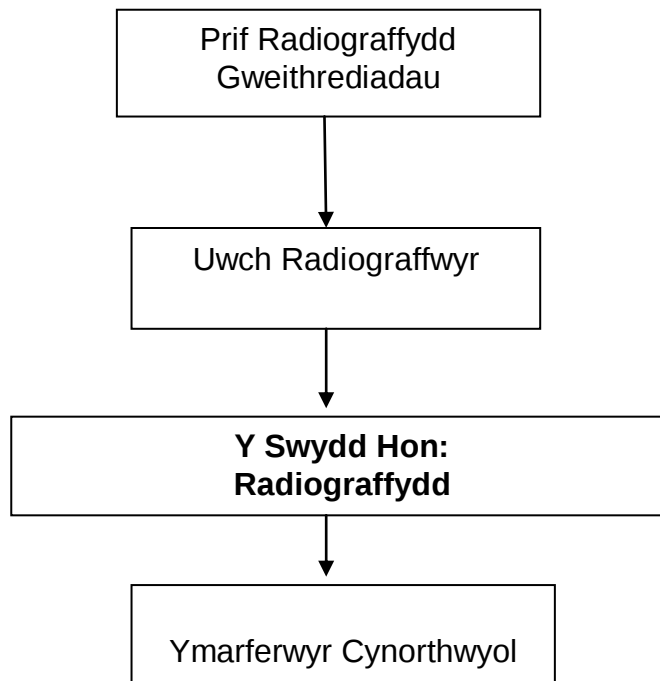
Cyfrinachedd

Mae'n rhaid i ddeilydd y swydd fod yn ymwybodol o bwysigrwydd cynnal cyfrinachedd a diogelwch gwybodaeth bob amser wrth wneud ei waith. Mewn nifer o achosion bydd hyn yn cynnwys mynediad at wybodaeth bersonol sy'n gysylltiedig â defnyddwyr y gwasanaeth. Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau deddf diogelu data 1998 a pholisi'r sefydliad.

Hybu Amrywiaeth ac Urddas yn y Gwaith

Mae'r BILI yn ymrwymedig i hybu amrywiaeth ac urddas yn y gwaith. Mae'n cydnabod nad yw gwahaniaethu nac aflonyddwch yn dderbyniol a'i fod er budd y BILI a'r boblogaeth mae'n ei wasanaethu i ddefnyddio sgiliau'r gweithlu cyfan. Mae'n rhaid i ddeilydd y swydd gydymffurfio gydag ac ymlynu wrth y polisiau cyfleoedd cyfartal ac urddas yn y gwaith.

SIART SEFYDLIADOL- Radioleg



JOB DESCRIPTION

JOB DETAILS

JOB TITLE	Radiographer
JOB GRADE	Band 5
HOURS OF WORK	xx hours per week
DEPT	Radiology
BASE	To be decided

ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:	Radiology Service Manager
REPORTING TO:	Principal Radiographer - Operations Senior Radiographer
SUPERVISION OF:	Assistant Practitioners Radiographic Assistants Student Radiographers Work Experience Students

JOB PURPOSE

As an employee of BCUHB, assist in the delivery of a service to improve population health and provide excellent care by adopting its values to:

- Put patients first
- Work together
- Value and respect each other
- Learn and Innovate
- Communicate openly and honestly

Contribute to a patient focussed service of the highest quality under the supervision of senior radiographers and the Principal Radiographer, Operations.

Contribute to the delivery of an efficient and effective service, identifying and communicating the need for possible improvements.

Undertake and assist with a wide range of radiographic examinations across modalities in the base hospital radiology department and, as required, in other departments within Radiology, as appropriate to the level and scope of training – this will include, for example, undertaking CT Heads out of hours.

Perform high quality radiographic examinations ensuring efficient delivery of workflow and compliance with the statutory regulations relating to ionising radiation, BCUHB and Radiology policies and procedures.

Undertake contractual hours, including on call, over a seven day period, the pattern and duration of which will be compliant with the European Working Time Directive and BCUHB Rostering Guidelines. This will involve service provision out of hours when there is limited or no direct access to senior staff, managerial and consultant support, e.g. during night shift.

Supervise and teach relevant staff, students and visitors in the department and other working environments, ensuring compliance with BCUHB and Radiology specific policies, protocols and working practices.

