



DIAGNOSTIC RADIOGRAPHER  
(CT/MRI/GENERAL)  
INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.





# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



# OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

# OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Diagnostic Radiographer</b>
<b>Band</b>	<b>6</b>
<b>Directorate</b>	<b>Clinical Support Services /Radiology &amp; Imaging Centre</b>
<b>Accountable to</b>	<b>Lead Superintendent Radiographer</b>
<b>DBS Required?</b>	<b>Enhanced DBS</b>

## JOB OVERVIEW

- To carry out clinical and administrative work as a senior member of the radiology team
- Carry out quality CT imaging in line departmental protocols
- Maintain general skills through participation on the general roster
- Support the modality superintendent radiographers
- Assisting in training other staff/ students
- To provide a high-quality service for patients across the department
- Maintain cannulation skills for the administration of intravenous contrast media

## POST PURPOSE SUMMARY

- To undertake X-ray examinations as an operator in accordance with IR(ME)R 2017.
- To 'Authorise under protocol' medical exposures using the Department's IR(ME)R authorisation Protocols and own experience to ensure a safe effective X-ray service to all patients.
- To produce a good quality diagnostic image whilst keeping the radiation dose as low as is reasonably practicable.
- To manage a workload of patients whilst maintaining a high standard of care to all patients and staff.
- To support and assist Band 7 Radiographers and deputise for them in their absence.
- To comply with Trust, Departmental, Health and Safety and Data protection policies.
- To always maintain patient's privacy and confidentiality.

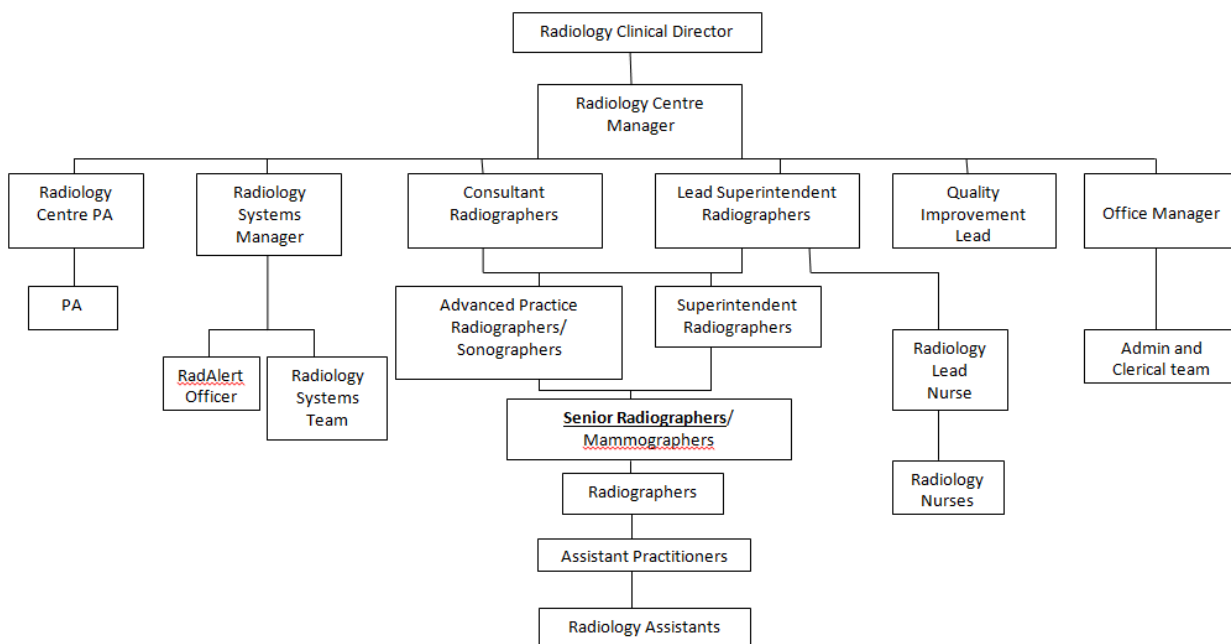
## KNOWLEDGE, SKILL, AND EXPERIENCE

- A broad spectrum of experience in general radiography.
- Competent to work independently in each suite to which they are allocated.
- Competence in CT and MRI scanning including all safety aspects.
- Participation in out-of-hours/shift duties, including emergency cover.

