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Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

CAJE REF:

JOB DETAILS:

Job Title	Radiographer
Pay Band	Band 5
Hours of Work and Nature of Contract	37.5 Hrs Permanent
Division/Directorate	Radiology
Department	Radiology
Base	Royal Glamorgan Hospital

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Clinical Support Services General Manager
Reports to: Name Line Manager	Site Lead Superintendent Radiographer
Professionally Responsible to:	Professional Head of Radiography

Job Summary:

To work as a Radiographer providing care for patients attending the general Radiology Department and to process images appropriately.

The post holder will normally work without direct clinical supervision but will report to the Senior/Superintendent Radiographers within the Department.

Participate in the provision of an on-call / emergency / shift based radiographic service for the Health Board.

Will perform CT Head scans in and out of Hours.

Will normally work without direct clinical supervision but will report to the Senior/Superintendent Radiographers within the Department.

The post holder will adhere to Directorate guidelines and Operating Procedures e.g. 'Employers Procedures' for the use of ionising radiation and 'Standard Radiographic Views' for imaging patients in addition to other Directorate protocols which are in place.

DUTIES/RESPONSIBILITIES:

Provide a caring, confidential, diagnostic service to all patients, ensuring their dignity and privacy are not compromised.

Undertake radiographic examinations of patients

Provide care for patients attending the department including assisting patients when necessary

Liaise with staff across the Health Board

Responsible for working within specified rules and regulations particularly relating to radiation safety

Provide care for patients attending the department and ensure the timely delivery of a radiographic service to those who require it. Typical duties of care will include escorting patients, providing clear explanations of examination procedures, performing the examination and ensuring patients are discharged safely from the department. This information will need to be provided to patients who have varied understanding of radiographic procedures or where there may be barriers to communication.

Be expected to liaise with staff across the Health Board regarding examinations requested, providing information about examinations and making arrangements to ensure examinations are carried out.

Provide help and instruction to other members of staff within the Directorate, for example junior Radiographer staff / Radiographer Helpers.

Will be required to undertake radiographic examinations of patients attending the Radiology Directorate and to produce and store images appropriately. Radiographic examinations will be expected to be performed accurately and be reproducible to the same standard. For this you will be required to position patients and x-ray equipment for a wide range of examinations whilst accurately limiting the x-ray beam to the area being examined. This task requires a high degree of

precision to ensure the lowest possible radiation dose to the patient is achieved.

Radiographic techniques may need to be modified to suit the patient's condition and ability e.g special needs, physical disability, young children.

Generally your working pattern will be predictable. Occasionally working patterns/rotas may be altered at short notice to accommodate changes in service demands and you will be expected to occasionally work outside of the department e.g in Theatre or performing mobile examinations on the wards or at remote hospital sites.

Will be expected to manage daily lists and work without supervision as required. Will organise and prioritise workload in own area.

Be expected to participate in the Directorate Quality Assurance team which involves testing equipment to an agreed protocol and reporting errors, incidents and any non-compliance to your line manager.

Radiographic techniques may be needed to be modified to suit the patient's condition and ability. Will use professional knowledge, experience and judgement to justify whether examination requests should proceed and will be responsible for checking all images that are produced.

Participate in the 'red dot' system for referrals from Accident and Emergency, identifying suspicious or abnormal images to the Casualty Officer who may refer back to you for clarification of your findings. As part of your professional practice you would also be expected to identify any images which you feel require urgent attention to a Consultant Radiologist.

The post holder will have a duty to ensure proper careful use of any equipment that you use within your role. Typically, the Radiology equipment you use regularly has a value in the region of £100,000.

Be required to adhere to the Health Board Policies, Procedures, Rules and Regulations.

As a potential supervisor of students it is your responsibility to ensure that both you and the student are aware of the limitations of the role and have considered the individual's level of competence, skill and knowledge. The objectives to be achieved during the placement and the

method of assessment must also be clarified. In addition, you should ensure that the student is advised about hazards and other issues identified through any risk assessment process and be instructed in the appropriate measures of avoiding the risk.

Document visits and examinations using the Radiology Information System (RadIS) entering and amending patient demographics, examination and referral details.

Assist with the Radiology Directorate's Clinical Governance and Audit programmes to include Quality and Health and Safety by attending Directorate meetings and performing clinical audit as required.

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	BSc In Radiography or equivalent HPC Registration		Application Form Pre employment checks Interview References
Experience	Relevant personal history of continuing professional development.		Application Form Interview References
Aptitude and Abilities	Good communication skills – ability to liaise competently with stakeholders from a variety of backgrounds.		Interview References
Values	Highly motivated Dedicated and open to flexibility within the post. Keen to progress professionally.		Application Form Interview References
Other	Successful DBS Check		Application Form Interview References

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** 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:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers 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.

CAJE Reference RYL/RVE/ 511013730B Updated 24/12/2012 Converted to current format and attached 26/03/2020

- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation 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 post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation 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.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **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.
- **Data Protection Act 1998:** The post holder 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. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation 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 HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.

The post holder does not require a DBS Disclosure Check. *Delete as appropriate.

- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
 - **Infection Control:** The organisation is committed to meet its obligations to minimise infections. 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 the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
 - **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- 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.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

Signed: (Divisional Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

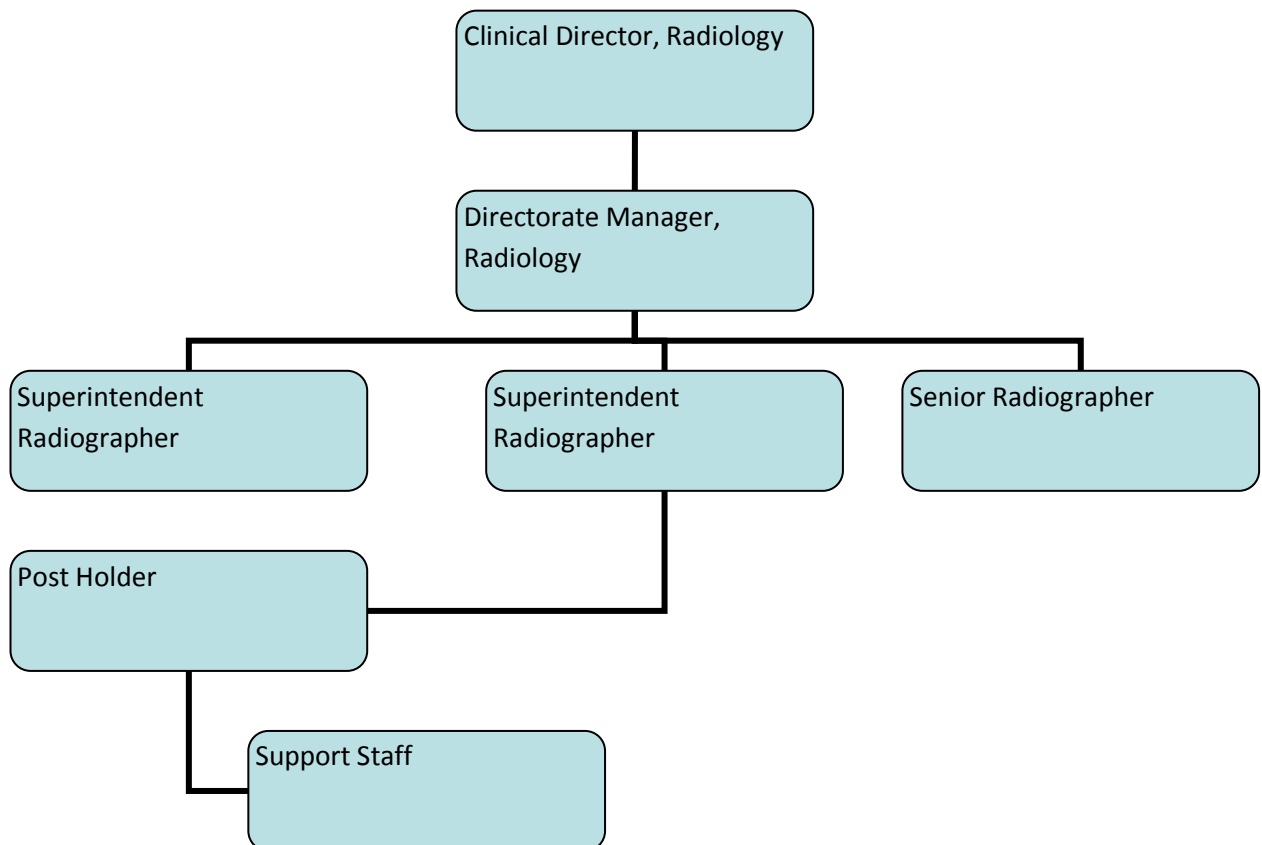
APPENDIX 1

Job Title: _____

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.





Job Title: _____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
The nature of your work will require moderate physical effort over short periods of time on a frequent basis for example, moving equipment, assisting patients. You will also be required to wear lead protective aprons when performing mobile x-ray examinations on the ward. Typically these weigh 5kg and will be worn for short periods of time.	Daily	Varies	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Throughout the course of your working day you will be required to concentrate on the work you perform to ensure that examinations are completed accurately. For example checking patient details, selecting exposure factors to ensure that the radiation dose to the patients is minimized, reviewing images etc.	Daily	Varies	

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Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example,' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
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Patients attend from a wide range of referral sources and you will frequently be required to perform radiographic examinations in distressing or emotional circumstances for patients and staff. You will be expected to organise and prioritise workload in your area based on clinical need and information provided.	Daily	Varies	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
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In the course of your work you may occasionally come in to contact with body fluids but will be provided with appropriate personal protective equipment.	Daily	Varies	