



Manchester University
NHS Foundation Trust

Division of Clinical Support
Directorate of Radiology

Post details

POST TITLE: CT Radiographer

PAY BAND: Band 6

DEPARTMENT: CT Department

DIVISION: Imaging

BASE: CT scanners A and F Block
Wythenshawe Hospital,
Southmoor Road,
Wythenshawe, M23 9LT

FULL TIME: 37.5hrs per week worked flexibly over 7 days

ACCOUNTABLE TO: Radiology Directorate Manager

RESPONSIBLE TO: CT Lead Radiographer

POST SUMMARY

To be responsible for the operational delivery of a high quality, safe and efficient CT imaging.

To provide supervision and training for junior Radiographers, Assistant Practitioners, Radiographic helpers and Student Radiographers.

DUTIES AND RESPONSIBILITIES

CLINICAL:

- Communicate effectively with patients and members of the multi-disciplinary team.
- Communicate and care for special patient groups and adult patients requiring sedation.
- Communicate condition-related information with sensitivity, tact, empathy and reassurance.
- Communicate sensitively with patients who may be nervous and apprehensive about their procedure.
- Assist in safe patient transfer.
- The post holder will be required to support flexible working to maximise workload through the Radiology department.
- Involvement in planning and prioritising patient lists and workload.
- Post holder will act independently within appropriate clinical/professional guidelines and refer to their manager when necessary.
- To ensure previous imaging is available and to ensure all images are discharged to the appropriate place post examination.
- Ensure all patients are positively identified prior to examination.
- To ensure accurate recording of procedure details
- To ensure accurate recording of stock usage.
- Responsible for accurate and secure patient data entry and file management.
- Consistently adhere to CT local rules and support others to do the same.
- Have a thorough knowledge of CT imaging and safety.
- Communicate the highly individualistic risks associated with CT imaging.
- To administer intravenous contrast agents and medicines in line with directorate PGDs.
- When necessary to advise colleagues, medical and radiographic, of further CT imaging sequences to demonstrate anatomy and pathology.
- To use patient monitoring systems and know how to deal with emergency situations.
- To assess, develop and implement specialist procedures.
- To ensure accurate recording of procedure details, CT specific parameters and contrast/drug usage.
- To vet and justify examinations using the electronic vetting module on CRIS.
- Receive, vet and justify direct referrals from the Emergency Department clinicians for CT Head examinations within the NICE head injury and stroke guidelines.

MANAGEMENT

- Take a professional lead in, provide and maintain high levels of professional and radiographic standards and assist others to do the same.
- Liaise and co-operate with other members of the multidisciplinary team, to deliver the highest quality care to patients.
- Adhere to trust and departmental protocols and legislation and ensure other staffs do the same.
- Undertake delegated duties from the Lead Radiographer in their absence, as and when required.
- To be involved in service development within the CT department and wider Radiology Directorate to improve service quality.
- Propose changes to working practices or procedures for own work area that may also impact beyond their own area of activity.
- Participation in review of departmental procedures, protocols and local rules.
- Ensure the usage of utilities and resources is in line with Trust policy.
- Be actively involved in stock control including receipt and safe storage of consumables.
- Ensure all equipment is kept clean and in good working order, reporting faults or hazards and arranging for engineers to attend when required.
- Do not interfere with any equipment provided or attempt to carry out tasks or repairs beyond your competence.
- Perform regular Quality Assurance checks on equipment.
- Assist with safe screening and monitoring of all staff within the radiology environment.
- To comply with the Data Protection regulations with reference to patient confidentiality.
- Observe the Data Protection Act.
- The post holder has a responsibility to ensure the preservation of all NHS property and resources.

FINANCIAL

- To assist in stock rotation, stock management and on stock usage.
- The post holder will organise the maintenance and repair of specialist Interventional equipment in consultation with the Clinical Manager or in their absence.

PROFESSIONAL

- Professional knowledge acquired through degree / diploma and state registration with the H.C.P.C.
- Experience in the specialised field of CT and participation in Continuous Professional Development to supplement this.
- Adhere to and maintain a professional code of conduct consistent with that of a state registered radiographer.
- Act as a role model at all times.
- Participate in clinical audit and research within the department.
- Attend all relevant mandatory training within the Trust and ensure all on-line mandatory training is up to date.