## ORGANISATIONAL CHART

NHS Trust

**Radiology Centre Organisational Structure**



## SCOPE AND RANGE

- To carry out imaging examinations to the required standard.
- To carry out imaging examinations without supervision and take control of the workload of a room/suite and to assist with the management of the staff within the area.
- To be responsible for radiation protection of patients/carers/other staff during X-ray procedures.
- To be involved with the clinical instruction and training of Radiographers and Assistant Practitioners.
- To be involved with the clinical instruction, training, and assessment of student Radiographers.
- To be responsible for Quality Assurance of your own work and those under training.

## MAIN DUTIES AND RESPONSIBILITIES

- To accept responsibility for the patient in their care during the radiographic procedure.
- To comply with the Trust's and Department's policies and procedures.
- To undertake imaging examinations as an operator in accordance with the IR(ME)R 2017.
- To 'Authorise under protocol' exposures using the Department's IR(ME)R examination protocols, own knowledge, and experience to ensure safe and effective X-ray service.
- To practice all radiation protection procedures outlines in the Trust Local Rules under IRR17.
- To assess and treat a workload of patients whilst maintaining a high standard of radiography and care of the patients.
- To maintain associated records including paper and IT records to comply with IR(ME)R regulations and Department procedures.
- To ensure all equipment is used correctly and any faults or concerns are reported and recorded in room fault book and follow IRR 17 regulations relating to equipment handover.
- To supervise Radiographers, Assistant Practitioners, X-ray assistants and students.
- To train Assistant Practitioners, student Radiographers and Radiographers.
- To support the Superintendent Radiographers and deputise for them in their absence or as delegated to do so.
- To liaise with a wide range of staff caring for the patient - including medical staff, ward staff and staff from other Departments.
- To participate in the Department's out of hour's service, shift system and cover emergency duties including working single-handed.
- To undertake audit projects as required.
- To maintain CPD, undertake Statutory and mandatory Training on an annual basis, participation in annual appraisal.
- To ensure the examination room is prepared correctly
- To ensure the correct disposal of any clinical sharps and clinical waste.
- To know the Trust procedures for medical emergencies

- To demonstrate the Trust values daily.

## SYSTEMS AND EQUIPMENT

The Band 6 Radiographer will be required to use the following equipment:

- Static X-ray rooms, including Radiology specialities, if required
- CT and MRI scanners
- Mobile X-ray unit and image intensifiers
- PACS (Picture Archiving Communication System)
- Computerised Radiology information system
- Computerised hospital patient information system
- Review (results reporting system)
- Beds, trolleys, and wheelchairs
- Patient handling/moving equipment (manual and motorised)
- Oxygen cylinders

Also, to know:

- The site and position of the patient resuscitation equipment (adult and paediatric).
- All equipment that may come attached to a patient from the ward e.g., IV infusion pumps, Catheter bags

## DECISIONS, JUDGEMENTS AND FREEDOM TO ACT

A Band 6 radiographer is required to:

- Plan and prioritise their workload.
- Supervise junior colleagues and students.
- Care for patients, carers, visitors, and relatives during their visit to the Department.
- To co-ordinate with other staff in the absence of the Band 7 Radiographer
- To 'Authorise under Protocol' requests for radiographic examinations using the Department's IR(ME)R Examination Protocols.
- To professionally judge the quality of the radiographic image and assess if it provides the relevant information.
- "Out of Hours" the post holder will work autonomously; decisions will be made using the Departmental IR(ME)R Examination Protocols.



