**NHS TAYSIDE – AGENDA FOR CHANGE**

**JOB DESCRIPTION**

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| **1. JOB IDENTIFICATION**  **SCO6 - 2984** | Job Title | Radiographer , Band 6 ( General and CT) |
| Department(s)/Location | Clinical Radiology, PRI with Tayside rotation if required |
| Number of job holders | 18 |
| **2. JOB PURPOSE.** 1. Justify the need for Radiographic Examinations referred by Clinicians. 2. Perform Radiographic Examinations, providing direct care and a high quality diagnostic service in order to assist in the management of patients referred from Clinicians.  3. Deputise for Senior Radiographers and supervise Radiographers, Radiographic Assistants, Assistant Practitioners and Students.  4. Ensure the continuity of the service delivery. Responsibility for Quality Assurance and Quality Standard within specified areas. Administrative duties required for patient records.  5. Take part in a shift system to provide 24/7 radiography and full CT services. This involves 12 hour day shifts, 12 hour night and 10 hour back shifts. The rota runs over a 16 week cycle, with hours averaged over the 16 weeks at 37.5 per week.  6. Discharge patients from the x-ray department, after ensuring the correct examination has been performed and adequate imaging has been carried out to ensure the referring clinicians request has been met.  7. Comply with Ionising Radiation (Medical Exposure) Regulations 2017 | | |
| **3. ORGANISATIONAL POSITION** Lead Radiographer  Deputy Lead Radiographer  Band 6 radiographers RADIOGRAPHER  Band 5 radiographers  Band 4 Assistant Practitioners  Student radiographers  Band 3 Radiographic Assistants  Band 2 and 3 | | |
| **4. SCOPE AND RANGE**  * To be sufficiently competent to provide a clinical radiographic service in any site in NHS Tayside * Clinical supervision of work and prioritising workload for all types of examinations which may include Accident and Emergency patients, ward patients, and theatre and ward fluoroscopy procedures. * Competent to carry out CT examinations and administer any relevant contrast agent or other substances. * To take an active responsibility for radiation safety for all staff, patients and visitors in all aspects of general radiography. * Radiography in the main x-ray department, Accident and Emergency, resuscitation room, theatres and wards. * Recognise equipment faults and report such accurately and immediately, being aware of any potentially dangerous situations, which may arise due to malfunctioning equipment. * Manage x-ray equipment Quality Assurance. * Take part in the evaluation of new equipment. * Demonstration of specialised examinations to medical and nursing students. * Teaching medical students, nursing staff and student radiographers image reading of plain film x-rays. | | |
| **5. MAIN DUTIES/RESPONSIBILITIES** CLINICAL   * Act independently in the assessment of referrals for X-Ray examinations, taking full responsibility for the justification of X-Ray examinations in order to reduce unnecessary ionizing radiation exposure of patients in accordance with IR(ME)R 17. * Supervise Radiographers in this process. * Maintain a high level of expertise in the safe operation of all-general, mobile and theatre X-Ray equipment and recognize and manage faults effectively. * Provide advice to Clinicians on the nature of a diagnostic image either verbally or using the commenting form system in use in the hospital Accident and Emergency department. * Provide a written opinion to Accident and Emergency clinicians as part of the red dot system. * Work as part of a team to ensure effective communication and delivery of care. This is especially important during out of hours work, where communication with ward and medical staff is essential to the smooth running of the service when there are limited staff members available. * Prioritise workload depending on the severity of the patient’s condition and the direct impact on their management, and organize radiography cover appropriately. * Carry out CT examinations and administer appropriate agents where required * Liaise with fellow healthcare workers and referring clinicians to provide a high quality imaging service to patients. * Maintain accurate patient records by input of correct information to reflect the service provided and meet professional standards. * Maintain accurate records of radiation dose received by patients. * Work independently when providing an out of hours service to patients requiring urgent imaging due to acute illness or trauma. * Be actively involved in the training of Assistant Practitioners, and Student Radiographers on clinical placement, providing direct supervision. This involves maintaining the required knowledge and skills to provide effective training, keeping up to date with current advances in technology and diagnostic techniques, as well as ensuring in-depth understanding of the equipment being used. * Supervise Assistant Practitioners * Undertake responsibility for Quality Assurance within the department. This includes being responsible for maintaining and updating exposure charts. * Adhere to all NHS Tayside Policies and Guidelines; * Department policy documents * Ionising Radiation Regulations IRR 17 * Health and Safety Guidelines * Control of Substances Hazardous to Health (COSHH). * Infection control. * Local Safety Rules. * Incident reporting. * Audit, research and development projects and continued professional development to maintain and build on professional and technical skills. * Participate in in-service training and other training sources to maintain working knowledge is current and duties are performed within the requirements of current legislations, policies and procedures. * Facilitate, encourage and support personal development of other staff including junior Radiographic staff, in the working areas to maximize their potential. * Take part in Quality Assurance programs for equipment within the department and mobile equipment used in wards and theatres. * Ensure that faults are logged, reported and acted on appropriately.   