

JOB DESCRIPTION

Job Title:	CT Radiographer
Main Place of Work:	Mobile CT units
Responsible to:	CT Superintendent PET/CT and CT Manager
Accountable to:	Chief Executive

Job Purpose:

To carry out the day to day scanning on the mobile CT units, 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 with a high level of patient satisfaction. 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 supervised 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 patient 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
- Maintain professional competencies and CPD

Safety and Protocol

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

Administrative

- Ensure timely image transfer
- Ensure patient information systems are maintained with accurate and up to date information
- Ensure the security and upkeep of all relevant patient records

General

- Adhere to all operational procedures as outlined by the charity (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 the charity's policies and procedures
- Adhere to the requirements of the General Data Protection Regulation (GDPR)
- 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 in the training and support of 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 Radiographer and PET/CT and CT Manager
- Assist in production and preparation of image data for publications and presentations

Management of Resources

- To support the Superintendent CT Radiographer with the organisation of all maintenance of mobile CT scanners, radiology and peripheral equipment
- To maintain stock and supplies and inventory as directed by the Superintendent CT Radiographer

Line management

- No line management associated with this post

Teamwork

This will involve:

- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedures
- To work collaboratively with MFT and other stakeholders

Personal Development

All Cobalt staff are required to participate in the organisation's annual appraisal review scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

Health and 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

Infection Control

- To be aware of responsibilities for infection prevention and control
- Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with
- Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not

Disclosure and Barring

All appointments are subject to a satisfactory check by the Disclosure and Barring Service. Failure to disclose any previous convictions or cautions may result in the withdrawal of the post or termination of contract.

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.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

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 Cobalt Health.

Person Specification

Qualifications and Training	Essential	Desirable
HPC Registration	✓	
D.C.R. or BSc in Radiography	✓	
PGD in CT		✓
Relevant post graduate management certification		✓

Knowledge and experience	Essential	Desirable
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	✓	
Experience gained at Superintendent Level		✓

Skills and abilities	Essential	Desirable
Ability to prioritise workload and work under minimal supervision	✓	
Ability to assess and implement highly specialist imaging procedures, adapting technique and prioritise imaging if required	✓	
Physical dexterity to manipulate objects, people with narrow margins for error and to position and manoeuvre patients	✓	
A high level of IT competency	✓	
Ability to gather data, compile information and prepare reports	✓	
Provide and receive complex/highly complex information	✓	
Ability to develop, plan and implement goals	✓	
Ability to analyse and interpret complex radiographic imaging	✓	

Personal attributes	Essential	Desirable
Confidentiality, discretion and trustworthiness	✓	
A caring attitude, patience and empathy with the ability to reassure patients who may be worried or distressed	✓	
The ability to relate to people of all ages and backgrounds	✓	
Well organised with excellent interpersonal and communication and literacy skills, confidently able to communicate and liaise with staff at all levels	✓	
Attention to detail and accuracy	✓	
Motivated commitment to continuing professional development	✓	
Flexible temperament towards working hours	✓	