



KING EDWARD VII's  
HOSPITAL

## **JOB DESCRIPTION**

**Job Title:** Senior Radiographer  
**Responsible To:** Superintendent  
**Accountable To:** Imaging Manager  
**Contract:** 37.5 hours

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### **Job Summary:**

- The post holder will be an experienced radiographer, able to assess and treat own workload of patients and ensure provision of the highest standards of patient care.
- The role will involve working in all areas of the General department including CT, MRI, theatre, Fluoroscopy, General x-ray, DEXA.
- They will be able to work autonomously being accountable for their own professional actions as well as able to work well as part of a team.
- They will be able to assist in interventional procedures.
- This person will be co-responsible for the Quality Assurance Programme of the Imaging Department.
- The post requires commitment to the hospitals imaging on-call service.

### **Main Duties and Responsibilities:**

#### **Service Delivery:**

- Act under the IR(ME)R Radiation Regulations and the Imaging Departments Local Rules and Radiation Protection Policies ensuring that the benefit to the patient outweighs the radiation risk associated with the examination.
- Provide timely, efficient, and courteous provision of high-quality radiographic services taking account of patients clinical, physical and cultural needs.
- Responsible for the safe use and maintenance of complex, specialist imaging equipment, maintaining competencies across all the various imaging modalities via rotation throughout the department.
- Accountable for own professional actions and work within codes of practice and professional guidelines outlined by the Health Professions Council & Society of Radiographers
- Be responsible for ensuring the legal documentation on the Radiology Information System (RIS) and Picture Archiving Communications System (PACS) is completed for each patient episode.
- Perform out of hours imaging duties via the on-call rota.

#### **Communication**

- Receive and welcome patients and staff and deal with any enquiries in a kind and courteous manner.
- Communicate complex information relating to conditions and procedures to staff, patients and carers and ensure informed consent for examinations.
- Anticipate and interpret patient's needs, defining the level of care required on an individual basis.
- Communicate effectively with staff within and outside of the department to ensure the smooth operation of the service, including liaising with ward staff, outpatients, consultants, & GP's.
- Provide information to patients regarding examinations and understand the necessary preparations.
- Work with other Radiographers, Consultant Radiologists, and Health Care Professionals to assist them with diagnostic examinations and other procedures.
- Ensure the safety and wellbeing of patients, staff, and visitors within the department.
- Ensure patients receive timely and accurate information about their examination, and ensure urgent findings are communicated in the appropriate way to referrers.

#### **Knowledge, Training, and Experience:**

- Position patients accurately for each examination, adapting techniques in accordance with patients' needs and clinical history.
- Be competent in the utilisation of complex and specialised imaging equipment.
- Operate advanced software on specialised radiological equipment requiring in-depth anatomical, pathological, and technical knowledge.
- Be able to decide on additional views when required in line with professional knowledge.
- Demonstrate problem-solving approach to issues arising at a local level, evaluating the need to refer problems to the line manager.
- Be accountable for own professional actions and working within codes of practice and professional guidelines.
- Act as a source of knowledge to be consulted by other professionals.
- Safely administer contrast media and other drugs in accordance with protocols as clinically required.
- Ensure timely provision of images to referrers.

#### **Physical skills and Effort:**

- Ensure the safe transferring of patients and equipment, following manual handling guidelines and using risk assessment.
- Assist with changing and personal care of patients as necessary including immobile and disabled.
- Physically position patients accurately for each examination, adapting techniques in accordance with the patient's needs.
- Ensure appropriate infection control measures are utilised where necessary. Paying particular attention to personal protection as well as the management of equipment and linens contaminated by bodily fluids.

#### **Management Responsibility:**

- Organise and manage the day-to-day workflow of their duty clinical area.
- Ensure that all hospital and local policies, protocols and procedures are adhered to.
- Work within and support the multi-disciplinary imaging team.
- Maintain effective communication and professional relationships with all areas within imaging and the Hospital.
- Share knowledge and skills developed with other members of the imaging team.

- Observe a general duty of care for the health, safety and well-being of self, work colleagues, visitors, and patients within the hospital.
- Demonstrate a level of competency in line with the hospitals Radiography Competency Framework and is responsible for maintaining their own personal development with support.
- Actively participate in the departmental Quality Assurance Programme including the completion of equipment competencies and reject analysis.
- Report any adverse incidents / near misses and be familiar with the Datix reporting system.
- Co-ordinate services and liaise with wards and departments, to provide a comprehensive and efficient Imaging service for the hospital.
- Contribute to data collection for statistics and other management activity.
- Ensure compliance with hospital policies and procedures, including ionising radiation and infection control to provide a safe and secure environment.
- Support new staff in induction and training.
- Assist in MDT meetings and deputise for the Breast Service Manager when required.