DUTIES AND RESPONSIBILITIES

Professional

15. Work autonomously as a state registered radiographer, meeting and maintaining the standards for training, professional skills, behaviour and health as developed and agreed by the health and care professionals' regulating body known as the 'Health Care Professions Council' (HCPC).
16. Take responsibility for own actions.
17. Act in a professional and courteous manner at all times
18. Practice safely within relevant legal, ethical, professional and managerial frameworks.
19. Take responsibility for whichever specific IR(ME)R role entitlement you are given by BCUHB, i.e. referrer, practitioner, operator. This requires ensuring individual compliance with the statutory requirements of IR(ME)R and taking legal responsibility as an individual operator for the production and administration of ionising radiation during radiography examinations.
20. Act as an autonomous practitioner, take individual responsibility to immediately notify the reporting radiologist or referring clinician of specific potentially life threatening findings demonstrated on radiography images, as detailed in the relevant Radiology/Departmental procedures, e.g. pneumothorax, pneumoperitoneum.
21. Ensure a high standard of appearance and punctuality.
22. Work to the highest standard to deliver safe high quality care to patients and their families ensuring compassion, respect and dignity.
23. Ensure and maintain a safe and healthy environment for all users.
24. Maintain high standards of cleanliness and comply with BCUHB and Departmental infection prevention policies.
25. Comply with all BCUHB and Departmental specific policies, protocols and procedures.
26. Engage in continuing professional development (CPD)
27. Maintain accurate and timely documentation, complying with the policies and procedures related to information governance..
28. In leading by example, act as a role model for radiographers and health care employees.

Radiographic Core Duties.

33. Meet the care needs of patients and their families, sensitively and respectfully having regard for socio-cultural differences, supporting equality, diversity and rights at all times.
34. Apply and promote the wider safeguarding agenda in relation to vulnerable adults and children.
35. Have due regard for patients' health status and co-morbidities, promoting healthy living.
36. Continually develop own knowledge, training and competence to maintain best practice and quality.

37. Supervise assistant practitioners, support staff, student radiographers and work experience students.
38. Acts as a point of reference for area of speciality and professional role, liaising with relevant staff as required.
39. Use knowledge to advise others on the effective delivery of an aspect of clinical practice
40. Utilise skills, clinical judgement, knowledge and experience to direct effective clinical governance
41. Contribute, as and when required, to the procurement of specific imaging equipment by participating in the evaluation of that equipment.
42. Provide a comprehensive radiology service by undertaking a rotation/range of duties in areas as appropriate to scope of practice and level of training received/supervision required.
43. Be competent to perform activities safely in line with policies, procedures and protocols.
44. If required, undertake radiography within the general department work and/or imaging within other modalities, the contribution to which will be in keeping with the individual scope of practice and level of training.
45. Attend meetings within and external to Radiology as delegated by Radiology Managers.
46. Take personal responsibility for the documentation and reporting of concerns and clinical incidents in accordance with BCUHB and Radiology protocols, contributing, if required, to any resultant investigations.
47. Be responsible for the safe and competent use of expensive and complex equipment.
48. Have knowledge of, and be able to apply, local dose reference levels (DRLs).
49. Participate in the analysis of rejected images including resultant education/retraining
50. Assist in the development and implementation of radiology protocols, SOPs and policies.
51. Ensure diagnostic radiography equipment is functioning correctly and is therefore safe to operate by participating in the departmental quality control (QC) and quality assurance (QA) programmes, equipment testing, fault finding. This will require analysis of the results and reporting of the variations of concern.
52. Take responsibility for compliance with 'Local Rules' in the monitoring and maintaining of radiation-controlled areas in which examinations involving ionising radiation are being undertaken, e.g. x-ray department, theatres, resuscitation unit, ITU, SCBU and wards. This will require advising staff about measures to maintain personal safety e.g. wearing lead aprons.
53. Have knowledge of contrast media, oxygen and other prescribed medicines including the use, contraindications, adverse reactions and treatments as appropriate to the required level of training and competence.
54. Demonstrate proficiency in life-support techniques and in the utilisation of emergency equipment as appropriate to the required level of training. , infection control and moving and handling.
55. Explain all examinations/procedures to patients or their advocates to obtain consent in accordance with radiology consent guidelines.
56. Evaluate examination requests and the patient condition (mental, physical and emotional) as an autonomous practitioner making informed professional judgements based on 'I Refer' guidelines and local protocols to determine the most appropriate diagnostic imaging examination, including adaptation of technique and exposure factors where necessary.
57. Evaluate the radiology images produced in the identification of Evaluate the radiology images produced in the identification of normal/abnormal anatomy and pathophysiology as relevant to clinical practice performing additional images as required to assist with diagnosis.
58. Communicate abnormal findings in accordance with local procedures.
59. Utilise hand/eye co-ordination and palpating skills to ensure precise patient positioning during the examination and subsequent accurate diagnostic images, whilst maintaining a safe working environment.
60. Be responsible for the welfare, care and safety of patients, relatives and carers during each episode of care.

