####  **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
|  Job Title: Band 7 Superintendent Radiographer Clinical Lead / Expert in: Deputy Site Superintendent RadiographerResponsible to (insert job title): Site Superintendent RadiographerDepartment(s): Medical Imaging Directorate: Diagnostic ServicesOperating Division: RadiologyJob Reference:No of Job Holders: 1Last Update (insert date):  |

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| 2. JOB PURPOSE |
| To take responsibility for the operational management of a designated imaging service as agreed with the Site Superintendent Radiographer and Head of Imaging. This includes managing staff, resources and clinical activity with the area of responsibility.This role has a management and clinical element to it:• Responsible for Operational/ HR function, including payroll, sickness absence, PDR, rotas, recruitment (70% of duties).• To justify and undertake radiographic examinations, providing direct care and a high quality diagnostic imaging service, thereby assisting in the management of patients referred from clinicians. (30% of duties). |

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| **3. DIMENSIONS** |
| Clinical environment:  The post holder will have daily responsibility for the smooth and effective operation of designated imaging modalities and act as a team leader for these modalities.To provide a high quality diagnostic imaging service within the department of medical imaging. The post holder will have considerable Radiographic knowledge, skills and experience gained over a substantial period of time and may well have a management qualification or post graduate qualification in one or more specialism.Clinical ActivityAnnual activity of approximately 210,000 exams across all sites.Management Responsibility: * The post holder will take responsibility for day-to-day staff management, for Radiographers, Assistant Practitioners, Imaging Assistants, and Clerical Officers, liaising with colleagues to facilitate cover in all modalities and locations.
* The post holder has direct responsibility for SSTS entries and sickness monitoring in line with NHS Ayrshire & Arran Promoting Attendance Policy.
* To provide advice to junior colleagues with regard to a wide range of imaging techniques.
* The post holder will have operational managerial responsibility for providing an imaging service with specific regard to rotas and staff placements.
* To support and manage the equipment assets in the department, in respect of servicing, fault investigation/ reporting and staff training, ensuring that all documentation is kept accurately and up to date.
* To support and participate in the development of the imaging service with reference to local requirements, national policy/ guidelines and professional development.

Staff : * To co-ordinate, direct and supervise the workload of Radiographers, Imaging Assistants, clerical staff, and liaise with departmental Nurses, and Porters.
* Has input to the practical aspects of having students in the clinical setting.
* At the request of the Site Superintendent Radiographers, there are also responsibilities in the recruitment, induction and training of both radiographic and ancillary staff.
* To participate in PDR process
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| 4. ORGANISATIONAL POSITION |

Diagnostic Services General Manager

Clinical Director of Radiology

Head of Imaging

Site Superintendent Radiographer

**Band 7 Superintendent Radiographers**

Band 6 Senior Radiographers

Band 5 Radiographers

Assistant Practitioners

Imaging Assistants

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| 5. ROLE OF DEPARTMENT |
| * This department provides a high quality Medical Imaging Service at sites throughout NHS Ayrshire and Arran health board, comprising general radiography, dental, fluoroscopy, mammography, angiography, bone densitometry, CT, MRI and ultrasound Referrals come from a wide range of specialities, including on an unplanned basis. General and dental practitioners also refer patients into the service. The establishment includes consultant radiologists, consultant radiographers, advanced practitioners, radiographers, nurses, assistant practitioners, imaging assistants and clerical staff
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| 6. KEY RESULT AREA |
| Professional:* To act as a Lead Radiographer with the specialist skills responsible for a discrete subsection within radiology as agreed to meet service needs and ensure the delivery of a high quality service.
* Work as a Lead Radiographer acting independently in accordance with the standards of conduct, performance and ethics as set down by the Health and Care Professionals Council (HCPC) and College of Radiographers as a key member of a multidisciplinary team.
* Support the Site Superintendent Radiographer in the operational delivery of the radiology service
* In association with the other Band 7 Radiographers supervise, lead, direct and support the team of Radiographers, Assistant Practitioners and Imaging Assistants who provide 24/7 cover for the service.
* Achieve and maintain expertise in operating the highly complex medical devices used in delivering the radiographic aspects of this role.
* Regularly review the current developments in diagnostic imaging, making recommendations for changes in practice according to current evidence base.
* Make the care and well-being of patients the emphasis of your daily duties, ensuring the safety, care and welfare of each patient throughout their examination, understanding and complying with all departmental policies, procedures and protocols.
* Use negotiation and persuasion to achieve desired examinations, adapting technique when required, reassure patients prior to examinations. Explain imaging procedures to gain understanding and cooperation to achieve the desired result.
* Execute and teach the skills required to adapt techniques to accommodate patients with special requirements.
* Take personal responsibility for the checking of images for correct patient identification and diagnostic quality, working in close association with the Consultant Radiologists, to ensure standards are maintained.
* Ensure each request for imaging is justified, in accordance with IR(ME)R 2017.
* Recognise signs of deteriorating health and react accordingly, knowing where to find and how to use emergency equipment.
* Work within designated role as part of a multidisciplinary team, liaise with consultants and specialist nursing staff, as required.
* Maintain accurate patient records by the input of accurate information to reflect service provided and maintain confidentiality at all times in line with Caldicott recommendations and ensure all staff comply.
* Participate in mandatory training and actively pursue and provide Continuous Professional Development by keeping an up to date personal portfolio.
* To liaise with and advise patients and relatives on scanning procedure in a sensitive, sympathetic and professional manner to ensure they receive the highest standard of care, information and support whilst in the scanning department.