EDUCATION AND TRAINING

- Participate in the education and CT training of rotating radiographers and other health professionals within the CT department.
- Participate in identifying specialised training needs within the CT department, implementing training and development programmes in consultation with the Lead Radiographer.
- Assist with the development of training packages within the CT department, undertaking regular assessments of the learning requirements of new and rotational radiographers.
- Take responsibility for identifying own developmental needs in relation to current practice and future plans and set personal development objectives.
- Take responsibility for own continuing professional development (CPD) and performance, keeping up to date with the latest developments and maintain own portfolio in accordance with professional requirements.
- Requirement to mentor/facilitate junior radiographic staff and their development.
- Supervision of staff at all levels including Band 5 Radiographers
- Assist with clinical supervision of undergraduate radiography students and qualified staff new to the Radiology department.

HEALTH AND SAFETY

- Be responsible for the safe and effective use of specialised equipment.
- Be responsible for safety of staff, patients and visitors.
- Assist with safe management of the Radiology department.
- To be aware of and adhere to Trust and departmental Governmental legislation regarding health and safety policies and protocols for example COSHH, Local Rules and Risk Management
- Ensure own safety maintained and others who may be affected by actions or omissions.
- Report any accidents/incidents or ill health, failings in premises, equipment or personal protective equipment.
- Not interfere with any equipment provided to ensure Health and Safety.
- Report clinical and non-clinical incidents through the Hospital reporting system
- Adhere to Trust and Departmental Health & Safety policies and use any equipment and personal protective equipment provided to ensure safety. Comply with national and local rules and use provided personal protective equipment.

INFECTION CONTROL

- The post holder must familiarise themselves with the Trust and departmental Infection Control policies and protocols.
- Deal effectively on a day-to-day basis with normal/expected waste products
I.e. foul linen, blood, body fluids as per Trust guidelines.
- Minimise the risk of cross infection to staff and other patients through implementation of Trust and departmental policies related to infection control practice.
- Follow Trust policy in disposal of sharps.

This post description is not intended to be a comprehensive list of responsibilities. The post holder will be expected to be flexible, particularly in the light of changes, developments and innovations in service provisions. This job description may be amended from time to time to reflect the changing requirements of the post following discussion with the post holder.

SUPPLEMENTARY INFORMATION

1. EFFORT AND ENVIRONMENT FACTORS

Physical effort

- The post holder will be expected to frequently exert light/moderate physical effort for several short periods during a shift.
- Frequent moving of patients with moving and handling aids.

Mental Effort

- There is a frequent requirement for prolonged concentration.
- Daily concentration on equipment usage and availability of stock.
- Awareness of the highly specialist CT environment, required to be prepared to act swiftly and safely when required.
- Be alert.

Emotional Effort

- The post holder will be expected to regularly care for and examine patients who have a terminal illness, chronically ill patients, patients who may find the examination distressing and adult patients requiring sedation and/or general anaesthesia.
- The post holder will have to be able to respond rapidly to difficult situations such as emergency situations within the constraints of the emergency department

Working Conditions

- Frequent exposure to body fluids.
- Frequent exposure to patients suffering from infections, for example MRSA.
- Numerous obstacles, artificial light, poor and varied ventilation.
- Flexible working / out of hours commitment.

PERSON SPECIFICATION

Job Title: Band 6 CT Radiographer.

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • BSc or DCR. • HCPC registration • Continuous CPD 	Evidence of Post Graduate study	<ul style="list-style-type: none"> • Application form/CV • Certificates • CPD portfolio
Experience	<ul style="list-style-type: none"> • Minimum 2 years post registration radiographic experience. • Minimum of 12 months experience within CT 	<ul style="list-style-type: none"> • Evidence of audit or research skills 	<ul style="list-style-type: none"> • Application form/CV • Interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of specialised imaging techniques, preferably within CT 	<ul style="list-style-type: none"> • Knowledge of advanced CT Techniques. 	<ul style="list-style-type: none"> • Interview
Aptitude and Skills	<p><u>Organisational Skills</u></p> <ul style="list-style-type: none"> • Excellent planning and organisational skills • Ability to prioritise and organise workload • Able to manage own time effectively <p><u>Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Ability to 		<ul style="list-style-type: none"> • Interview • Interview • Application form

<p>Work Related Circumstances</p>	<p>communicate and work well in multidisciplinary team setting.</p> <ul style="list-style-type: none"> • Teaching skills • Ability to work as part of a specialist team <p><u>Technical Skills</u></p> <ul style="list-style-type: none"> • Keyboard skills • Knowledge of Radiology and PACS preferably. • Analytical and judgmental skills • This is a full time post with a requirement to work flexibly. 		<ul style="list-style-type: none"> • Interview • Interview
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