61. Advise patients of the safe keeping of their property and valuables, whilst in the department, ensuring accurate documentation and due process for valuables that you remove.
62. Demonstrate proficiency in the use of the radiology information and PACS systems.
63. Undertake training and updates as provided by the University of Wales, Bangor to formally assess the work of student radiographers for the undergraduate clinical training programme
64. Undertake radiographic duties on other sites within the radiology service as requested by senior managers.

Communication

6. Effectively communicate information which may be complex and/or sensitive, to patients and/or carers with differing barriers to understanding so as to gain consent, co-operation and understanding of radiology procedures and the results pathway.
7. Effectively communicate with other health professionals and other external agencies as required, in keeping with BCUHB/Radiology policies and procedures, to ensure fast and efficient patient management. This may require giving advice and an opinion.
8. Promote and maintain good working relationships with patients, carers, relatives, all healthcare staff and external agencies.
9. Communicate at all levels by utilising a wide range of communication techniques (verbal, non-verbal, written, electronic etc.).
10. Manage, defuse and respond appropriately with verbal complaints and situations of conflict and aggression through knowledge, training, experience and implementation of BCUHB policies.

Service Development, Planning and Organisation

6. Participate and propose change to BCUHB and Radiology policy, protocols, procedures and working practices.
7. Implement and promote BCUHB and Radiology policy, protocols, procedures and working practices.
8. Financial responsibility by making efficient use of resources wherever possible.
9. Manage self and workload effectively and in a timely way.
10. Plan, organise and prioritise own workload.

Training, Development, Research, Governance and Audit

8. Accountable for own knowledge, training and competence, undertake statutory and mandatory training.
9. Participate in annual Personal Development Reviews and contribute to personal development plans
10. Responsible for own continuing professional development (CPD), applying best practice, literature review, research evidence, new clinical practices, government guidelines and legislation for radiography and related medicine.
11. Engage in audit, research and continuing professional development, Contribute to the development of radiographic practice for the benefit of patients.
12. Sharing and disseminating of knowledge and best practice acquired from internal and external sources of learning.
13. Participate in informal teaching to radiographic assistants and student radiographers. This information may sometimes be complex, sensitive and contentious.
14. Involvement in local and national research programmes and development (including clinical trials).

GENERAL REQUIREMENTS

Competence

At no time should the postholder work outside their defined level of competence. If there are concerns regarding this, the postholder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their supervisor/manager if they doubt their own competence to perform a duty.

Registered Health Professional

All employees of the LHB 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.

Supervision

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If employees are in any doubt about the existence of such a requirement they should speak to their Manager.

Risk Management

It is a standard element of the role and responsibility of all staff of the LHB 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.

Records Management

As an employee of the LHB, the postholder is legally responsible for all records that they gather, create or use as part of their work within the LHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and the postholder has a legal duty of confidence to service users (even after an employee has left the LHB). The Postholder should consult their manager if they have any doubt as to the correct management of records with which they work.

Health and Safety Requirements

All employees of the LHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The postholder is required to co-operate with management to enable the LHB to meet its own legal duties and to report any hazardous situations or defective equipment. The postholder must adhere to the LHB's risk management, health and safety and associated policies.

Flexibility Statement

The duties of the post are outlined in this job description and person specification and may be changed by mutual agreement from time to time.

Confidentiality

The Postholder 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. The postholder must treat all information whether corporate, staff or patient information in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and organisational policy.

Promoting Diversity and Dignity at Work

The LHB is committed to promoting diversity in employment and dignity at work. It recognises that discrimination and harassment is unacceptable and that it is in the best interests of the LHB and the population it serves to utilise the skills of the total workforce. The postholder must comply with and adhere to the equal opportunities and dignity at work policies.

ORGANISATIONAL CHART- Radiology

