

## JOB DESCRIPTION

### GENERAL INFORMATION:

<b>Job title:</b>	Cross Sectional Radiographer - Cardiac Senior I or II (dependent on experience)
<b>Job base:</b>	Royal Brompton & Harefield Hospital Specialist Care
<b>Term:</b>	Fixed Term
<b>Reporting to:</b>	Diagnostic Services Manager
<b>Accountable to:</b>	General Manager

CRB Checks	
Not required	
Standard	
Enhanced	✓

### Job summary

Cross sectional rotational Senior Radiographer to work alongside our existing team delivering a high-quality MRI and CT service. The successful candidate will provide specialist clinical knowledge and skills in cross sectional imaging (with particular emphasis on cardiovascular).

We are looking for an experienced MRI/CT rotational radiographer wishing to develop their skills in a small but busy department. Applicants with the following skills will be considered and the necessary cardiovascular training will be provided;

- MR cross sectional Imaging
- MRI and CT modality cardiovascular experience

The post will give the opportunity to build on and extend your clinical expertise in diagnostic imaging. The successful candidate needs to be enthusiastic, highly motivated, hardworking, a team player and committed to flexible working.

You will deliver a high quality of diagnostic imaging to all service users, ensuring clinical safety and facilitating an exceptional level of care for all patients in keeping with:

- Vision and Values of the Private Patient Directorate.
- Royal Brompton & Harefield NHS Foundation Trust Policies and Protocols.
- National, regional and local policies.
- Roles and responsibilities of a state registered radiographer.
- Compassion in Practice (DOH 2012)

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The post holder is expected to work as an effective and responsible team member supporting others in a flexible and approachable manner and to contribute to the development of the new facility.

The post holder will ensure compliance with clinical governance and will take part in any inspection requested by statutory bodies such as Health and Safety, CQC, etc. if required.

The post holder will be responsible for Infection Prevention and Control for their areas, ensuring that infection prevention and control is an integral part of service delivery.

**Main tasks & responsibilities:**

- ✓ To perform intravenous cannulation and manual injection of contrast medium.
- ✓ To be responsible for safety within the CT, MRI & x-ray department.
- ✓ To participate in an accurate and on-going quality assurance (QA) program.
- ✓ To undertake scanning procedures within CT, MRI and x-ray, also supporting PET-CT, preparing and correctly positioning patients to undertake cross sectional examinations.
- ✓ To undertake x-ray request from onsite clinics and outside referrals.
- ✓ To assess scans for quality/anything of clinical significance and to take appropriate action where necessary.
- ✓ To act as point of advice for patient enquiries regarding their referral.
- ✓ To independently assess each patient and adapt techniques according to the needs of the patient.
- ✓ Assist in patient transfer prior to and post procedures.
- ✓ Maintain up-to-date knowledge of clinical and technical developments in relation to specialty and promote awareness of new developments.
- ✓ Responsibility for infection prevention and control in your allocated area. Also to be vigilant in and to adhere to all aspects of Infection prevention and control procedures according to Trust policies, including optimal hand washing techniques. To remain up to date in all infection control training.
- ✓ Understand potential difficulties and risks for administration of contrast medium, be able to fill, connect, and operate injector pumps.
- ✓ Working within flexible rosters, designed to achieve the most effective use of staff to meet the needs of our patients.
- ✓ Know how and when to call for assistant in the event of emergency. Be trained and able to assist in emergency patient care, including resuscitation.
- ✓ Maintain a clean working environment including prompt cleaning and use of correct methods of cleaning up of bodily fluid spillages understanding, dealing with infectious materials contaminating the imaging equipment or floor in accordance with hospital policy.
- ✓ To observe all aspects of the relevant guidelines/legislation (e.g. HASAW Act, COSHH, MHRA, etc.) and all other trust and departmental and trust polices as well as know where to locate them.
- ✓ Assisting with the booking, scheduling of patients, and liaising with the administration team as well as any other relevant team members.

- ✓ Maintain an understanding and adherence to IR(ME)R policies, procedures and legislative requirements.

#### **Teamworking:**

- ✓ Demonstrate a string ability to work with others to achieve collective goals.
- ✓ Display open-mindedness, flexibility and understanding when working with individuals from different backgrounds and skill mixes.
- ✓ Lead by example with respect to support of all members of the imaging team and clinic as a whole.
- ✓ Ability to understand others point of view and adapt practices accordingly.
- ✓ Make every attempt to understand and support team member's needs where appropriate.
- ✓ Capable of being persuasive whilst not coming across as authoritarian.
- ✓ Value and encourage diversity within a team.
- ✓ Display diplomacy and the ability to persuade others to work cooperatively.
- ✓ Ability to work with different individuals across varying modalities as well as throughout the clinic.
- ✓ Promote cohesiveness with a focus on supporting team norms and organisational goals.
- ✓ Ensure dependability and reliability and promote this culture within the team.

