

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME**



JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: Band 6 Radiographer (Diagnostic) General / CT

Responsible to Radiology Manger

Department: Radiology, Belford Hospital

Operating Division: Acute

Job Reference: MDLOCHBELFXRAY10

No of Job Holders: 6

Last Update (insert date): 21/05/2024

2. JOB PURPOSE

- To provide a Radiography Service mainly in Belford Hospital, Fort William and at times MacKinnon Hospital, Skye. To participate in the on-call rota.
- Justify in accordance with IR(ME)R 2017 and perform Radiographic examinations, providing direct care and a high quality diagnostic imaging service in order to assist in the management of patients referred from clinicians located within and outside the hospital.
- Act within departmental and clinical protocols and policies, including matters relating to the safe operation of radiography.
- To supervise Radiographic health care support workers ensuring continuity of service delivery.
- To supervise and train Radiography students.
- Participate in audit of clinical practice as required by the Radiology Manager
- Support the Radiology Manager in meeting operational targets of the Radiology service for the Highland area.

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3. DIMENSIONS

Clinical areas:

General Radiography including A+E, GP, Out Patient, In Patients, Dental, Theatre, HDU/Ward Portables and CT.

Clinical activity

20,000 examinations per annum.

Clinical provision

24 hours, 365 days per annum pro rata. There is a requirement to work on-call to cover nights and weekends to provide an emergency imaging service in The Belford Hospital, Fort William and periodic travel to and from Broadford Hospital, Skye and other hospital sites, to support staffing establishment as required

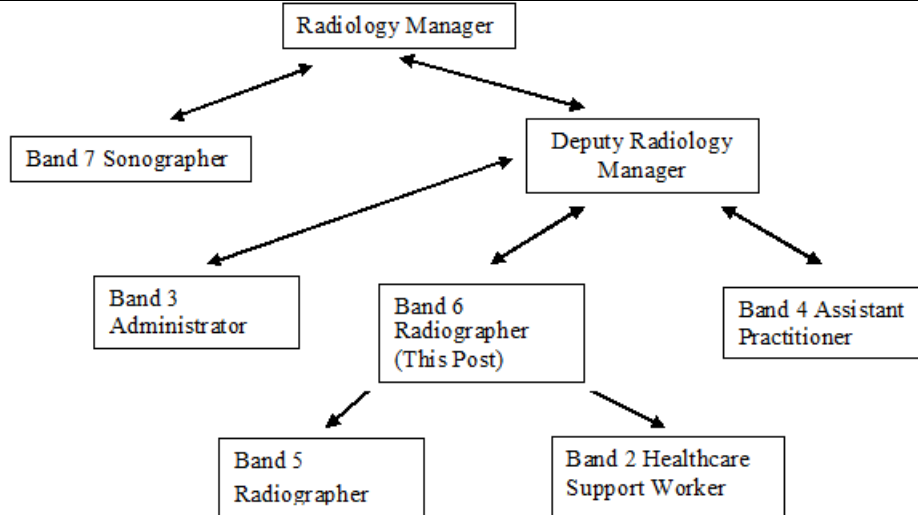
Staff Responsibility:

- Supervision of Band 5 Radiographers on clinical placement in conventional imaging.
- Supervision of student radiographers on clinical placement in conventional imaging.
- Work effectively as part of a multidisciplinary team, maintaining open and positive communication links.

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4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

- Provide a high quality, efficient and effective Radiology service, to a diverse range of patient types and clinical conditions, to the local population without departmental nursing or immediate Radiologist support.
- Types of imaging include General, A/E trauma, CT, Dental, Theatre and Ultrasound scanning.
- Diagnostic imaging equipment is used to carry out radiological examinations on Patients and reports are provided to referring clinicians. The report assists the referrer in providing a diagnosis of the patient's condition in order to decide on an effective course of treatment and care.
- The departmental clinical governance strategy ensures a high standard of care for patients undergoing radiological examination and promotes multidisciplinary team working.
- Promote multidisciplinary team working in the provision of a highly skilled, patient focussed approach to quality care.
- To operate within the remit of and comply with IR(ME)R 2017
- To ensure compliance with IR(ME)R 2017, ensuring patient safety is championed at all times
- Continuous quality improvement underpins and spearheads all practises, service development and improvement

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6. KEY RESULT AREAS

Clinical

- Act independently in the assessment of referrals for X-Ray examinations, taking full responsibility for the justification of general X-Ray examinations in order to reduce unnecessary ionising radiation exposure of patients in accordance with IR(ME)R 2017. Under IR(ME)R 2017 the Radiographer has the ultimate responsibility as to x-ray a patient or not.
- Maintain a high level of expertise in the safe operation of all X-Ray equipment, manage faults effectively, working in partnership with suppliers and engineers where necessary.
- Work as part of a team to ensure effective communication and delivery of care.
- Periodic travel to and from Broadford Hospital, Skye and other hospital sites, to support staffing establishment as required
- Provide advice to clinicians on the nature of a diagnostic image either verbally or using the red dot system to identify possible pathology.
- Prioritise workload depending on the severity of a patient condition and the direct impact of imaging on their management.
- Liaise with fellow healthcare workers and referring clinicians to provide a high-quality imaging service to patients.
- Maintain accurate patient records by the input of accurate information onto the Radiology Information System to reflect the service provided and meet professional standards.
- Work independently when providing an on-call service to patients requiring urgent imaging due to acute trauma or illness.
- Undertake radiographic procedures in the resus room in the Accident and Emergency department working as part of the team.
- Reporting and recording of scanning/equipment faults to the manufacturer, help desks/Senior Radiographer/Radiographer Manager as required.
- Maintain a clean and safe working environment for both patients and staff in accordance with infection control and health and safety policies.
- Participate in 24 hour service delivery.

Managerial

- Be able to exercise personal responsibility and make decisions in complex and unpredictable

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circumstances e.g. Imaging in A+E and theatre during a multiple trauma situation.

- Comply with departmental and NHS Highland policies and procedures, such as:
 - Health + Safety including risk assessment and COSHH
 - Radiation Protection Procedures
 - Ionisation Radiation (Medical Exposures) Regulations 2017
 - Quality Assurance Program
 - Clinical Effectiveness

Educational

- Participate in statutory and mandatory training and actively pursue and provide Continuous Professional Development keeping an up to date personal record.
- Maintain knowledge of technological and technical advances in methods of diagnostic Imaging in order to promote a culture of continuous improvement within the department.
- Develop knowledge and understanding within an evidence-based framework and transfer to situations encountered in practice.
- Participate in Radiography 'in-service' education as required.
- Maintain knowledge of advances in diagnostic Imaging in order to promote a culture of continuous improvement within the department
- Take responsibility for maintaining a Professional Development Plan (PDP). Participate as a reviewee, in the PDP&R process and work with the team leader to ensure development needs are identified and planned. You may also be asked to support this process for healthcare support workers as a reviewer.

Protocols, Policies and Procedures

- To be familiar with and adhere to the Control of Substances Hazardous to Health Regulations, the Health and Safety at Work Act and IR(ME)R 2017.
- Implement divisional policies, evaluating those policies, proposing changes of those policies as appropriate.
- To promote awareness and compliance with policies and guidelines relating to requests for radiographic imaging services.
- NHS Highland Policies/National Guidelines

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7a. EQUIPMENT AND MACHINERY

- Ceiling suspending general X-Ray tubes, static X-Ray tables with rise and fall function and floating top, bucky assemblies (erect and supine) and operator console. These are used for general x-rays e.g. chest, abdomen and extremities.
- Mobile X-Ray units for ward, HDU, A/E resus and theatre Radiography.
- Mobile Image Intensifiers for Theatre Fluoroscopy, which can be used for a variety of examinations.
- Orthopantomogram (OPG) for dental and Maxillo Facial/orthodontic referral.
- CT (computerised tomography) Scanner including table and gantry, operator console and post processing hardware/software used for image manipulation and storage and image transfer to Raigmore Hospital.
- CT injector pump
- Computers, printers, fax machine and bar code readers.
- Label Printers.
- Stationary grids and cassette holders.
- Immobilisation devices such as foam pads and bucky bands.
- Patients are moved around the X-Ray Rooms/Department/Hospital on beds, trolleys and chairs when required

7b. SYSTEMS

- RIS (Radiology Information System) for patient registration, link to PAS and data management and other management systems for data collection and analysis.
- PACS
- CR system
- Patient Admin System (PAS)
- Maintaining and populating Radiology Appointments Diary.
- CT (Computerised Tomography) System including image manipulation, storage and transfer software.
- Access the internet and trust intranet and the e-library to access relevant information for personal training and development via department computer.

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- Use software programs such as Microsoft word and excel to create documents and tables. Used for CPD, quality assurance and audit.

8. ASSIGNMENT AND REVIEW OF WORK

- The Radiology Manager will allocate days on the Departmental rota, plus on-call periods at The Belford Hospital and on occasions Broadford Hospital, Skye.
- Demands for diagnostic imaging are generated by the specific service needs of each clinical area from across the Board. Images must be suitable for diagnosis and archived in PACS.
- The Radiology Manager or Senior Radiographers will be available to consult on a daily basis and provide direct supervision and training when required.
- The Radiology Manager or Senior Radiographers will delegate other non-clinical tasks.
- Band 6 Radiographers will maintain their learning/CPD, and keep an up-to-date portfolio in line with HCPC professional standards.
- Appraisal will be undertaken in order to agree the annual personal development plan.
- Band 6 Radiographers will have a role in ensuring implementation and review of QA and be involved in review of Health and Safety, COSHH, Risk Assessment, Infection Control, Learning/CPD, Departmental Protocols and Radiation Protection as required. The Superintendent Radiographer will assign any such work.
- There may be a requirement for the Band 6 Radiographer to liase and contact Radiologists at Raigmore for advice such as justification and scanning protocol for CT examinations as and when required.

9. DECISIONS AND JUDGEMENTS

- Be accountable for own professional actions, working independently remote from direct Radiologist or senior Radiographer supervision.
- Based on experience, use skills to assess a patient's condition, often acute, and decide on an appropriate method to obtain an image from a range of options.
- When acting in the role of practitioner under IR(ME)R decide whether an X-Ray request is justified and the correct examination to diagnose a patient's condition has been requested.

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- Plan and prioritise own patient workload e.g. managing in-patient/A/E work during normal and out of hours whilst on-call.
- The final decision to X-ray or not X-Ray a patient is the Radiographer's responsibility.
- Decide when to refer to a senior Radiographer, Consultant Radiologist or out-sourcing company for advice.
- Use the Red-dot system to highlight possible pathology/fractures on A/E radiographs.
- Give appropriate advice to clinicians without direct Radiological support. The Band 6 Radiographer may be the only locally available Radiology staff to give advice.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- On a daily basis be prepared to operate Imaging Equipment in differing and demanding environments being able to manage an unpredictable work load effectively and interact successfully with fellow health care professionals.
- Working periodically across sites with differing equipment and the necessary travelling between that is required.
- Cope with the mental and physical demands of working in acute areas, independently without immediate Radiologist or colleague support, sometimes having to provide images on severely injured, abusive or violent patients
- Combining training in new techniques or newly procured equipment with normal patient workload.
- Lone working on-call overnight and at weekends requires prioritisation of work to meet the demands of Accident and Emergency whilst also covering CT, portables and urgent In Patient referrals.
- Being aware that a controlled and stable situation can quickly become an emergency/life threatening situation and to be able to respond quickly to minimise delays in treatment and diagnosis.
- The possibility of having to start CPR on patients whilst working alone, although assistance will be available on site.
- Work in unpleasant conditions such as body odours and body fluid spills e.g. blood and vomit, and having to dispose of these as necessary.

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11. COMMUNICATIONS AND RELATIONSHIPS

Patients

- Provide information by explanation of often-complex procedures, listening to the patient's requirements in order to encourage compliance with the imaging process. Some patients will have a barrier to understanding or be unable to communicate.
- To obtain co-operation from paediatric patients which requires a great deal of empathy and persuasive skills.
- Patients will have injuries or illness that will require the adaptation of the imaging technique, utilisation of developed motivational and persuasive skills to acquire correct position and reduce mobility to produce an acceptable diagnostic image.
- Provide appropriate aftercare and advice to patients and also give them the appropriate advice regarding the receiving of their results.
- Advise and assist Radiographer healthcare support workers and students in their handling of patients concerns.
- Provide reassurance as to the necessity of an X-Ray examination involving a risk associated with the harmful effects of ionising radiation. The CT scanner is claustrophobic so adequate patient preparation is essential for a successful scan.
- Participate in reviews of Radiation incidents, complaints and governance issues

Radiologists

- Discussion of patients request, such as for a specialised procedure e.g. CT scanning, which is performed remotely as there is not an onsite Radiologist, usually by telephone.
- Seek advice from relevant Radiologist again usually by telephone.

Relatives/Carers

- Provide reassurance and receive information
- Ask for assistance with, and instruct in methods of immobilisation, maintaining Radiation Protection

Radiography Staff (internal/external)

- Consult Senior Staff for advice
- Discuss department policies and suggest improvements
- Pass on information relating to patient transfer to colleagues

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Medical Staff/Nurse Practitioners

- Query inappropriate or unnecessary referrals to reduce patient radiation dose
- Provide advice on guidelines for relevant X-ray examinations
- Provide advice on the nature of an image e.g. the Red-dot system used to highlight possible fractures/pathologies on A/E radiographs.
- Seek help and advice with patients in pain or who are immobile.
- Give relevant advice within your scope of practice to clinicians who seek help from Radiographers as there are no onsite Radiologists.

Student Radiographers

- Decide whether the Student is capable of performing an examination safely with the patient's consent and after suitable tuition
- Advise the student as to the best professional practice in any situation

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills

- Manipulate and position all patients providing immobilisation when required, for their x-ray examination.
- Have the expertise to handle and operate highly specialised and expensive equipment, including CT scanners.
- Be able to work at speed when performing radiographs for a critically injured patient often prior to emergency surgery.
- Possess keyboard skills for the entry of data into the RIS systems.
- Basic Life support skills to revive and sustain the unconscious patient prior to the arrival of medical staff.

Physical Demands

- A level of physical fitness is required to frequently move ceiling mounted X-Ray tubes throughout three dimensions during all shifts.
- Driving hire/trust cars between hospitals.

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- Walking when driving mobile X-Ray units to carry out ward radiography throughout a shift when required and between CT scanning and the X-ray department.
- The majority of the working day and night is spent standing and walking and bending to position patients.
- Cleaning of X-ray equipment and changing mattress sheets involves bending and lifting.
- Transfer of patients from trolleys, beds and chairs onto X-Ray tables requires the use of safe lifting and handling skills, using mechanical aids when required.
- Transporting patients to and from the X-ray department from A/E and wards as there is no patient transport.
- Filing and moving of patient case notes and film packets, which can be heavy.
- Providing patients with direct patient care in the absence of departmental nurses.

Mental Demands

- Providing an X-ray service across two sites, MacKinnon Hospital and the Belford Hospital plus other sites as required.
- When on call at night take responsibility for the entire radiography service alone. As the only Radiographer on-call, without local Radiology support, there may be times when no assistance is available as in a major accident scenario.
- Should imaging equipment malfunction during an examination evaluate the situation and provide an immediate solution. Provide advice and supervision to other Radiographers encountering such a situation.

Emotional Demands

- Working in a rural area in a small community there is also a greater chance that you may have to examine a friend or relative, which may cause emotional pressure.
- Perform radiographic examinations and assisting in CT examinations, providing care to terminally ill patients.
- Perform examinations on critically injured patients in the accident and emergency department, sometimes bleeding heavily with distorted or severed limbs and/or severe burns.
- Communicating with distressed/anxious or worried patients/relatives and carers.
- Lone working whilst on call at night and at weekends, with no immediate support from colleagues.
- Having the ability to switch between various areas of knowledge and skills e.g. A/E,

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surgical/medical, paediatric/geriatric cases and radiographic/nursing skills.

- The x-ray examination of paediatric cases with the query of NAI and having to deal with anxious parents, relatives and carers.

Working Conditions:

- Tiredness resulting from working a shift then going on-call (lone working) for the remainder of that day and night.
- Exposure to unpleasant odours and bodily fluids such as blood and vomit, possibly throughout all shifts and the cleaning up and disposing of these.
- Be required to wear heavy lead rubber aprons during Fluoroscopy Procedures sometimes in a hot 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 in artificial lighting.
- Exposure to verbal abuse from some patients.
- A risk of physical abuse from patients, who may be confused, disorientated etc.
- Travelling to and from the hospital, at all times of day and night, in all weather conditions to perform on-call duties.
- The examination of patients with possible transmittable infectious diseases.

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

Essential

- HCPC Registration
- BSc in Radiography
- Evidence of CPD including an up to date portfolio.
- Good communication skills
- Team Worker

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14. JOB DESCRIPTION AGREEMENT	
<p>A separate job description will need to be signed off by each jobholder to whom the job description applies.</p> <p>Job Holder's Signature:</p> <p>Head of Department Signature:</p>	<p>Date:</p> <p>Date:</p>