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Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Job Description

SECTION 1

JOB DETAILS

Job Title:	Radiographer
Contract Type	Permanent
Contract Hours	37.5 per week
Division/Directorate:	Clinical Support Services
Department/Ward:	Radiology
Responsible to:	Clinical Support Services Group Manager
Accountable to:	Clinical Director, Radiology
Base:	Royal Glamorgan Hospital / Prince Charles Hospital / Princess of Wales Hospital
Band:	5

Main Purpose of the Job:

To work as a Radiographer providing care for patients attending the general Radiology Department and to process images appropriately.
You will normally work without direct clinical supervision but will report to the Senior/Superintendent Radiographers within the Department.
You will 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.

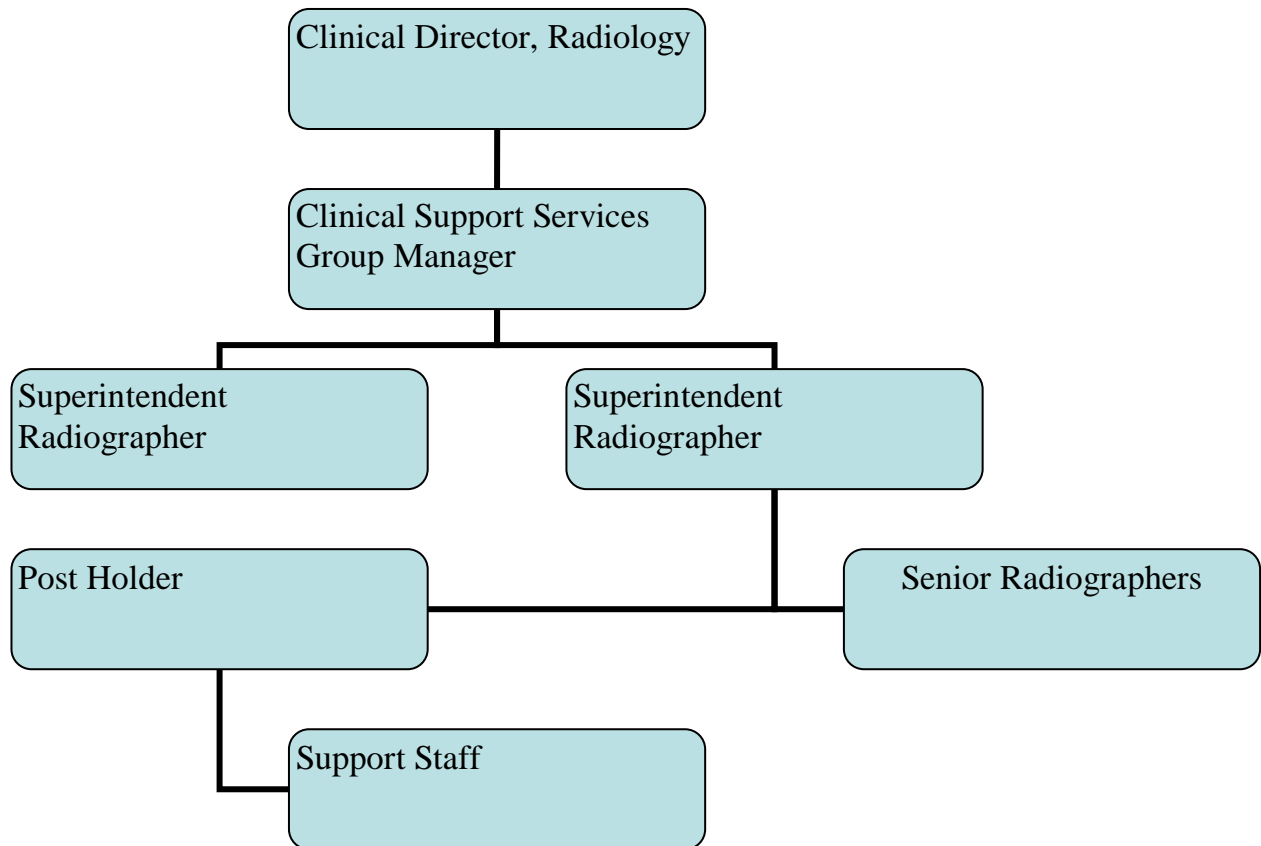
Principle Duties:

This post is structured around 5 core functions to include:

- 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

Organisation Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and two levels above and below. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



SECTION 2

1. Communications and Relationships skills

- You will 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.
- You will 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.
- You will provide help and instruction to other members of staff within the Directorate, for example junior Radiographer staff / Health Care Support Workers.