#### **Training and Development:**

- ✓ Participate in the Trust's appraisal framework; identifying personal objectives, reflecting on progress and setting a personal development plan annually in order to develop within post.
- ✓ Develop clinical knowledge and professional skills through relevant training to ensure that own practice as well as others are kept updated and take every opportunity to expand own and other team members practice.
- ✓ Liaise with your line manager in agreeing how identified training and development needs are met.
- ✓ Display a positive attitude towards learning new skills and ways of working.
- ✓ Foster a culture of lifelong learning, to include provision for post-registration education, continuing professional education/development and vocational training.
- ✓ To keep updated with IT training (i.e. Windows, Outlook, EPR2, EFIN, PAS, CompuCare, Datix), including any relevant training courses in place and under development.

#### **Communication:**

- Liaising with visitors/relatives and colleagues, maintaining good customer relations, recognising their needs for alternative methods of communication.
- Attend multidisciplinary team briefings as required.
- Maintain effective channels of communication with members of the multidisciplinary and wider hospital, team to ensure the smooth running of the department.

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- Ensure consultants and their secretaries who use the private patient's service receive helpful responses to their requests for information.
- To attend team meetings so there is an awareness of information relevant to the imaging team (to disseminate information as required by the Head of Imaging).
- To promote and abide by the private patient gold standard of customer care and measure outcomes.
- To communicate sensitive, complex and often contentious information to patients, relatives and staff which may provoke hostility and resistance.
- Ensure that all procedure/patient details are accurately recorded and relevant records maintained.
- To be responsible that all patient imaging is recorded under the correct details and archived in accordance with IR(ME)R2000 to allow diagnosis and future comparisons.

#### **Operational Oversight:**

- Assist with the day to day running of the CT, PET, MRI and x-ray departments ensuring smooth patient throughput and dealing with the demands of various consultants.
- To be accountable for own professional actions and to act as a role model within the department, setting and maintaining high standards of professionalism and patient care and encouraging the development of a strong and flexible multidisciplinary team.
- To gain expertise on the CT, MRI and x-ray scanners (with special reference to cardiac CT and MRI) to a high standard and impart knowledge to other staff who may use this equipment and support PET-CT imaging.
- Responsibility to ensure that all Trust policies and procedures, including Equal Opportunities, Sickness Absence, Disciplinary & Performance Management, are applied and adhered to.
- To be proactive in the implementation of change management in order to meet changing service needs.

#### **Information Management:**

- Oversee appointments for patients, contact patients by phone, letter etc.
- Deal with telephone queries relating to patient appointments.
- Be able to use all forms of data recording and restoration e.g. CD/Video and PACS.
- Produce and maintain accurate written and computerised patient records.
- Maintain the confidentiality of patient information in accordance with the Data Protection Act.
- Obtain patient information from PAS/Compucare. Entering appointments and accurate patient information for reporting.
- To be responsible for the safe import and export of confidential image data.

#### **Resource Management:**

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- Be able to trouble shoot where possible and report any equipment faults to the Head of Imaging and ensure all reasonable care to avoid incident or accident.
- To monitor consumable stocks associated with the imaging service.
- To work together with the Head of Imaging to ensure effective use of resources.
- Demonstrate a problem solving approach and suggest potential solutions.
- Effectively plan and organise own daily workload through careful use of office equipment and working within the team.

**Policy and Service Development:**

- To undertake research programmes in conjunction with research leads.
- To represent the Trust at national conferences and on working groups as appropriate.
- To assist the Head of Imaging in the implementation of initiatives aimed at service development.
- Ensure that best practices are implemented and maintained.
- Provide assistance, advice and suggestions to staff designated to do similar duties in order to develop and achieve an effective service.
- To play a part in the development of the standards required by the CQC and compliance and to ensure a quality control programme for the monitoring of such standards are in place.
- Maintain an up-to-date knowledge of all relevant Trust Policies and Procedures and to follow/implement advice.

**Other duties**

- This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive.
- The post holder will have a flexible approach working collaboratively with the team to promote our services internationally which may include travel.
- It will be subject to regular review and amendment as necessary in consultation with the post holder.
- To undertake any other duties commensurate with the grade as requested.

**ADDITIONAL INFORMATION:**

**Trust mission**

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education.

**Confidentiality**

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During the course of your employment, you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by either Trust for any unauthorised purpose or disclosure such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trusts.

### **Health and safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

All Trust staff will:

- Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.
- Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

### **Diversity**

You are at all times required to carry out your responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

### **Patient & public involvement**

All staff would have a responsibility to contribute to the implementation of the patient and public involvement (PPI) strategy and associated action plans.

### **Risk management**

All staff has a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

### **Conflict of interests**

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in the Trust. Interests that might appear to be in conflict should also be declared.

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In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. Either you must therefore register such interests with the Trust, on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict between your private patient's interest and your NHS duties.

### **CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, HCPC, GMC, and DOH Code of Conduct for Senior Managers).

### **CRIMINAL RECORD BUREAU CHECKS (where relevant)**

Any applicant who is short-listed for this post will be asked to complete a disclosure form, as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The successful candidate will be subject to a criminal record check from the Criminal Records Bureau prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

### **Core behaviours for all Trust staff:**

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give on-going feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards

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- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

### **Smoking**

It is the policy of Royal Brompton & Harefield NHS Trust that all people who work for the Trust or, while on its premises, obtain treatment, or visit the Trust in any capacity, do so without exposure to tobacco smoke.

The Trust aims to provide appropriate support, in partnership with local Occupational Health and Primary Care Trust services, to ensure that Trust staff patients can access practical help and support in their attempts to stop smoking.

This policy is based on clear evidence that, in addition to the health risks taken by smokers themselves, others who breathe in exhaled tobacco smoke (passive smokers) have increased risk of disease.

The Royal Brompton & Harefield NHS Trust is a non-smoking Trust.

Core Values for Trust Staff In Relation To Infection Prevention and Control

All Trust staff will:

- Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.
- Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Nurses working within the Royal Brompton and Harefield NHS Foundation Trust are expected to abide by the essentials of nursing care (6 C's)

- Competence: to continually develop nursing knowledge and skills
- Care: to always provide the highest quality care to all patients
- Compassion: to treat people with kindness and respect at all times
- Commitment: to always strive to do the best for patients
- Communication: to be open and transparent with patients and colleagues at all times
- Courage: to always speak out if it is in the patients best interest

Confirmed as accurate by post-holder:

Date:

Confirmed as accurate by manager:

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Date:

This job description is intended as a general guide to the post but it may change in line with the **needs of the department** or at the request of the line manager.

You may be required to undertake other projects commensurate with your grade of post and as agreed by your line manager;

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## PERSON SPECIFICATION

### GENERAL INFORMATION

**Post:** Senior I/II MR/CT Radiographer

**Department:** Royal Brompton & Harefield Hospital Specialist Care – Wimpole Street

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b><u>EDUCATION &amp; QUALIFICATIONS</u></b>	<ul style="list-style-type: none"> <li>▪ Radiographic professional qualification e.g. degree in radiography</li> <li>▪ State registration with Health and Care Professions Council -HCPC</li> <li>▪ A strong commitment to personal continuing professional development demonstrated by showing evidence of courses and meetings attended in a range of radiographic specialities and management topics</li> </ul>	<p><i>Post graduate MRI training</i></p> <p><i>MRI safety course</i></p> <p><i>Post graduate CT training</i></p>
<b><u>EXPERIENCE &amp; KNOWLEDGE</u></b>	<ul style="list-style-type: none"> <li>▪ Knowledge of MRI &amp; CT imaging techniques</li> <li>▪ Experience in radiographic techniques</li> <li>▪ Understanding of Health and Safety and Law relating to magnetic resonance imaging</li> <li>▪ Knowledge of specialist cardio-thoracic imaging techniques</li> <li>▪ Awareness of relevant legislation (i.e. HSE, IR(ME)R, etc.)</li> <li>▪ Up-to-date CPD portfolio</li> </ul>	<p><i>Knowledge and experience of undertaking research projects</i></p> <p><i>Cardiothoracic MRI i.e. cardiac</i></p> <p><i>Published research</i></p> <p><i>Cardiac CT experience</i></p>
<b><u>SKILLS &amp; ABILITIES</u></b>	<ul style="list-style-type: none"> <li>▪ Excellent interpersonal skills</li> <li>▪ Effective communication and teaching skills</li> <li>▪ An organised and methodical approach to work with the ability to use initiative</li> <li>▪ Presentation skills</li> <li>▪ Sound IT skills in Microsoft Office</li> <li>▪ The ability to manage conflicting pressures and objectives</li> </ul>	<p><i>CMR imaging techniques</i></p> <p><i>Cannulation experience</i></p>

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	<ul style="list-style-type: none"> <li>▪ Excellent time management and prioritisation skills</li> <li>▪ The ability to think laterally and proactively with regard to the novel development of services</li> <li>▪ The ability to operate in an environment which is changing continuously</li> </ul>	
<b><u>PERSONAL QUALITIES</u></b>	<ul style="list-style-type: none"> <li>▪ Innovative and forward thinking</li> <li>▪ Ability to work in a multidisciplinary team environment</li> <li>▪ Adaptable and flexible within the workplace; 'can do' attitude</li> <li>▪ Proactive nature</li> <li>▪ Positive attitude to change</li> <li>▪ Able to balance competing priorities and meet personal and directorate targets within a fluctuating and demanding workload</li> <li>▪ Proven ability of diplomacy</li> <li>▪ Decisive and directional</li> <li>▪ Approachable and non-judgemental. Excellent listening and facilitation skills</li> </ul>	
<b><u>OTHER REQUIREMENTS</u></b>	<ul style="list-style-type: none"> <li>▪ Reliable work record – achieves results</li> <li>▪ General good health and physically able to cope with the demands of the post</li> </ul>	

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