

## **FAIRFIELD INDEPENDENT HOSPITAL**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Radiographer
<b>BAND:</b>	F
<b>HOURS:</b>	37.5 per week (part-time may be considered)
<b>CONTRACT:</b>	Temporary to cover maternity leave
<b>RESPONSIBLE TO:</b>	Radiology Manager
<b>ACCOUNTABLE TO:</b>	Radiology Manager

### **Job Summary**

The post includes carrying out general radiography duties including DR and CR, fluoroscopy, mobile and image intensifier work in theatre. A mammography qualification or MRI experience would be advantageous.

### **General Roles & Responsibilities**

- Delivering a high quality, efficient radiographic service.
- Provide highly skilled and specialised imaging for patients.
- Make informed decisions on the diagnostic imaging required.
- Demonstrate a professional, caring and responsible approach to the duties carried out.

### **Key Duties**

1. Liaise with the external sources and seek advice as required. Communicate appropriately with others involved in the care of the patient within the hospital and with external providers.
2. Prepare individuals, environment, equipment and materials appropriately. Manage the designated working area ensuring that it is clean, tidy and efficiently run.
3. Practice good radiation protection and observe Local rules and systems of work. Comply with departmental IRMER and Radiation Safety Policies and Procedures.

4. Acquire diagnostic images and physically position the full range of patient presentations accurately taking into account any patient limitations. Deliver effective care by improving clinical/technical knowledge/ skill and expertise.
5. Review images ensuring supplementary images are considered. Assess patients to interpret clinical requirements to determine appropriate radiographic techniques.
6. Take ownership of quality assurance of own work in line with department operational procedures and policies. Participate in departmental QA.
7. Demonstrate ability to work independently with/without supervision. Use initiative to priorities, deliver and time-manage workload effectively.
8. Complete and maintain departmental records including the completion and submission of patient charges in a timely manner.
9. Report any equipment faults/ malfunctions to the manager and undertake further action if required to ensure safe operation of the equipment.
10. Suggest, support and implement different ways of working to increase efficiency within the department.
11. Be responsible for own professional development by maintaining a professional portfolio in line with HPC and CoR recommendations and hold current registration with HPC.
12. Be aware of your responsibilities in relation to safeguarding children and vulnerable adults.
13. Create, maintain and encourage excellent relations with all key customers including consultants and other clinical professionals.

### **Additional responsibilities**

#### **Communication (general staff)**

The post holder will be required to adhere to the organisation's standards of customer care and uphold the Hospital values acting with integrity and putting patients first at all times.

#### **Health & Safety**

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

### Infection Control

Ensure compliance with all Infection Prevention and Control policies and procedures and understand your role in the prevention of infection in patients and staff.

### Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

### Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

### Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current Equality legislation. All employees must act in ways that support equality and diversity and recognise the importance of people's rights in accordance with legislation, policies, procedures and good practice.

### Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Hospital.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder:
Date: