

JOB DESCRIPTION

Job Title: CT Lead Radiographer

Main Place of Work: Relocatable/ Mobile CT Units Dudley Hospitals

Responsible to: CT/PET-CT Manager

Accountable to: Chief Executive

- **Job Purpose:** To carry out the day to day scanning on mobile/relocatable CT unit at Dudley Hospitals and other mobile sites should it be required. Supporting a wide range of CT examinations including lung cancer screening, using the latest Siemens CT technology. To ensure a safe reliable and efficient CT service is maintained. To undertake modality specific imaging procedures efficiently and effectively for all patients; adhering to best practice of radiographic technique. Maintaining a high level of professionalism and technical standard of work, complying with relevant Codes of Practice.

Key areas of responsibility will include:

Operational Duties

To have highly specialist knowledge of all CT specific procedures

- Undertaking imaging procedures in line with existing modality specific clinical guidelines and protocols (IR(ME)R 2000, Code of Clinical Practice) Protocol the patient referrals in line with the departmental guidelines
- Run Quality Assurance checks on equipment, and action as appropriate
- Ensures due regard is given to the customs, values and spiritual beliefs of patients and to ensure patients views are sought and taken into account
- Undertake examinations in line with the patient referrals adhering to departmental guidelines
- To be proficient in all aspects of CT and image transfer for remote reporting where required.
- To hold the appropriate cannulation qualification
- Manipulate and position all patients providing immobilisation when required.
- Handle and operate highly Specialised and expensive equipment.
- Should imaging equipment malfunction during an examination evaluate the situation and provide an immediate solution. Provide advice and supervision to Radiographers encountering such a situation.
- Maintain professional competencies and CPD
- To assist in the training of CT radiographers and support staff
- Advise and mentor staff members, particularly trainee radiographers and junior staff members

Safety and Protocol

- Understand and adhere to the Company Health and Safety Policy
- Demonstrate safe, effective practice in line with the Company policies and procedures
- Follow modality specific protocols, in line with requirements, to support the service

Administrative

- Ensure image transfer
- Ensure Patient Information Systems are maintained with accurate and up to date information
- To ensure the security and upkeep of all relevant patient records
- To ensure all clinical protocols are kept updated

General

- Adhere to all operational procedures as outlined by the Company (daily returns, timesheets, private mileage returns, etc.)
- Maintain a high level of professionalism, customer care, and service provision
- Report all incidents and complaints in line with Company Policy
- Adhere to the requirements of the Data Protection Act
- Ensure the smooth flow of clinical and administrative work
- Effectively communicate and appropriately respond to all visitors
- Participate in governance activities i.e. audits, personal development, and team meetings
- To monitor essential stocks and re order as required
- Maintain a clean and safe working environment
- Comply with ISO standards in respect of Information Security Management.
- Assist the Senior Patient Administrator in training and supporting new members of staff.
- To adhere to all policies and procedures applicable to job role;
- To assist with any other reasonable requests as instructed by the Superintendent and Imaging Services Manager
- Assist in production and preparation of image data for publications and presentations.

Teamwork

This will involve:

- To work collaboratively with NHS trusts and other stakeholders
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure

Personal Development

All Cobalt staff are required to participate in the organisation's annual appraisal scheme and the development of a personal development plan.

Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of the Cobalt Health.

Person Specification

Assessment Criteria	Essential	Desirable	Assessment (Application/ Interview)
Qualifications/ Training	<ul style="list-style-type: none"> • HPC Registration DCR. or BSc in Radiography. • Substantial post graduate experience in CT. 	Postgraduate management experience or training	Application & Interview
Knowledge and Experience	<ul style="list-style-type: none"> • Experienced CT Radiographer • Demonstrates the ability to produce a high standard of work • Involvement with QA. • Evidence of a commitment to reflecting on and learning from previous practice. Awareness of changes within imaging practice. • Knowledge of Clinical Governance and the relevance to practice. Experience of audit • Knowledge of relevant policies and procedures • Management experience 		Application & Interview
Essential Skills	<ul style="list-style-type: none"> • Management experience • Ability to assess and implement highly specialist imaging procedures • Patience and empathy • Ability to reassure patients who may be worried or distressed • Physical dexterity to manipulate objects, people with narrow margins for error and to position and manoeuvre patients • Excellent interpersonal and organisational skills, confidently able to communicate and liaise with staff at all levels • The ability to relate to people of all ages and backgrounds • Excellent listening skills • Excellent literacy skills • A high level of IT competency • Ability to gather data, compile information and prepare reports • Provide and receive 		Application & Interview

<p>Essential Skills</p>	<p>complex/highly complex information</p> <ul style="list-style-type: none"> • Attention to detail and accuracy • Able to plan and prioritise workload • Ability to develop, plan and implement goals • Confidentiality, discretion and trustworthiness • Commitment to continued professional development • Ability to analyse and interpret complex radiographic imaging • Ability to assess and implement highly specialist imaging procedures, adapting technique and prioritise imaging if required 		<p>Application & Interview</p>
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