

1. JOB IDENTIFICATION

Job Title: SPECIALIST RADIOGRAPHER GENERAL/MAMMOGRAPHY.

Department(s):

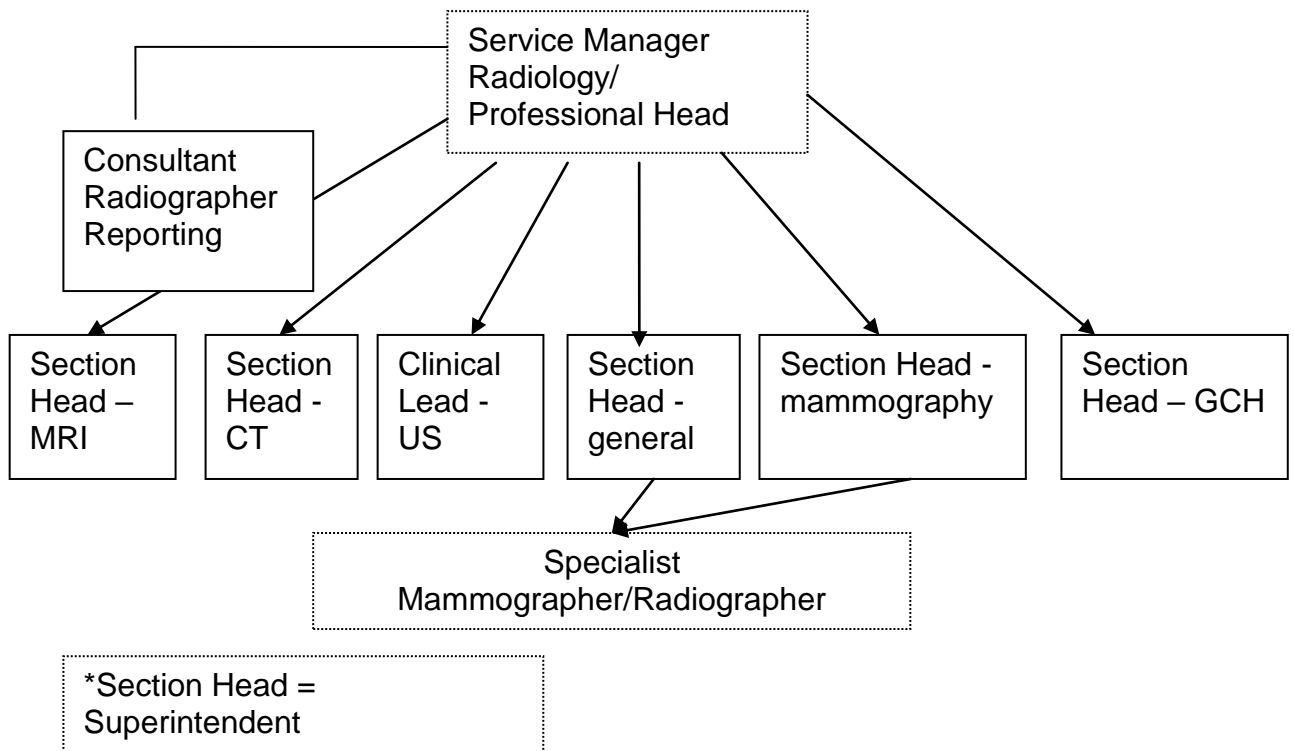
Job Holder Reference: AHP006eRAD

No of Job Holders: 1

2. JOB PURPOSE

This will include the performance of general radiographic duties and more specialised radiographic duties commensurate with experience, training and qualification. The postholder will help maintain and monitor professional radiographic standards throughout the general section of the department. To assist the Superintendent Radiographer in the provision of the Sypmtomatic Breast Service.

3. ORGANISATIONAL POSITION



The postholder is directly managed by the Superintendent Radiographer in charge of The general department and is ultimately responsible to the Radiology Service manager.

