

JOB DESCRIPTION

JOB TITLE:	Radiographer	
LINE MANAGER:	Lead Radiographer	
ACCOUNTABLE TO:	Lead Radiographer and Senior Training Radiographer	
HOURS PER WEEK:	37.5	
LOCATION:	Fortius Surgical Centre, Fortius Marylebone, Fortius City, Fortius Wimbledon	
MANAGES:	Directly:	N/A
	Indirectly:	N/A
JOB SUMMARY:		
<p>This post would be ideally suited for a radiographer wishing to develop their orthopaedic imaging experience. Fortius Clinic Imaging is currently delivered at three sites, Fortius Marylebone, Fortius City, Fortius Wimbledon and Fortius Surgical centre.</p> <p>The Imaging department currently has 3 Siemens scanners. A 1.5T Avanto at Marylebone and 3T Spectra at the City. There is a Siemens DR Ysio room at the City and a DR and CR x-ray room at Marylebone. A further clinic in Wimbledon is due to open in mid-2020 which will also house a Siemens 3T MRI and X-ray facilities</p> <p>Our current operating hours are Monday to Friday 07.00-22.00 and Saturday mornings.</p> <p>The MRI and X-ray service is currently delivered at the Marylebone, City and Wimbledon sites only. All work is done at all sites including the surgical centre.</p> <p>The radiographer role predominantly will consist in covering theatre II sessions. In addition to this provide x-ray services at and Marylebone, City and Wimbledon sites.</p> <p>There is an MRI training plan in place for this role and we anticipate over the course of 18 months the radiographer will be trained in musculoskeletal MRI.</p> <p>A wide variety of patients will be encountered including elite sportsmen and women and VIP's. All patients are to be treated with the same courtesy and professionalism. It is an absolute requirement of employment that confidentiality must always be strictly maintained. Any breach of this will result in immediate dismissal.</p> <p>The clinic is the leading private centre for: -</p> <ul style="list-style-type: none"> - Orthopaedics - Sports medicine <p>We also provide an orthopaedic imaging service for children over 5 years.</p>		

The post-holder will undergo a comprehensive induction/training period whereby they will be working with senior and lead radiographers.

They will develop specialised knowledge and expertise and produce high quality images to assist in diagnosis and treatment, while demonstrating high standards of care.

The responsibilities will also include occasional supervision of agency/bank staff in both the delivery of the service, assisting with and managing, workflow and ensuring all data inputs are recorded for both patient record integrity and statistical evaluation purposes.

They must exhibit a high professional and technical standard and adapt to different learning environments.

Demonstrating partnership in professional development issues, maintaining a high level of technical and theoretical skills through personal CPD.

Participating in the governance of the department in areas including risk management, health and safety, research and audit activities.

MAIN DUTIES AND RESPONSIBILITIES

CLINICAL RESPONSIBILITIES

- To maintain HCPC registration.
- To liaise with referral sources where clarification is required regarding selection of the most clinically appropriate imaging examination.
- To act as a point of advice for imaging referrers.
- To ensure the safety of all patients and personnel within the MRI, theatre and x-ray department.
- To communicate effectively and empathetically with patients and their escorts prior to, during, and after an examination, especially in difficult or emotional circumstances, using both verbal and non-verbal communication skills.
- To ensure patients receive a high standard of care.
- To acquire diagnostic images, and physically position the full range of patient presentations, accurately for examinations, taking into account patient limitations and adapting standard techniques where necessary.
- To match clinical indications presented by the referrer to an appropriate departmental protocol.
- To operate advanced software on specialist radiological equipment, requiring excellent hand-eye co-ordination,
- To review images and ensure that supplementary imaging procedures are considered (with help from senior radiographers if required) prior to patient departure from the department.

- To be able to offer good clinical judgement when assessing and interpreting images produced by themselves.
- To ensure that images are presented for reporting purposes in a timely and accurate manner.
- To ensure that urgent findings are communicated, and patients directed accordingly.
- To highlight abnormalities noted during scanning to the relevant Clinician or Radiologist
- To participate in the delivery of the Fortius imaging service and a voluntary out of hours service when required.
- To work unsupervised within the out of hours service arrangements.
- To be able to set up and clear a basic sterile trolley for interventional procedures.
- To participate in patient monitoring or administration of oxygen, under supervision.
- To ascertain from the patient, patient's guardian or the referrer, the patient's suitability for receipt of intravenous (IV) contrast media.
- To undertake other duties as and when required by the demands of the service or the Head of Imaging Services.