MANAGERIAL   * Be competent to exercise personal responsibility, make decisions in complex and unpredictable circumstances i.e. imaging in Accident and Emergency multiple trauma cases, using communication skills and technical skills to adapt radiographic technique. * Delegate appropriate tasks and supervise Radiographers, Radiographic Assistants and Practitioners to achieve the desired quality of patient care. * Comply, contribute and be involved in the revision, training and implementation of departmental and professional policies and procedures such as;   (i) Quality Assurance program.  (ii) Clinical effectiveness.  (iii) Basic life support, Manual Handling, Child Protection, Infection Control  (iv) Departmental guidelines. | | |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**  Patients  * Explain procedures to patients, carers, nursing staff and medical staff, who are often unable to fully understand due to their anxiety. This may also include patients with limited understanding, or those with difficulty in communicating. * Use skills of persuasion to encourage patients to remain in he correct position in order to obtain an acceptable and diagnostic image. These patients may include seriously injured patients who are unable to fully co-operate or who are very distressed, in pain, patients who have seriously injured relatives within the hospital and are extremely anxious about their relatives condition, patients with limited understanding due to their mental state, seriously ill patients with life threatening conditions and children of all ages. * Advise and assist Radiographers in their handling of patients concerns. * Dealing with the unpredictability of patients when affected by pain, drugs or alcohol. * Provide reassurance when the necessity of an x-ray examination with the associated risk of the harmful effects of ionising radiation.  Relatives and Carers  * Provide reassurance for carers of patients with communication difficulties. * Liaise with carers to obtain information on patients with communication difficulties. * Request assistance and instruct in methods of immobilisation when necessary from carers, parents and nursing staff ensuring adequate radiation protection is maintained at all times.  Radiography Staff  * Consult senior departmental staff for advice, consult colleagues. * Delegate tasks to radiographers, radiographic assistants and practitioners. * Discuss departmental policies and suggest improvements. * Relate information concerning patient transport to colleagues and portering staff. * Provide advice, reassurance and support to more junior members of staff.  Medical Staff / Nursing Practitioners  * Query incorrectly written and unnecessary x-ray referrals in order to reduce patient radiation dose in accordance with * Ionising Radiation (Medical Exposure) Regulations. * Provide advice and implement guidelines for relevant x-ray examinations to other health care workers. * Provide advice on radiographic images and suggest further views to aid diagnosis. * Seek help and advice with patients in pain or who are immobile. * Provide advice on the most suitable examination required for the patient’s condition.  Student radiographers  * Decide whether the student is capable of performing an examination safely with the patient’s consent and suitable tuition * Advise the student as to the best professional practice in any situation. * Provide constructive criticism as part of the assessment process. * Provide pastoral care to students on a clinical placement. * Provide and discuss the grades attained, by the students, at the end of a clinical placement with the student and Clinical Tutors from the University. | | |
| **7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   * Health Care Professional Council Registration. * Diploma of College of Radiography of Bachelor of Sciences in Radiography. * Experience in general radiography and CT. * Evidence of continuous professional development including an active portfolio. * Certification to administer any appropriate agent * Evidence of the required experience knowledge and skills acquired through rotation in the required operational areas. * Ability to take responsibility and act in a supervisory capacity. * Good communication skills. * Team worker. * Evidence of post graduation i.e. Intravenous Cannulation Course – Society of Radiographers Accredited. eg red dot * reporting courses * Scope of practice * Commitment to personal development plan. | | |