Day to day management:* To act as a line manager for staff, conduct staff appraisals establish existing competencies and future development needs, design personal development plans in conjunction with the Site Superintendent Radiographer.
* To supervise, and develop the skills and competencies, auditing the effectiveness of the training to ensure maximisation of the individual and organisational potential.
* To provide first day to day management role to a designated group of staff, with respect to the initial stages of disciplinary and grievance matters, initiating investigations as necessary to ensure the organisational policies and procedures are consistently and equitably applied.
* Ensure MAST (both practical and e-learning) for staff within the post holders day to day management group is kept up to date, book face to face training as required.
* Participate in recruitment and selection process as directed by Site Superintendent Radiographer.
* The post holder is responsible for conducting return to work interviews in a timely manner and taking appropriate action to ensure staff within their day to day management group are supported and escalated in line with the NHS Ayrshire & Arran Promoting Attendance and Wellbeing Policy.
* The post holder will review weekly timesheets and enter data onto SSTS for staff within their day to day management group
* To continue to implement and support partnership working and staff engagement and participation in imaging services.
* To support a culture of openness, respect and support for staff by demonstrating our core values (caring, safe and respectful).
* To develop local improvements in staff experience through engaging teams with iMatter action planning.

Policies and Procedures:* Ensure board compliance for Radiology legislative requirements, adhere to and implement all appropriate health and safety, MHRA regulations, radiation protection, safety and drug management legislation.
* Participate in departmental induction to ensure compliance with policies, procedures, regulations and departmental protocols.
* To work with clinical autonomy, and following discussion with Site Superintendent Radiographer / Head of Imaging, be responsible for agreed policy implementation and service development.
* Take a lead role in writing, reviewing and revising protocols, procedures and policies in conjunction with other Band 7 Superintendent Radiographers and / or Site Superintendent Radiographer

Health & Safety:* Ensure any exposures greater than intended are reported in line with level 1 employers procedures.
* Ensure local rules are observed and access to the Radiation Controlled areas is appropriate to ensure safety of patients, staff and visitors.
* To assist in the design and implementation of Local Rules in relation to area of responsibility.
* Complete Datix investigations as required, ensuring compliance with Duty of Candour.
* Ensure staff, patients and visitors are aware of safety hazards and that staff recognise their responsibility for the general and specific aspects of safety related to their duties
* Ensure staff work within national and local guidelines e.g. Ionising Radiation (Medical Exposure) Regulations 2017, Ionising Radiation Regulations 2017, COSHH, H&S at Work Act.
* Responsible for ensuring that work performed is done in accordance with Local Rules, Ionising Radiation Regulations, Ionising Radiation (Medical Exposure) Regulations and radiation doses as low as reasonable practicable (ALARP).
* To ensure that the department is proactive in risk management, specifically using information from incidents, complaints and risk assessments to learn and improve.