RESPONSIBILITY FOR PATIENTS

- To professionally and legally take responsibility for providing a high standard of clinical care and patient welfare and supporting other staff to do likewise across all imaging modalities.
- To physically position the full range of patient presentations accurately and safely for examinations, considering patient limitations and adapting standard techniques where necessary.
- To act as a point of advice for patient enquiries regarding their referral.
- To ensure patients have agreed to exposure to ionising radiation prior to their examination, using the principles of 'informed consent'.
- To assess specific communication needs of individual patients.
- To communicate effectively and empathetically with patients and their escorts prior to, during, and after an examination, especially in difficult or emotional circumstances, using both verbal and non-verbal communication skills.
- Follow infection control policies when required dictated by individual patient condition and requirement.

RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- To report any instances of sickness in a timely manner and as dictated by trust and departmental policy
- To adapt, and quickly respond to changes in service, patients or departmental need
- To comprehend and adhere to the requirements of all Health & Safety regulations
- To ensure that non-accidental injury (NAI) referrals are handled in line with Fortius policy and all legal requirements and Child Protection measures are fulfilled.

- To carry out all responsibilities with regard to Fortius Equal Opportunities Policy
- To abide by Fortius Smoking Policy.
- Adhere to Fortius uniform policy.

RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- To be responsible for the care and safe handling of equipment and accessories in the area of work.
- To ensure that equipment faults are recorded appropriately and reported to the relevant company and senior/lead radiographer
- To ensure continuing familiarisation with the current QA measures in place within the department
- To trouble-shoot equipment faults and make suitable provision for the service in the event of equipment failure. Notifying the relevant senior member of staff in the area.
- To ensure records surrounding the above events are maintained

RESPONSIBLE FOR LEADING

- To be familiar with the range of technical applications available on imaging equipment.
- To perform regular equipment testing, quality assurance and audits when required ensuring all results are documented and reported, recognizing trends and proposing action required to effect change.
- To manage an area of the department in the absence of a senior or lead radiographer.
- To allocate radiographic resources appropriately to wards and theatres dependent upon demand.

RESPONSIBILITY FOR INFORMATION RESOURCES

- To ensure that images are presented for reporting purposes in a timely and accurate manner.
- To support the cascading of information through the department.
- To enter accurate data on med dBase and PACS ensuring patient confidentiality. All users are governed by the Data Protection Act (1998). Unauthorized disclosure of such information is regarded as gross misconduct, and could result in disciplinary action up to, and including, dismissal.
- To monitor and report deficits in the data integrity of med dBase and the Picture Archiving and Communication Solution (PACS), in use in the department.

RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- To participate in the academic programme of the department as required.

- To participate in the CPD programme for all staff and demonstrate commitment to personal CPD and career pathway development.
- To undertake measurements and evaluations of own work and current practices using Evidence Based Practice (EBP), either individually, as part of a group or with a more senior member of staff.
- To actively participate in the technical and patient-focused aspects of the department's audit programme.
- To conduct examinations according to protocol for a range of clinical trials.
- To provide pastoral support for new staff.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to Fortius' Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control of healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in Fortius policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that imaging department environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to Fortius Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself, herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Fortius business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific

registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998.

Conflict of Interest

Fortius Clinic is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

Fortius Clinic values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job-related needs of all staff working in Fortius are recognised. Fortius Clinic aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be based on the individual's ability to meet the requirements for the job.

You are responsible for ensuring that Fortius policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to Fortius child protection policies.

No Smoking

Fortius has implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by Fortius guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.

Values

All Fortius staff are expected to display and aspire to the Fortius Values.

Making it Happen

Be proactive in reviewing the current service, making recommendations and implementing changes to continuously improve.

Stronger together

Work in partnership with the multi –disciplinary team to challenge and influence clinical and managerial decision making.

Personalised Service

We are passionate about delivering the highest quality of service delivery across the organisation for our internal and external customers and stakeholders