## COMMUNICATION AND RELATIONSHIPS

Will be required to liaise with:

- Consultants and medical staff in all specialities in the Trust
- All Radiology Departmental staff e.g., Radiologists, Senior Radiographic staff, assistant practitioners, students, nurses, assistants, helpers, clerical staff, and porters.
- Liaise with other Departments/Wards regarding the examination and aftercare the patient will have when visiting the Department
- All Hospital staffs
- Patient and their relatives
- Visitors

Will be required to:

- Comply with the Trust's Confidentiality Code of Conduct and Data Protection Policies and the Freedom of Information Act.
- Confirm with the patient (or carer if patient not capable) their identity, clinical problem, and any previous attendance to radiology. Explain to relatives/parents/carers what is about to happen and how they can help.
- Check pregnancy status of female patients
- Gain patients consent for the examination (or carer if patient not capable)
- Give information about and instruction during the examination
- Ensure the patient receives advice about the 'Aftercare' they must adhere to and how and when they will receive their report.
- Manage verbal complaint/ concerns from service users.

To discuss and communicate with other staff in the Department:

- Equipment problems
- Protocols
- Necessary patient history to colleagues keeping in mind confidentiality

## PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE POST

**Mental demands-**

- To assist the Band 7 Radiographer in managing the fluctuations in demand and often unpredictable workload throughout the working day.
- To assist in managing the staffing levels to meet the changing demands of the service.
- To work quickly and skilfully to produce the best image with the least radiation dose, whilst maintaining a high standard of patient care
- To prioritise workload, particularly challenging during 'out of hours' shifts.

- Verbal and direct physical contact with all patients
- Always consider patient Confidentiality
- Daily concentration is needed for the positioning of patients, exposure factors, viewing of images, and associated administrative duties.
- In some areas concentration must be of a very high standard for sustained amounts of time e.g., CT
- Bleep interrupts your concentration during out of hours.
- Prioritising workload and demands for examinations particularly when working single handed 'out of hours' shifts and emergency cover.
- Frequent interruptions to answer queries from other members of staff, telephone queries and other areas.

#### **Physical Demands:**

- Accuracy and dexterity are needed to position patients and give intravenous injections
- Wearing a lead apron for prolonged periods of time
- Daily positioning, and manoeuvring of all patients
- Daily moving and positioning of heavy X-ray equipment for each patient.
- Pushing of trolleys, beds, and wheelchairs (50% of day)
- Working in cramped conditions when X-raying patients on the wards

#### **Emotional demands:**

- Empathy for both patients and relatives
- Frequent distressing situations, working with the terminally ill, and road accident victims
- Imaging of dead babies for post-mortem occurs less often (Optional)
- Child abuse victims
- Dealing with difficult and distressed patients and their feelings
- Dealing with children and patients with learning difficulties
- Producing images of diagnostic quality on difficult patients who are both physically and emotionally traumatised

## **WORKING CONDITIONS**

- Working with ionising radiation and strong magnetic field which is dangerous if strict working practices are not adhered to.
- Will have to deal with all bodily fluids and odours daily.
- Verbal and physical aggression occasionally.
- Regular contact with angry, difficult, drunk, and upset patients.
- Will have to be aware of and deal with infectious diseases.



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Diploma/BSc in Radiography</li> <li>• HCPC registration</li> <li>• Current Visa to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification in CT and/or MRI scanning</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• A broad spectrum of experience working in CT scanning</li> <li>• Participation in out-of-hours duties, including emergency cover</li> <li>• Previous experience of working/ training in an NHS hospital</li> <li>• IR(ME)R 2017</li> <li>• IRR 17</li> <li>• COSHH</li> <li>• Computer literacy</li> </ul>	



## SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Good communicator</li> <li>• IV Cannulation administration of IV contrast media</li> <li>• Able to assess how to communicate with people with difficulties</li> <li>• Able to assess patient conditions.</li> <li>• Fault reporting</li> <li>• Responsible for Departmental induction of new staff.</li> <li>• Capable of using PACS and the Radiology Information System</li> <li>• Able to prioritise workload and manage/supervise area of work</li> <li>• Supervision of new staff</li> <li>• Mentoring students</li> <li>• Understanding of risk management and QA</li> </ul>	

## OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Capable of moving Radiology equipment and positioning patients</li> <li>• Team player</li> <li>• Able to practise as an autonomous professional, exercising their own professional judgement</li> <li>• Initiate resolution of problems and exercise personal initiative</li> </ul>	

# GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

## INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

## SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.



# NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

# MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.



EMPLOYER RECOGNITION SCHEME

SILVER AWARD

Proudly supporting those who serve.





## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital