

JOB DESCRIPTION

Radiographer Band 5

Post:	All Radiology departments within the UHBristol
Band:	Radiographer, Band 5
Division:	DIAGNOSTICS AND THERAPY DIVISION
Department:	CLINICAL RADIOLOGY
Responsible to:	Superintendent or Senior Radiographer of the allocated department.
Responsible for:	Being registered with Health Professions Council and being able to conduct radiographic examinations as an individual or as part of a team, in a manner that meets the department's professional, technical and medical requirements.

Job purpose

Provide radiographic and other imaging examinations and patient care of all referred patients within the service adhering to departmental protocols and procedures.

Main Duties and Responsibilities

- 1 To interpret clinicians' requirements and determine the appropriate radiographic technique.
- 2 To physically direct general and more specialised radiographic examinations allocated within a department or examination room.
- 3 To participate in the clinical supervision of student radiographers when required.
- 4 To participate in the department's shift duties to include 7/7 working.
- 5 To work, at times, in areas isolated from the main department as well as in the community.
- 6 To assess radiographic quality.
- 7 To liaise with departmental seniors.
- 8 To assist specialised radiographers/advanced practitioners with weekend/extended day working.

- 9 To carry out examinations effectively, to meet service commitments.
- 10 To observe departmental radiation safety, Local Rules, and general patient/staff safety policies.
- 11 To report equipment faults to the superintendent / senior radiographer.
- 12 To comply with departmental work regimes and with the service's Quality Manual at the BRI
- 13 To ensure both radiograph identification and patient documentation is accurate and computer progression is timely on CRIS/PACS.
- 14 To maintain patient confidentiality at all times. Information concerning the Trust's patients and staff must be treated as strictly confidential at all times and you may not divulge it to any other person except with the authority of your Head of Department. Such authority may only be given when it is in the patient's interest and is a necessary part of treatment. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

General Information:

The Trust's Values

University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

- Respecting Everyone
- Embracing Change
- Recognising Success
- Working Together

The Trust expects all staff to work in ways which reflect these values and behaviours at all times as follows:

Respecting Everyone

- We treat everyone with respect and as an individual
- We put patients first and will deliver the best care possible
- We are always helpful and polite
- We have a can do attitude in everything we do

Embracing Change

- We will encourage all change that helps us make the best use of our resources
- We learn from our experiences and research new ideas
- We look to constantly improve everything we do

Recognising Success

- We say thank you and recognise everyone's contribution
- We take pride in delivering the best quality in everything we do

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- We share and learn from each other
- We encourage new ideas that help us to be the best we can

Working Together

- We work together to achieve what is best for our patients
- We support each other across the whole Trust
- We listen to everyone
- We work in partnership

In line with the NHS Constitution, all healthcare providers, registered medical practitioners, nurses and other registered health professionals have a duty of openness, honesty and transparency (candour).

Transforming Care

Transforming Care challenges everyone at University Hospitals Bristol to play their part in supporting quality changes and improvements in their work place, building efficient care systems critical for our patients and their families, both today and in the future.

The Trust's mission is to deliver clinical services, teaching and research of the highest quality. Our vision is to provide first class technical care, with humanity, compassion and sensitivity to the needs of each patient.

*Delivering best care, Improving patient flow, Delivering best value,
Renewing our hospitals, Building capability, Leading in partnership.*

These are the core elements essential to Transforming Care. Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation.

Equal Opportunities

The Trust is committed to eliminating unlawful discrimination and promoting equality of opportunity. All staff have a personal responsibility to contribute towards an inclusive and supportive environment for patients, carers, visitors and other colleagues from all the equality strands (race, gender, age, sexual orientation, religion, disability).

Staff have a personal responsibility to:

- Ensure their behaviour is not discriminatory
 - Does not cause offence
 - To challenge the inappropriate behaviours of others
 - Adhere to the Trust's values, including 'Respecting Everyone', as well as the Staff Conduct Policy and the Equal Opportunities policy
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Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

Everyone has a responsibility for contributing to the reduction of infections.

University Hospitals NHS Foundation Trust is 'Smoke Free'. Smoking or tobacco is not permitted on any of our hospitals sites.

Safeguarding Children and Vulnerable Adults

University Hospitals Bristol is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness.

Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 1998.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System
- Maintain the confidentiality of their password / username and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace Health and Wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Job Description completed/reviewed by: Suzanne Walsh, Radiology Section Head

Managers name: Suzanne Walsh

Date: Amended April 2017

All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review.

The NHS Knowledge and Skills Framework (the NHS KSF) defines and describes the knowledge and skills which NHS staff need to apply in their work in order to deliver quality services. It provides a consistent, comprehensive and explicit framework on which to base review and development for all staff. Closely aligned with this job description is a KSF profile supporting the effective learning and development of the post holder in a variety of ways.

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PERSON SPECIFICATION

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Education and Qualifications		Essential	Desirable	To be evidenced by *
Q1	BSc (Hons) Radiography/BSc (Hons) Diagnostic Imaging as recognised by college of radiographers.	x		A
Q2	HPC Registration	x		A
Knowledge and Experience		Essential	Desirable	To be evidenced by
E1	Experience of working in a medical setting	x		A/I
E2	Experience of team working	x		A/I
E3	NHS experience	x		A
Skills and Abilities		Essential	Desirable	To be evidenced by
S1	Conscientious	x		I
S2	Good written and verbal communication skills	x		A/I
S3	Team member. Able to assist specialised radiographers/advanced radiographers with weekend/extended day working.	x		A/I
S4	Able to show initiative	x		I

S5	Flexible attitude to working patterns	x	A/I
S6	Willingness to learn	x	I
S7	Basic IT skills	x	A
S8	An understanding of Health and Safety, Legislation and policies relating to patient care	x	I
S9	Sympathetic manner	x	I
S10	Attention to detail	x	A
S11	Self motivated	x	A/I
S12	Awareness of the needs of confidentiality	x	A/I
S13	Committed	x	I
S14	Patience and enthusiasm for working with people	x	I

Behaviours and Values	Essential	Desirable	To be Evidenced by*
B1 – Respecting Everyone	✓		I
B2 – Embracing Change	✓		I
B3 – Recognising Success	✓		I
B4 – Working Together	✓		I

Public Sector Language Competency

Be able to speak fluent English to an appropriate standard.	✓		I
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A = Application Form
I = Interview
P = Presentation
T = Test