Resource Management:* Monitor and maintain stock levels for consumables advising the Site Superintendent Radiographer of any problems and opportunities for cost savings.
* Use of PECOS to order stock and non-stock items as appropriate

Education, Audit & Research:* Act as a mentor or preceptor to less experienced staff as required.
* Supervise the practical work of student Radiographers and facilitate the development of less experienced staff.
* Participate in Research and Development activities and establish multi-professional working groups to develop and implement new techniques and working practices.
* Maintain knowledge of technological and technical advances in diagnostic imaging in order to promote a culture of continuous improvement within the service.
* Actively seek peer reviewed evidence for specific areas of interest to influence the review and updating of policies, procedures and protocols.
* To participate in Clinical Governance and Clinical Audit as required and feed any results back to the Medical Imaging Clinical Governance Group
* Regularly uses computer software to create reports and documents for the purposes of training and education
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| 7a. EQUIPMENT AND MACHINERY |
| A variety of specialised investigative and diagnostic imaging equipment is utilised which comprise of multifunctional controls. The equipment is operator dependent and requires specific skills to achieve images of diagnostic quality. Below is a list of the radiology equipment. Post holders use the majority of the equipment relevant to their department. Radiographic equipment ranges from £30,000 to £1million.* General purpose x-ray equipment including Digital (DR) and Computed (CR)
* Digital fluoroscopy unit
* General dental units with CBCT capability
* Multi slice CT scanner
* MRI scanner
* DR Mammography Equipment, large volume biopsy unit and specimen cabinet
* Dexa Equipment
* High pressure injection pumps
* Dedicated Digital Angiography Unit for interventional radiology and diagnostic cardiology procedures
* Mobile DR x-ray units
* Mobile image intensifiers for use in all areas including Endoscopy, CCU and Theatres
* Computers – for maintenance of patient information, access to policies procedures, CPD and other relevant use
* Manual Handling Aids / Patient transfer equipment: Chairs, trolleys, beds, mechanical patient hoists, PAT slides
* X-Ray accessory equipment – grids, receptor holders and immobilisation devices

The post holder is required to have specialist clinical knowledge, expertise and experience to ensure the safe operation and use of the equipment and to develop the skills and competencies of staff in his/her area of responsibility. |
| **7b. SYSTEMS** |
| Trakcare for patient medical recordsRadiology Information System (RIS), used to order/ manage radiology requests. Picture Archive and Communication System (PACS) for storage, transfer and access to images.Access to the hospital intranet and internet via a P.C. to access relevant information for personal and professional development.Use of programmes such as Microsoft office to create documents and tables. These are used for audit, quality assurance and policy formation.TURAS, eESS and SSTS for staff management functions **Other systems*** DATIX: a local computer based incident reporting system which is used for recording and reporting and analysing incidents and near misses to the organisation via the clinical governance system.
* Use presentation software in the preparation and delivery of educational material to colleagues, peers, students and members of the public as required. This is done in the hospital setting, at conferences and in the University setting.
* Maintain accurate patient records by inputting accurate information to reflect the services provided into the RIS and meet professional standards.
* The post holder will act as the central point for both clinical activity and the collection of data for the out of hours service which will include the completion of time sheets etc
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder is expected to function with a high degree of independence and autonomy with advice and guidance available from the Site Superintendent Radiographer and Head of Imaging, as required. The post holder is responsible for supervision of all imaging activities within the designated area of responsibility.The workload is demand driven and generated through clinical, managerial and leadership activity with the post holder exercising discretion to prioritise and determine workload:* Demands for diagnostic imaging are generated by the specific service needs of each clinical specialty.
* Work may be generated through multidiscipline meetings, from various meetings attended by the post holder or from consultation with the Radiologists/Directorate Management team.

The post holder will utilise discretion, experience and expertise to respond to the ever changing workload and work demands within their area of responsibilityThe post holder will have responsibility for Service development in their area and will work with the other Superintendent Radiographers as part of the Superintendent team to facilitate change and development.An annual PDR is performed in conjunction with the Site Superintendent Radiographer where objectives for the coming year are discussed and reviewed at agreed intervals. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder will, as the clinical expert in their area of responsibility, be required to give advice, support and guidance to others in the multi-disciplinary team and may be required to use their expertise and experience to provide solutions and better systems of work in their designated area of responsibility.The post holder will:-* Be accountable for own professional actions, (clinically) work independently and provide close supervision and training to relevant staff
* Use analytical skills to find the means of best practice for their clinical setting(s)
* Provide leadership and supervision to more junior grades in difficult situations such as very

 busy periods or with critically ill patients requiring multiple examinations.* Use knowledge and skills attained through experience, training and CPD to be actively involved in training and assessing staff.
* Use skills developed through experience, to assess a patient’s condition (often acute) and decide on an appropriate method to attain diagnostic imaging from a range of options.
* Act in the role of practitioner under IR(ME)R to decide if a referral is justified and provide

 guidance to more junior members of staff.* Plan, prioritise and undertake the workload on a daily basis.
* Assess, develop and implement protocols, procedures and audit tools
* Assess and develop new protocols to constantly attain best practice.
	+ Compare costs of stock and consumables as opportunities arise such as contrast media to ensure a cost effective service.
* Identify training and educational needs of the multi disciplinary team.
* Make clinical decisions in line with level of clinical expertise and experience including guidance for less experienced clinical and support staff.
* Be able to “think on your feet”.
* Required to analyse a variety of complex factors or situations that will require judgement on a variety of often complex and sometimes conflicting factors affecting staffing, clinical and operational issues.
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Manage the significant workload, balancing the constant and varied demands of the imaging service.
* Meeting national targets for service delivery within the constraints placed on the service by staffing issues.
* Managing and leading Radiographers to ensure that services are planned and delivered in a co-ordinated, open and responsive way.
* Maintaining effective and efficient patient focussed service whilst leading and implementing in an ever changing and challenging environment.
* Working under the pressure to ensure waiting times are kept to a minimum whilst dealing with urgent and critical patients.
* Achieving and maintaining effective team work in an area with an unpredictable workload, successfully interacting with fellow health care providers, whilst coping with the mental and physical demands of a busy imaging department.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Patients-*** Provide information by explanation of often complex procedures, listening to patient’s requirements and anxieties in order to encourage compliance with the scanning process.
* Some patients may not proceed with an imaging examination unless the post holder utilises all aspects of developed motivational, persuasive and empathy skills.
* Patients will often have injuries or illnesses that will require the imaging technique to be adapted. Some patients will have a barrier to communicating or understanding, e.g. stroke patients children, and the hard of hearing.
* Advise and assist Radiographers in their handling of patient concerns and deal directly with complaints.
* Provide advice and information in written form.

**Relatives/Carers-*** Provide reassurance and receive information.
* Ask for assistance in preparing the patient.

**Manufacturers/Suppliers-*** Close communication is required with the manufacturers regarding potential problems, fault finding, servicing, applications and relevant software upgrades.

**Radiographers/Radiologists-*** Communicates service related information to Site Superintendent Radiographer/ Head of Imaging
* Discussions with radiologists/clinicians regarding development or change in technique.
* Pass on patient information when directing patient care to colleagues
* Consult Site Superintendent Radiographer, Head of Medical Imaging and Clinical Director for advice when required.
* Provide advice and training to all staff in regards to specific imaging modalities
* Delegate tasks to Senior Radiographers and ancillary staff.
* Pass on relevant information relating to a variety of aspects, keeping staff informed of changes/ updates in working practises and discussing areas for improvement, encouraging staff input.
* Provide advice, reassurance and leadership to more junior members of staff.

**Student Radiographers-*** Determine if the student is capable of performing the examination safely, with the patients consent and after suitable tuition.
* Advise the student as to best possible practice in any situation.
* Provide constructive feedback as part of the assessment process.
* Provide written information sheets to support the University learning.

**Medical Staff/Nurse Practitioners/Nursing Staff-*** The post holder provides information to visiting members of the nursing staff on a frequent basis.
* Provide advice on the nature of an image.
* Query incorrect or unnecessary referrals in order to reduce patient dose and prevent inappropriate exposures.
* Provide advice on guidelines for relevant examinations.
* Provide advice on preparation of patients and a synopsis of the relevant procedure.
* Seek help and advice on patients who are in pain, immobile or whose condition is deteriorating.

The post holder will require excellent interpersonal skills to enable them to communicate in a clear, concise and empathic manner. The post holder will require motivational and persuasive skills to help promote good team work and excellent communication skills to maintain effective communication with all members of the multidisciplinary team. This will ensure that professional respect is promoted and a better understanding of professional roles and responsibilities is gained.The post holder will also require to manage change effectively and to put forward the Radiographers viewpoint to the multi-professional team. They will attend and participate in multidisciplinary meetings. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills-*** The positioning and setting up of the patient is very important in order to minimise examination time, reduce or eliminate need for repeat imaging due to movement, and to make sure area of interest is in the correct position
* Have the expertise to handle and operate highly specialised and expensive equipment.
* Be able to workefficiently at speed when performing examinations on critically injured or ill patients.
* Possess keyboard skills for data entry into the RIS and PACS systems.
* Be able to multitask in order to work and supervise the area at all times.

**Physical Demands-*** Transfer of patients from beds, trolleys and chairs onto the imaging table, with and without the use of mechanical aids, must be carried out carefully to avoid injury to the patient or staff.
* Maintain a level of physical fitness to frequently move patients throughout a busy shift.
* The majority of the day is spent standing or walking and bending to position patients, often working at a height well above waist level.
* Cleaning of imaging equipment and changing mattress sheets involves bending and lifting.
* Highly developed physical dexterity and co-ordination with sensory skills providing an ability to manipulate and position all patients, numerous times per day for each projection of each examination to within millimetres accuracy.
* When working with ionising radiation, accuracy is of prime importance with a narrow margin for error.
* Provide supervision and assistance to all Medical Imaging staff performing imaging examinations.

**Mental Demands-**They will require the post holder to adapt to changing work patterns in an instant and deal with frequent interruptions which will require him/her to responds to requests for specific information and focus on a different task or activity. The post holder will have to deal with interruptions from other professionals, patients, nurses, carers and relatives whilst performing examinations. This may involve requests for information or help with patient questions regarding problems or fault solving, requests for urgent and immediate imaging, liaising with the ward or ED for transfer of the patient or problems with patient transport or preparation for example. These interruptions normally occur whilst the post holder is dealing with another patient, requiring them to change task and priority.The post holder will also be supervising workflow and teaching clinical skills to more junior members of staff. Superintendent Radiographers are expected to lead by example and use his/her motivational and training skills to develop and maintain good team work and to provide support and supervision for the members of that team. As the clinical expert in that area, they will be required to offer guidance and advice to others within the team.**Emotional Demands-**The post holder may be treating and managing terminally ill patients and patients who are extremely anxious about the procedure as to its outcome. They will have to deal with and meet the demands or a wide range of cancer patients from newly diagnosed patients with a good prognosis to terminally ill and critically ill patients. They will frequently be in an emotionally difficult, demanding and draining situation helping patients in a sympathetic and sensitive way.The post holder will also have to deal with the anxieties and concerns of relatives and carers of the patent.In addition, the Superintendent will have to deal with the emotional needs of the multidisciplinary team when they are distressed by work related situations and will also have to deal with other difficult situations, such as giving feedback, which may not always be positive.**Working Conditions-*** During clinical sessions the post holder will occasionally encounter highly unpleasant working conditions such as body odour, body fluids and biopsy materials.
* Moving from cold air-conditioned areas to hot areas.
* Working with equipment that has constant low-mid level noise.
* Working in dimmed artificial lighting all day with little natural daylight.
* Spending a high proportion of the day in front of V.D.U.s.
* Occasional Exposure to verbal abuse from some patients and relatives.
* Occasional risk of physical abuse from patients who may be confused or disorientated etc.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * BSc. in Diagnostic Radiography or equivalent.
* Registration with HCPC (Health and Care Professions Council)
* Post graduate certificate in relevant area or equivalent experience
* Significant experience in Medical Imaging
* Evidence of continuing CPD
* Knowledge and understanding of IR(ME)R (Ionising Radiation Medical Exposure Regulations).
* Basic Life Support Training
* In depth knowledge of Radiation protection
* In depth knowledge of Health and Safety
* Experience of managing a team/ service
* Have appropriate knowledge to allow the individual to be authorised as a Practitioner under IR(ME)R
* Knowledge of PACS.
* In depth knowledge of multiple patient resource systems. e.g. RIS, , PMS
* In depth knowledge of multiple staff resource systems. e.g. SSTS; eESS
* Knowledge of Organisational policies and procedures.
* Be computer literate.

Skills and abilities* Take responsibility and make decisions
* Identify service needs and take appropriate action
* Work across professional and organisational boundaries internally & externally.
* Manage complex clinical situations
* Able to work on own initiative
* Identify training needs for self and others.
* Good communication skills
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| **14. 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: Head of Department Signature: | Date:Date: |