2. Knowledge, Training and Experience

- With regard to the Ionising Radiation (Medical Exposure) Regulations IR(ME)R 2017 you will work as a practitioner for plain film referrals i.e. you will use your professional knowledge, experience and judgement to justify whether examination requests should proceed and you will be responsible for checking all the images you produce.
- You will participate in the provision of an on-call / shift work radiographic service for the Health Board where you will work without clinical supervision.
- You will possess the appropriate radiographic qualifications –
Degree in Radiography or equivalent.
You will have current registration with the relevant professional body: Health and Care Professions Council (HCPC).

3. Analytical and Judgmental Skills

- You will 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 patients' 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
- You will participate in the 'red dot' system for referrals from Accident and Emergency, identifying suspicious or abnormal images to the Referrer 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.

4. Planning and Organisational Skills

- 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.

5. Physical Skills

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

6. Patient/Client Care Responsibilities

- You will provide a caring, confidential, diagnostic service to all patients, ensuring their dignity and privacy are not compromised.

7. Policy and Service Development/Implementation

- You will be required to adhere to the Health Board Policies, Procedures, Rules and Regulations

8. Financial and Physical Resources:

- You 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.

9. Human Resources:

- 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 individuals 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.

10. Information Resources:

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

11. Research and Development:

- You will 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.

12. Freedom to Act :

- You will normally work without direct clinical supervision but will report to the Senior/Superintendent Radiographers within the Department.
- You will adhere to Directorate guidelines and Standard 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.

Effort & Environment Factors:

The information requested below is for supplementary purposes, to support an accurate job matching outcome, by clearly identifying the post holder's exposure to certain conditions whilst undertaking the job role.

13. Physical Effort

- 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.
- As part of your role you will need to assist patients to transfer from chairs/beds/trolleys to the imaging table for appropriate examinations.

14. Mental Effort

- 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.

15. Emotional effort

- 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.

16. Working Conditions

- 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.
- You will ensure that the area in which you work will be kept clean, safe and in order.

SECTION 3

KSF Post Outline

Dimension Type	Dimension Number	Dimension Name	Foundation Gateway (Subset Outline)		Second Gateway (Full Outline)	
			Level	Indicator(s)	Level	Indicator(s)
Core	C1	Communication	3	A to F	2	A to E
Core	C2	Personal & People Development	3	A to G	2	A to F
Core	C3	Health, Safety & Security	3	A to E	2	A to E
Core	C4	Service Improvement	3	A to G	2	A to F
Core	C5	Quality	2	A to F	2	A to F
Core	C6	Equality & Diversity	2	A to D	2	A to D
Specific	HWB6	Assessment & Treatment Planning	2	A to G	2	A to G
Specific	IK1	Develop & Modify Data & Information Management Models & Processes	2	A to G	2	A to G

NB This Outline is **not** a substitute for a complete KSF post outline which must be approved via the Learning & Development Department. No post can be advertised without an approved KSF Outline and matched Job Description.

SECTION 4

Normal Hours

The hours of the post will normally be worked in line with the Directorate shift system.

You will be expected to be flexible with regard to hours / days worked in line with changes in the service following a consultation process.

Performance Appraisal

You will be expected to participate in the Performance Development Programme, a part of which is Performance Appraisal

Registered Health Professional

All employees of Cwm Taf Morgannwg University Health Board 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.

Lease Car

Not applicable

Job Limitation

At no time should you work at a level outside your level of competence. If you have concern regarding this please discuss immediately with your Line Manager/Supervisor. All staff therefore have a responsibility to inform those supervising their duties if they do not feel competent to perform a duty/task.

You must be aware of your Terms and Conditions of Service (read your Statement of Main Terms and Conditions)

If relevant to your role access advice and support from appropriately qualified persons in respect of on-site, on-call and call in arrangements.

Staff have a responsibility to access Occupational Health and other support for advice in times of need.

Risk Management/Health & Safety

The Cwm Taf Morgannwg University Health Board is committed to protect its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the relevant Risk/Occupational Health & Safety Policies, actively participate in this process and have responsibility for managing risks and reporting exceptions.

This post involves *exposure prone procedures, as defined in PSM (93) 12. Applicants must, therefore demonstrate either: -

- (a) Proof of immunity to Hepatitis AB &/or

- (b) If not immune to Hepatitis "B" evidence that they are not Hepatitis "B" antigen positive.

This evidence must be current i.e. obtained within the last six months. The post may be defined as having substantial access to vulnerable adults, as defined in Welsh Office Circular WHC (94) 61. If this is the case, the successful candidate will be subject to a CRB check. No prospective member of staff will be permitted to commence employment until the results of the CRB check have been received, and discussed with the appointing office, where necessary.

Records Management

As an employee of Cwm Taf Morgannwg University Health Board, you are legally responsible for all records that you gather, create or use as part of your 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 you have a legal duty of confidence to service users. You should consult your manager if you have any doubt as to the correct management of records with which you work.

Confidentiality of Information

Any matters of a confidential nature must not be divulged or passed on to an unauthorised person(s) or third party under any circumstances either during or after employment except in the proper course of your employment or as required by law, by Cwm Taf Morgannwg University Health Board or both. Any such breach of confidentiality may be regarded as gross misconduct and may lead to disciplinary action.

Training & Development

All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

Review

The duties of this post are not inflexible and will be reviewed periodically and may be changed to be consistent with the grading of the post as the organisation develops following consultation with the post holder.

Equality

The Cwm Taf Morgannwg University Health Board will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for his or her own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner, which does not cause offence to another person. The Cwm Taf Morgannwg University Health Board is also committed to providing a safe,

healthy and fair working environment and will take all practicable steps to avoid and eliminate harassment of any kind of its employees at work.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

Signed: (Divisional Manager) _____ Date: _____

Date Job Description compiled: _____

Date for review: _____

Person Specification

Job Title: Radiographer		Band:5	
Department:Radiology		Responsible to: Clinical Support Services Group Manager	
Area	Essential at recruitment	Desirable	Assessed by
1.Education/Qualifications / Training	<ul style="list-style-type: none"> • BSc In Radiography or equivalent • HCPC Registration at Band 5 start date. 		Application Form Interview Production of evidence (certificates etc)
2. Experience	<ul style="list-style-type: none"> • Relevant personal history of continuing professional development. 		Application Form Interview References
3. Skills	<ul style="list-style-type: none"> • Good communication skills – ability to liaise competently with stakeholders from a variety of backgrounds. 		Application Form Interview References
4. Knowledge		<ul style="list-style-type: none"> • Evidence of participation in clinical audit 	Application Form Interview References
5. Personal Attributes	<ul style="list-style-type: none"> • Highly motivated • Dedicated and open to flexible approach to work and within the post. • Keen to progress professionally. 	<ul style="list-style-type: none"> • Ability to speak Welsh 	Interview References

6. Circumstances e.g. Mobility/Availability-special attendance requirements		<ul style="list-style-type: none"> • Able to travel to undertake the duties of the post. 	Application Form Interview
7. Physical Requirements and attributes (include any specific health requirements)	<ul style="list-style-type: none"> • Able to perform all aspects required of the post 		Application Form Interview Occupational Health Questionnaire
8. Any other special requirements not covered by 1-7 above			Interview References

Essential: Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

Desirable: - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview

Signed: (Post Holder)

Date:

Signed: (Directorate Manager)

Date:

Signed: (Divisional Manager)

Date:

Date Person Spec. compiled:

Date for review:
