



CAJE REF:

VELINDRE JOB DESCRIPTION TEMPLATE

JOB DETAILS:

Job Title	Diagnostic Radiographer
Pay Band	Band 5
Hours of Work and Nature of Contract	37.5
Division/Directorate	Velindre Cancer Centre
Department	Radiology
Base	Velindre Cancer Centre

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Radiology Service Manager
Reports to: Name Line Manager	Deputy Superintendent Radiographer
Professionally Responsible to:	Radiology Services Manager

Accountable	<ul style="list-style-type: none"> Do what you say you are going to do Be personally and professionally responsible Fulfil your role and deliver high quality outcomes Feel empowered to take action and challenge inappropriate behaviour
Bold	<ul style="list-style-type: none"> Be ambitious, innovative & able to take decisive action Choose to do the right thing & not the easy thing Have a 'Can Do' and proactive approach
Caring	<ul style="list-style-type: none"> Be kind, respectful & make people feel their views have been taken seriously Be inclusive and equitable, valuing all contributions Demonstrate excellence in clinical interventions
Dynamic	<ul style="list-style-type: none"> Be agile & flexible, responsive and adaptable to change Be Innovative & creative, always look for opportunities to improve Positively engage with change, collaborative & willing Be resilient & ready to adapt

Job Summary/Job Purpose:

To work within a team of Diagnostic Radiographers in the provision of a high quality efficient and effective diagnostic imaging services to patients attending Velindre Cancer Centre.

To work as part of a multidisciplinary team providing a high quality diagnostic radiographic service whilst maintaining high standards of patient care.

To ensure that practice is carried out in accordance with department policies and protocols.

To undertake all general radiographic procedures and acquire a good level of skill and knowledge in all aspects of radiology encountered on the general radiographic rotation.

To make an informed decision on the diagnostic images required and demonstrate a professional, caring and responsible approach to patients. Following an induction / assessment period there is a commitment to out of hours work and "on call".

To maintain clinical records in accordance with legal requirements and professional standards.

In addition to essential requirements of the post, the post holder must maintain and improve professional knowledge, skills and competence. This will be gained through additional clinical training and CPD activities (mandatory under HCPC registration).

DUTIES/RESPONSIBILITIES:**Communication**

- Required to communicate complex medical information to patients and other professionals through good oral and written skills.
- Due to the nature of the oncology service the post holder may be faced with challenging situations.
- Able to work in a cohesive and supportive manner with a multi-disciplinary team.
- To be aware of the needs of staff and patients.
- To maintain communications with patients and staff when discussing difficult or emotive issues.
- Be able to report technical information on equipment malfunction to senior staff.

Clinical Skills

- Have a range of knowledge surrounding radiographic techniques and procedures.
- To carry out patient clinical and physical assessment and adapt radiographic technique in order to produce an image of the required quality to aid radiological diagnosis.
- Determine the exposure factors required for each patient in order to produce a high quality diagnostic image whilst keeping the radiation dose as low as possible

(ALARA)

- To be able to rotate through all the departments imaging modalities.

Specific Skills

- Be competent to evaluate the outcome of all medical exposures to radiation
- To act as a practitioner in order to justify plain film examinations under IR(ME)R 2017 regulations.
- To use own clinical skills in order to work during normal hours and unsupervised whilst “on call”
- To act within recognised level of competency and to seek advice/assistance if required.
- Maintain a working understanding of the Trust’s Health and Safety policy and to participate in risk assessment/ management activities within the Trust and service.
- To be self-motivated, and able to manage one’s own time efficiently and to prioritise a clinical workload effectively.
- To treat all staff and patients with dignity and respect.
- To be responsible for the safe use of all imaging modalities and associated IT equipment.

Human Resources

- Give advice, support and supervision to undergraduate students, assistant practitioners, radiographic assistants and other visitors to the department.
- Provide professional advice on radiation protection and radiographic procedures within area of knowledge to patients, colleagues and other members of staff.
- Be aware and understanding of the many needs of colleagues and to work as a good team member.

Service Improvement

- Undertake evidence based audit projects.
- Participate in multidisciplinary and departmental clinical governance activities.
- Responsible for the safe management of equipment resources
- Contribute to and support senior staff in service development.

Information Processing

- Competent in the use of the departmental PACS (picture archiving and communication system) and radIS (radiology information system), ensuring data is accurately inputted.
- Retrieve information from archive on a daily basis.
- Competent in use of computer and familiar with the following programs Word, Excel, Power point, Microsoft Outlook and the internet.
- Collect information and statistics as required for service monitoring and evaluation.
- Adhere to the Data Protection Act, ensure no breaches take place.
- Professionally responsible and accountable for documenting accurate and timely

patient activity data in accordance with professional and trust standards.

