

## **CLINICAL SUPPORT SERVICES DIRECTORATE JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Radiographer</b>
<b>LOCATION:</b>	<b>Swansea Bay University Health Board (Morriston/Singleton/Neath)</b>
<b>GRADE:</b>	Band 5
<b>REPORTS TO:</b>	Site Lead Supt. Radiographer
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Radiology Services Manager <b>Health Care Professional Council</b>
<b>JOB SUMMARY:</b>	To carry out a range of radiographic examinations within and outside of the department to the standards required in a manner which maintains the care and safety of patients and the safety of others. To work in areas of specialised imaging and carry out examinations under the supervision of a Senior or Supt. Radiographer.

### **DUTIES & RESPONSIBILITIES:**

1. To undertake appropriate radiographic procedures on patients using the referral form and clinical condition as a basis for determining patient positioning and the projections which will be required to obtain a diagnosis.
2. To communicate appropriately with patients taking into account their clinical condition, and to provide reassurance where necessary. This will involve from time to time, communicating with patients with challenging behaviour, learning disabilities, and bereavement.
3. Communicate with a range of professionals and others including:
  - Ward medical/nursing staff
  - GPs
  - Outpatient clinic staff
  - Portering staff
  - Ambulance personnel
  - Medical equipment/X-ray engineers

- Physicists

4. To use PACS and the Radiology Information System (RADIS) in order to input information as well as use it from time to time to validate information provided on request forms.
5. To supervise, assist and help train student radiographers on clinical placement.
6. To assist A/E, junior medical and nursing staff by using the 'red star' system on images thus indicating to them a suspected abnormality.
7. Organise worklists, appointments, film library and reports to surgeries and clinics if required.
8. To manipulate and use in a safe manner both static and mobile X-ray apparatus and to promptly report any malfunctions to your Line Manager.
9. To organise own workload and prioritise procedures where and when necessary.
10. To actively participate in any On-Call, Emergency Duty, Out of Hours Service or extended Working day rota, which the Directorate may employ in order to provide a general radiological 24 x 7 radiography service.
11. Ensure compliance with all radiation protection regulations and procedures e.g. IRMER legislation by following the Local Rules as well as the appropriate Operating Procedures.
12. To work with only indirect supervision and observe all aspects of the Code of Conduct for Radiographers.
13. To be aware at all times of the need to minimise risk to yourself, patients and other staff by ensuring compliance with all Health & Safety procedures, following Health Board and departmental policies as well as reporting any perceived hazards and incidents promptly to managers.
14. To keep abreast of current developments and trends within the field of Diagnostic Imaging and to maintain an up to date CPD portfolio in accordance with HCPC guidelines.
15. To attend staff meetings and contribute to discussions in regards to service provision, improvement and development.
16. To contribute to and support audit work and attend multidisciplinary clinical audit meetings when asked to do so.
17. To frequently work single-handed and deal with a wide variety of patients including those referred via a busy Accident & Emergency department/Minor injuries unit or on-call.

18. To respect patient confidentiality and have an awareness of the Data Protection Act 1998 and the Health Board IT Security Policy
19. To participate within the Individual Performance Review System.

**Infection control:** *The Health Board is committed to meet its obligations to minimize infection. The postholder is required to comply with current procedures for control of infection, not tolerate noncompliance by colleagues, and to attend training in infection control provided by the Health Board.*

**The post holder will be expected to work in other areas of the Directorate as required.**

**GENERAL:**

- **Performance Reviews/Performance Obligation:** The postholder will be expected to participate in the Health Board's individual performance review process to ensure continued professional development.
- **Job Limitations:** At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998, the postholder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The postholder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The postholder is required to co-operate with the Health Board to ensure health and safety duties and requirements are complied with. It is the postholder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The postholder will be required to comply with the Health Board's Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Records Management:** The postholder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board).

This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the postholder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.
- **For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations eg GMC, NMC, HPC etc. It is the postholder's responsibility to ensure that they are both familiar with and adhere to these requirements.

All Clinical Staff will be advised during their induction of the arrangements available for them to access advice and support both during and outside normal working hours.

## PERSON SPECIFICATION

**Post: Radiographer (Band 5)**

**Location: Morriston Hospital / Singleton Hospital / Neath Port Talbot**

CRITERIA			How Tested		
	Essential ✓	Desirable ✓	Application ✓	Interview ✓	Presentation ✓
<b>QUALIFICATIONS</b>					
Diploma of college of Radiographers or BSc in Radiography	✓		✓		
State Registration	✓		✓		
<b>EXPERIENCE &amp; KNOWLEDGE</b>					
Pre-qualification training	✓			✓	
Some post qualification experience of radiography				✓	
Has up to date CPD portfolio		✓		✓	
<b>SKILLS &amp; ABILITIES</b> <i>(i.e. skills required of the job)</i>					
Ability to work as part of a team.	✓			✓	
Able to work on own initiative and unsupervised.		✓		✓	
Good interpersonal skills	✓			✓	
Able to deal with patients presenting with a range of conditions		✓		✓	
Able to communicate learned skills to junior staff	✓			✓	
Knowledge of radiation regulations	✓		✓	✓	
IT competent – working knowledge of PACS, RIS, CR and/or DR	✓			✓	
<b>PERSONAL ATTRIBUTES</b>					
Able to adapt to different work settings within the department	✓			✓	
Able to recognise and respond sensitively and appropriately to individual patients needs	✓			✓	
Physically capable of moving and positioning various types of patient	✓			✓	
Caring attitude	✓			✓	
Enthusiastic/motivated	✓			✓	
Pleasant demeanour	✓			✓	
Welsh Speaker		✓			