### **Professional & Practice Development, Training & Education:**

- Act both as role model and clinical expert to facilitate development of others through example.
- Demonstrate, maintain, and update skills and knowledge of evolving practice.
- Provide professional support to other radiographers.
- Review, develop and write protocols with a view to improving service planning with the Superintendent Radiographer and the Imaging Manager.
- Responsible for individual CPD and in accordance with an assessment of own professional needs, participating in both internal and external events as well as private study.

### **Audit:**

- Initiate audit including imaging data collection for departments QA program.
- Contribute to practice development in reaction to the findings of audit and recent evidence, implement recommendations, and monitor their effectiveness.

### **General:**

- The post holder has a general duty of care for their own health, safety, and wellbeing and that of work colleagues, visitors, and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.
- To observe the policies, procedures, and standards of King Edward VII's Hospital together with all relevant statutory and professional obligations.
- To observe and maintain strict confidentiality of personal information relating to patients and staff.
- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

## Person Specification – Senior Radiographer

Education & Qualifications	<u>Essential</u> <ul style="list-style-type: none"> <li>BSc in Radiography, or equivalent.</li> <li>HPC registration.</li> </ul>	Application form Certificates CPD File Interview
Experience / Knowledge	<u>Essential</u> <ul style="list-style-type: none"> <li>Minimum 3 years post qualification experience with evidence of CPD.</li> <li>Demonstration of competence in general, mobile, theatre, fluoroscopy.</li> <li>Experience of working in a multi-disciplinary team environment.</li> </ul> <u>Desirable</u> <ul style="list-style-type: none"> <li>Post graduate training and work experience in CT &amp;/or MRI.</li> <li>Experience with Siemens imaging equipment.</li> <li>Experience with clinical audit.</li> <li>Experience with QA programmes.</li> <li>IV Cannulation Certificate.</li> </ul>	Application form Certificate Interview
Skills / Abilities	<u>Essential</u> <ul style="list-style-type: none"> <li>Able to operate manual handling aids as provided by the department including patient slide boards, sheets, hoists, and trolleys.</li> <li>Able to wear radiation protective clothing and monitoring devices.</li> <li>Able to present oral and written information effectively.</li> <li>Able to work to deadlines.</li> <li>Able to think logically, independently and solve problems.</li> <li>Able to accept and respond to constructive criticism.</li> <li>Able to operate VDU equipment (both image acquisition and data management).</li> <li>Able to work in a team.</li> <li>Able to fully participate in the on-call rota.</li> <li>High level IT skills.</li> <li>Great interpersonal skills &amp; ability to communicate with patients and colleagues.</li> </ul>	Application form Interview

Further requirements	<u>Essential</u> <ul style="list-style-type: none"> <li>• Flexible approach to working practice, evidence of responding to service needs.</li> <li>• Willingness to comply with the Hospitals corporate image.</li> <li>• Demonstration of a positive approach to customer care.</li> <li>• Able to self-motivate and work on own initiative.</li> <li>• Outgoing personality, efficient &amp; courteous.</li> <li>• Enthusiasm, initiative and positive approach to career and personal development.</li> <li>• Ability to maintain confidentiality &amp; security.</li> <li>• Logical manner paying great attention to detail.</li> <li>• Evidence of good organisational skills.</li> </ul>	Application form Interview
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This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current and main responsibilities of the post. The post holder is required to undertake any other similar duties, as required by their manager. This job description may be reviewed and altered in the light of changing service needs and developments, after discussion with the post holder.

The post holder will be required to comply with all policies and procedures issued by and on behalf of King Edward VII's Hospital *Sister Agnes*.

The Hospital is an equal opportunities employer, and the post holder will be expected to promote this in all aspects of his/her work.

### **Confidentiality**

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Code of Confidentiality and the Data Protection Act 1998. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

### **Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse effect on the Hospital's ability to maintain quality of care and the safety of patients, staff, and visitors, and for the taking of positive action to eliminate or reduce these.

### **Equal Opportunities**

As a member of staff at the King Edward VII's Hospital *Sister Agnes* you have a personal responsibility to ensure that you do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff, are treated equally in line with the hospital's Equal Opportunities Policy.