| **8. SYSTEMS AND EQUIPMENT**  Systems  Radiography Information System, links to Picture Archiving Communication System and data management.  Computerised Radiography System including image manipulation and storage software.  Direct radiography system including image manipulation and storage software.  Picture Archiving Communication System for storage access and transfer of images.  Access to the internet and trust intranet to acquire relevant information for personal and professional development.  Use software programs such as Microsoft word and excel to create documents and tables.  Equipment  **PRI**  All radiology equipment  fluoroscopy  CT  Theatres: X-Ograph, Philips  **RESPONSIBILITY FOR RECORDS MANAGEMENT**    All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 1937. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | | |
| **9. PHYSICAL DEMANDS OF THE JOB** **Physical Skills:**   * A high degree of accuracy is required when positioning patients in order to minimise radiation dose and demonstrate the anatomical features required, avoiding the need for a repeat exposure. This is of particular importance in trauma situations where a timely diagnosis and subsequent treatment is imperative. * Have the expertise to handle and operate highly specialised and expensive equipment. * Highly developed hand / eye co-ordination is required when manipulating equipment and images. * During the positioning process the operator is required to manipulate the X-ray tube, patient and film often at the same time, whilst continually assessing the condition and needs of the patient. * In theatre there is a requirement for spatial awareness in order to manoeuvre large, cumbersome equipment in restrictive conditions, maintaining a sterile environment for ongoing surgery. These units must also be positioned with precision using multi-planar locks requiring good hand / eye co-ordination. * Possess basic life support skills. * Transferring and positioning patients for all radiological examinations requires a high level of physical strength and fitness. * Possess keyboard skills for the entry of data into the RIS, CR and PACS.   **Physical Demands:**   * Maintain a high level of physical fitness to frequently move ceiling suspended X-ray tubes through 3 dimensions during all shifts. * Walk long distances when driving mobile X-ray units to perform ward radiography throughout a shift when required. * The majority of the working day and night is spent standing and walking and bending to position patients. * The regular cleaning of X-ray equipment and the frequent changing of mattress sheets involves bending and lifting. * The frequent transfer of patients from trolleys, beds and chairs onto X-ray tables requires the use of safe lifting and manual handling skills, using mechanical aids when required. * Carrying large cassettes to and from the X-ray facility to the processor or CR reader. * Required to be on the feet all day, frequently whilst wearing a lead coat e.g. in theatre and on mobiles. * To independently meet the high workload demands of A&E whilst also covering portables, emergency theatre and urgent in patient referrals when on standby overnight in the hospital, a shift requiring the individual’s alertness and clear thought for 12 hours. * Ensuring a safe and controlled environment for both patients and staff requires that all heavy lead lined doors are closed and secured for each examination.   **Mental Demands:**   * A high level of concentration is required when assessing and performing examinations throughout all shift periods. * Prioritising workload is often unpopular and requires diplomatic skills in discussion with referrers who all believe that their patient should take priority. * Frequently, when on stand by at night, take responsibility for the entire radiography service alone, managing patients and equipment. * Should imaging equipment malfunction during an examination (occasionally during an intensive theatre case), evaluate the situation and provide an immediate solution. In the X-ray room, the patient must be informed in a factual yet in a reassuring, professional manner. This scenario also leads to a delay in diagnosis, thus increasing both the physical and emotional demands on the radiographer. * Cope with the mental and physical pressures of working in acute areas, often independently, sometimes having to provide images on severely injured, abusive or violent patients.   **Emotional Demands:**   * Perform radiographic examinations and care for terminally ill patients. * Provide examinations for critically injured patients in the A&E department, sometimes bleeding heavily, with distorted or severed limbs and / or severe burns. * Move quickly from a routine examination to an acute setting due to sudden and unpredictable demand e.g. X-ray of a painful finger with no history of trauma, to a victim of a road traffic accident requiring multiple X-rays, independently taking responsibility for the diagnostic imaging service to that patient. * Sensitive handling is required with all patient groups from neonates to geriatrics. Care, understanding are required when dealing with all patients and especially when patients are anxious or distressed.   **Working Conditions:**   * Exposure to unpleasant odours and bodily fluids and infections frequently throughout all shifts and therefore utilising the use of universal infection control precautions. * Be required to wear heavy lead rubber aprons during fluoroscopy procedures, often in a hot theatre environment. * Risk of exposure to scattered ionising radiation, particularly during fluoroscopic procedures. * Moving from cold air-conditioned areas to hot air conditions in the working areas. * Working constantly in artificial lighting with little or no natural daylight. * Often working with hazardous chemicals, both during the replenishment of the processor chemical mixers for the departmental daylight processors and for the processor in the theatre darkroom. * Exposure to verbal and physical abuse from some patients, both intentional and unintentional (e.g. patients who may be confused or disorientated). * Periods of time spent in front of computer monitors accessing data. * Working alongside equipment that constantly emits low-level noise. | | |
| **10. DECISIONS AND JUDGEMENTS** 1. Be accountable for our own professional actions, working independently.  2. Provide leadership and supervision to Radiographers and more junior grades in difficult situations such as high work loads (very busy periods) and with patients requiring multiple examinations.  3. Using knowledge and skills attained through experience, training and, Continuous Professional Development be actively involved in the training and development of ore junior members of staff and share knowledge with colleagues.  4. Based on experience, use skills to assess patient condition, decide on an appropriate method to obtain a radiograph of the highest standard possible.  5. A practitioner under Ionising Radiation (Medical Exposure) Regulations decides whether an x-ray request is justified as the correct examination to diagnose a patient’s condition and provide advice and guidance to radiographers.  6. Plan and prioritise own patients workload and that of Radiographers when required, especially when working in accident and emergency during out of hours.  7. Justification of an x-ray request | | |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** 1. On a daily basis operate imaging equipment in differing and demanding environments, being able to manage an unpredictable workload effectively and interact successfully with other health care professionals.  2. Prioritizing workloads requires diplomatic skills in discussion with referrers who request that their patient should take priority. This can be very stressful, especially during nights and evening when there is a reduced number of staff available to carry workloads equal to that during the day.  3. Providing supervision to staff when performing examinations requires great concentration in unpredictable situations throughout the majority of the shift period.  4. Cope with the mental and physical demands of working in acute areas, independently, sometimes having to provide images of severely injured, abusive or violent patients.  5. When imaging equipment malfunctions during and examination (i.e. theatre cases), evaluate the situation and provide and immediate solution to maintain the radiographic service. Provide advice and supervision to Radiographer Grades encountering such a situation.  6. Give supervision and assistance to radiographer Grades whilst actively involved in performing x-ray examinations oneself at all times.  7. Whilst working overnight with a minimum staff quota, meet the demands of accident and Emergency, orthopaedic theatre, general theatre, mobiles, urgent ward work.  8. Directly supervise and train Student Radiographers whilst maintaining a high throughput of patients.  9. Combining training in new techniques or newly procured equipment with normal patient workload.  10. Work in areas where contact with body fluids and odours are unavoidable. Use of surgical gloves and protective clothing is essential to eliminate contact with body fluids and adhere to infection control policy .protective clothing must also be worn when handling chemicals.  11. Receive training in CT to be competent in performing these procedures without supervision.  12. Deal with parents who may be anxious about their child’s condition. Especially difficult in the cases of suspected Non Accidental Injury.  13. Perform examinations while providing good patient care to terminally patients.  14. Carry out examinations on critically injured patients in the Accident and Emergency Department, some of whom may be bleeding heavily with distorted or severed limbs and /or burns.  15. Move quickly from a routine examination to an acute setting due to sudden and unpredictable demand e.g x-raying a painful finger with no history of trauma to a victim of a road traffic accident, requiring multiple x-rays, independently taking responsibility for the diagnostic imaging service.  16. Exposure to verbal abuse from some patients.  17. Risk of physical abuse from patients who may be confused, disorientated or after the consumption of drugs or alcohol.  18. Use personal skills to deal with health colleagues exhibiting stress and under performing in their work areas.  19. Several times a day make judgments on how best to keep the radiation dose as low as possible to the patient, while still being able to provide images of a diagnostic quality. | | |