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 or Diploma in Diagnostic Radiography and Imaging. Current HCPC registration	Postgraduate qualification in related area	Application form and pre employment checks
Experience	Experience and knowledge at undergraduate level of a range of diagnostic equipment. Evidence of CPD	Experience of MRI Working with cancer patients	Application form and interview
Aptitude and Abilities	Excellent oral and written communication skills Good practical ability Adaptable and flexible in approach to work. Good IT skills Contribute effectively as part of MDT Organised, with the ability to work under own initiative and prioritise work Enthusiastic and self -motivated Empathetic but professional attitude	Ability to speak Welsh Knowledge of cancer and its treatments IT and keyboard skills – Experience of using Computerised patient record system	Interview

	<p>Evidence based practice and the ability to apply the practice</p> <p>Physically able to carry out the duties of a Diagnostic Radiographer</p> <p>Professional appearance</p>		
Values	<p>Degree of initiative</p> <p>Degree of integrity and reliability</p> <p>Approachable, tactful and diplomatic</p> <p>Flexible to meet own and service needs and be open to new ideas</p> <p>Work independently within parameters set by codes of conduct, professional guidelines and policies</p>	<p>Able to cope under emotionally stressful conditions</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Other	<p>Able to work hours flexibly.</p>		<p>Application form and interview</p>

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Trust 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.
- **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 legislation:** 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.

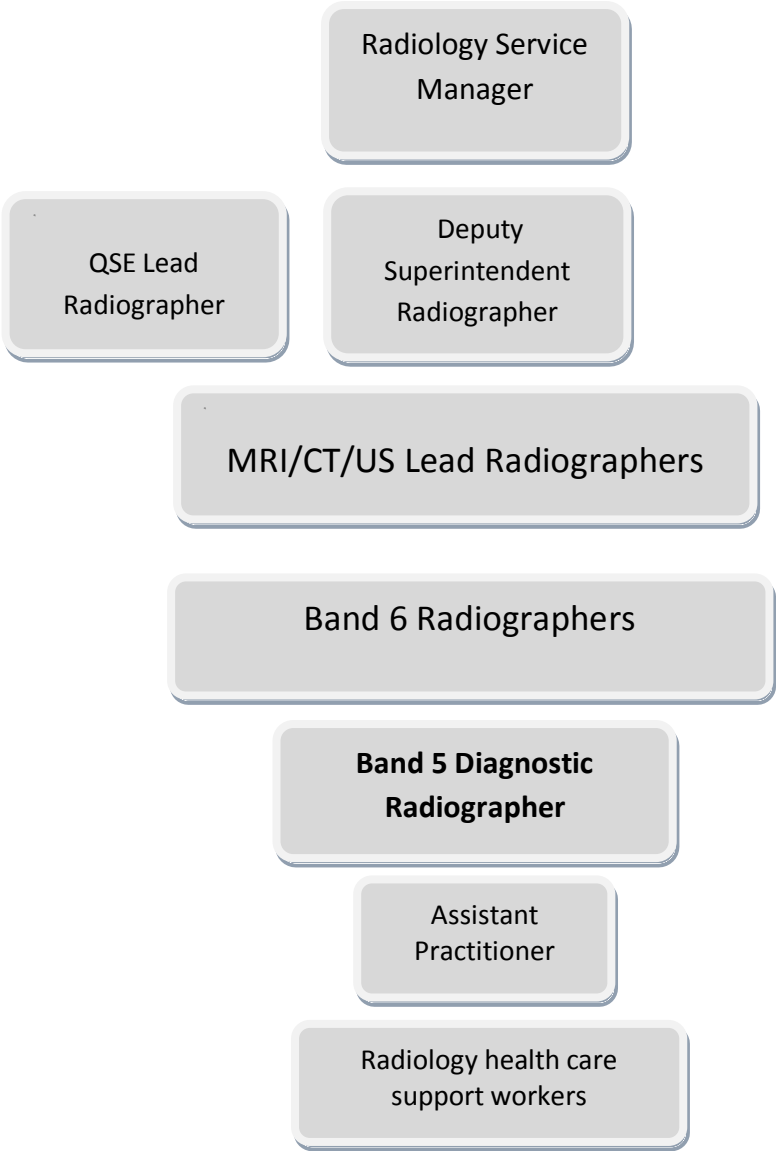
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; 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 any 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 contact with patients/service users/ vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Disclosure Barring Scheme Enhanced Disclosure Check as part of the Trust's pre-employment check procedure.
- **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.

Job Title: Diagnostic Radiographer

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: Oncology Dietitian

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, for example, '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 /	For how long?	Additional Comments
Able to carry out a task requiring the physical effort of walking, sitting, standing on a daily basis sometimes in cramped conditions e.g. ward kitchens.	Daily	Short Periods	
Able to carry light objects such as foodstuffs and equipment. Regular need to carry items of between 7 – 10kgs e.g. oral nutritional supplements	Daily	Short Periods	

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. For example. '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
Ability to concentrate and complete tasks despite frequent interruptions	Daily	Long periods	
Ability to respond to constant unpredictable events and interruptions, e.g. patient's fluctuating conditions	Daily	Short periods	

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
Ability to deal with distressing or emotional circumstances	Daily		
Imparting bad news	Weekly		
Helping patients and their families to understand the reality of the situation.	Weekly		
Ability to deal with distressed and angry relatives	Monthly		
Use of reflection	Daily		

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
Working across wards, outpatient setting	Daily		
Office based working using VDU daily	Daily		