4. SCOPE AND RANGE

Under the direction of the Superintendent radiographer, the post holder will be part of a team responsible for the day-to-day running of both the Mammography or general department, as per duty rota. This role includes managing all staff within these sections. Day-to-day duties include

- To perform imaging procedures both Mammography and General exams and associated duties, including the use of a computerised patient administration system and associated clerical duties.
- Contribute to the delivery of a high quality Breast Imaging Service in Dumfries & Galloway.
- To provide a high standard of service to the patient and service users by exercising good patient care and updating technical and theoretical knowledge.
- To bring to the attention of senior staff any problems of a general nature and in particular, incidents and accidents. In addition, all equipment faults should be immediately reported senior staff and details should be entered into the Equipment Fault logbooks.
- Promotion of effective and comprehensive communication within the department.
- Liaising and working with other staff within the department to ensure the commitments of the department are fulfilled.

Activity.

Mammography approx 2000 exams per year

Breast US/biopsy Aspiration approx 1300 exams per year

5. MAIN DUTIES/RESPONSIBILITIES

Assist the Superintendent Radiographer with the establishment of individual roles and responsibilities within Mammography and the General Department.

Manage change In conjunction with other members of the team, to be responsive to change to ensure an efficient and flexible imaging service.

Deputise for the Superintendent Radiographer in Mammography as required.

To take an active part in staff development and student training (the Department has a commitment to student training).

Be responsible for the day-to-day running of the general department, as per rota.

To perform general imaging procedures to a high standard.
Participate in the provision of the 24 Hour service.

To promote effective and comprehensive communication within the department.

Liaise / work with other senior radiographic staff to ensure that the commitments of the department are fulfilled.

Work with the Superintendent Radiographer and Service Manager to devise, co-ordinate and monitor mechanisms to continuously improve patient care within the Mammography and General departments.

Assist the Superintendent Radiographer with the operation and maintenance of effective systems and processes in relation to Clinical Audit, Research and Development, and the maintenance of Continual Professional Development and Training.

In Conjunction with the Radiology Service Manager and the Radiation Protection Supervisor, ensure that all mandatory aspects of radiation safety relating to Ionising Radiation Regulations (2017) and Ionising Radiation (Medical Exposure) Regulations are applied, and that good radiographic technique is used to advantage, so reducing the radiation dose to both staff and patients.

Liaise as required, with Medical staff, Heads of Departments, charge nurses and other hospital personnel to ensure that the commitments of the service are fulfilled.

Ensure that all advice relating to Health and Safety is observed.

Be responsible for aspects of equipment quality assurance in the mammography and general department.

Practice within the legal and ethical framework as established by the Health Professions Council and promote the accepted ethics of the profession as outlined in the 'Code of Professional Conduct for Radiographers' 2008.

Comply with the Data Protection Act.

In discussion with the Superintendent Radiographer, ensure that staff under the postholder's supervision meet and maintain high professional and technical standards.

Assist with the collection and collation of relevant statistics relating to departmental activity.

Input, as required, to the selection and purchase of consumables and equipment.

Keep abreast of, identify and recommend adoption of appropriate developments in professional and technical areas.

Attend courses / updates as required.

6. SYSTEMS AND EQUIPMENT

The postholder must be fully conversant the safe operation of the following:

- *Radiology Information computer system*
- *Dimensions FFDM Mammographic Unit.*
- *Bioptics biopsy unit*
- *All mobile X-ray units*
- *Digital and analogue mobile image intensifiers in theatre suite*

- *All items of processing equipment and copier unit.*
- *All specialist digital equipment according to their specific specialist knowledge and training.*

7. DECISIONS AND JUDGEMENTS

The postholder will be expected to:

- Work unsupervised for the most part and will need to show a high level of initiative.
- Interpret and authorise requests from medical referrers in accordance with local protocols.
- Assess patient's physical condition and abilities to obtain optimum diagnostic images.
- Analyse the resultant images and assess the requirement for further views.
- Prioritise own client workload.
- Recognise when to ask for assistance.

8. COMMUNICATIONS AND RELATIONSHIPS

The postholder will be expected to liaise, as required, with Medical staff, Heads of Departments, charge nurses and other hospital personnel to ensure that the commitments of the service are fulfilled.

Communication on a daily basis will include telephone contacts, face-to-face interactions and interpretation of written communications via request card, e-mail and other electronic means.

In addition, the postholder will be expected to interact, on a daily basis, with patients, relatives and the general public. This communication will include negotiations regarding appointment details, descriptions of examinations / procedures, communication of sensitive information to patients and relatives, and the provision of counselling reassurance as and when required.

9. PHYSICAL DEMANDS OF THE JOB

Physical Skills :

To manipulate patients and equipment, within fine margins of error, to enable the acquisition of diagnostic images, while keeping ionising radiation doses as low as reasonably achievable. Speed and accuracy are essential to minimise patient examination time.

Expert in handling and operating highly specialised and expensive technical equipment, which requires manual dexterity.

Assist with interventional exams in the Mammography setting.

Physical Efforts:

There is a frequent requirement to exert moderate physical effort for several short periods during a shift. This involves moving / lifting patients, x-ray equipment, frequent moving of overhead x-ray equipment and patient trolleys/chairs from a standing start.

Moving and handling often takes place in confined spaces, e.g. endoscopy suite and other theatres, individual ward cubicles.

The nature of Mammography involves many and varied repetitive movements of the neck,

shoulder, arm, wrist, hand and back being performed many times throughout the working day.
Maintain the correct stance as illustrated in the SBSP guidance for correct positioning to reduce the risk of repetitive strain injuries.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Dealing with difficult patients, relatives and members of staff.
- Due to the unpredictable nature of the workload, sustaining concentration through out the work period to ensure accuracy of patient examination and the operation of potentially hazardous equipment.
- Control of a safe working environment.
- Meeting National Quality targets
- From time to time produce diagnostic mammographic and general images on patients who may have severe physical difficulties or may be abusive.
- Directly supervise/ mentor radiographers undergoing mammography training.
- Having to deal with vomit, faeces, urine and blood.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- DCR or BSc in Radiography.
- Health Professions Council state registration
- Good communication skills
- Certificate of Competence in Mammography or PG Cert in Mammography, commitment to attain PGC Mammography.
- A commitment to Continuous Professional Development
- Ability to take responsibility and act in a supervisory capacity
- Up to date knowledge /skills and experience in mammography and general radiography.
- Sound professional and clinical knowledge of clinical governance and its application.

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Director Signature:

Date:

NHS DUMFRIES & GALLOWAY

EMPLOYEE SPECIFICATION –Radiographer – Band 6 (Mammography)

CRITERIA RELEVANT TO THE JOB	ESSENTIAL	DESIRABLE
Skills and Knowledge	<p><i>Excellent interpersonal skills.</i> Effective communication skills. Computer literate and ability to keep accurate records Ability to teach clinical practice. Clinical decision making abilities</p>	<p>Previous evidence of working in and leading a team.</p>
Qualifications and Training	<p>BSc in Radiography or equivalent HCPC registered Relevant post grad experience.</p>	<p>Post graduate courses as appropriate for specialty or for development. Evidence of CPD in line with your personal development plan. Post graduate certificate in competence in mammography. Willing to commit to undertake study to attain PGC Mammography.</p>
Experience	<p>Experience of working as part of a multi- disciplinary team. Ability to use own initiative Experience of working out of hours. Experience in training/mentoring, junior staff, students and assistant practitioners in the clinical setting. Ability to adapt to change.</p>	<p>Practical experience of day to day management of one or more imaging modalities. Mammography experience.</p>
Disposition	<p>Ability to work with a diverse group of staff. Professional, confident, diplomatic, friendly and open. Ability to work in stressful situations under pressure and control those situations. Self motivating. Confident decision maker. Open to changes in working practices.</p>	
Special Requirements	<p>Flexible approach to working hours/patterns.</p>	