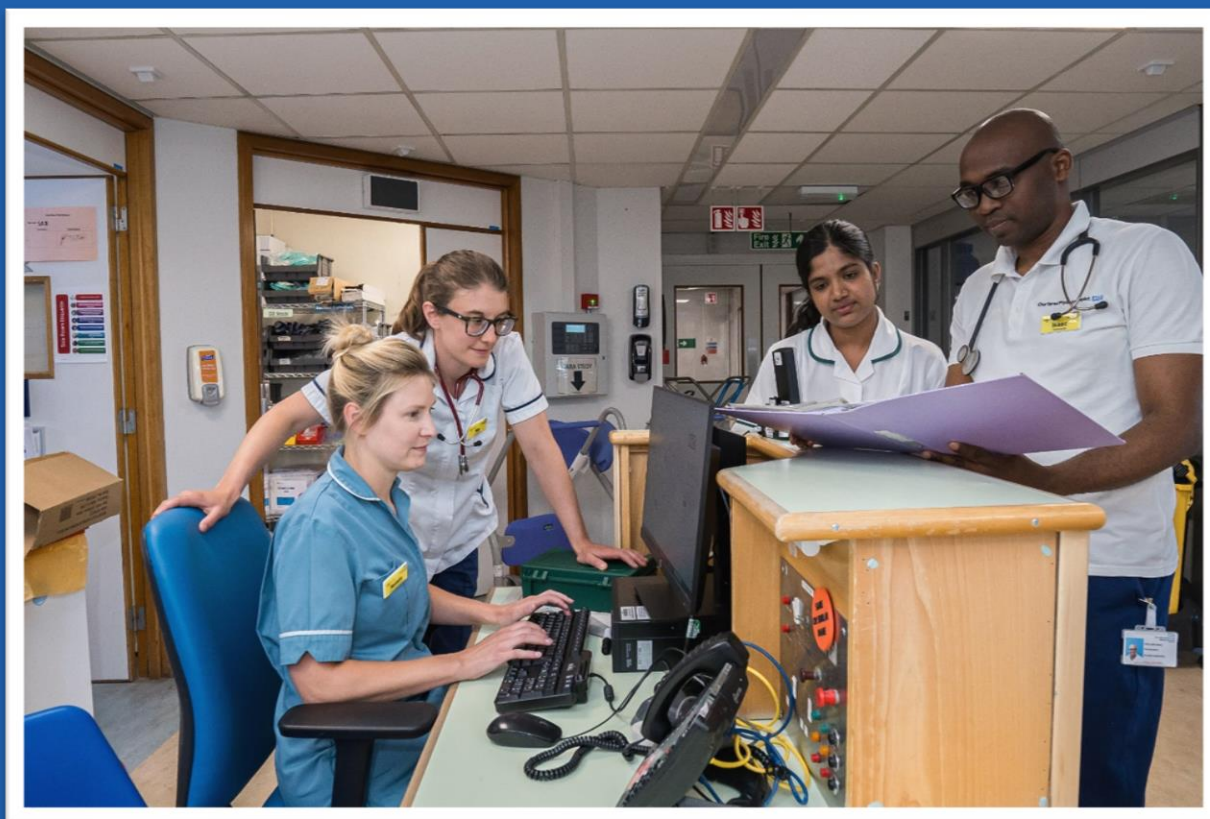


ASSISTANT PRACTITIONER (DIAGNOSTIC RADIOGRAPHY)

Candidate Pack



Colleague Benefits

General

- 27 days annual leave entitlement, 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
- 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
- Salary sacrifice schemes
- Generous pension scheme
- Access to a financial support booklet
- Pre-retirement courses
- Free Will writing service
- Savings and Loan schemes

Learning and Development

- Coaching and Mentoring
- Leadership Academy – leadership and management training for all staff
- Access to E-Learning courses
- Apprenticeships – growing number of apprenticeship opportunities across all disciplines
- Secondment and acting up opportunities
- Support to complete qualifications whilst on the job

Wellbeing

- Coaching
- Mental Health First Aiders
- Chaplaincy
- Fast track physiotherapy service
- Free eye test vouchers
- Slimming World referral scheme
- Cervical screening service
- Long Covid support
- Access to wellbeing/rest rooms
- Menopause support
- Men's Health forms and MOT
- Discounts with local gyms



Poppy's Promise

Poppy's Promise is a compassionate care initiative introduced within this Trust to enhance communication, respect and empathy across every aspect of patient care.

The initiative was founded by Katie Russell, following the loss of her daughter Poppy, who tragically died at just twelve hours old due to failures in care and communication. Born from that experience, Poppy's Promise serves as a powerful reminder that while clinical skill saves lives, it is compassion, listening and respect that define the quality of care and human connection. By embedding this promise across our organisation, we ensure that no patient or family ever feels unseen, unheard, or uncared for.

Poppy's Promise is a five-stage framework that supports NHS staff to provide compassionate, consistent and patient-centred care. It aims to create a culture where empathy and communication are prioritised at every level – from education and recruitment to daily patient interactions.

At the heart of the initiative lies the C.A.R.E. framework, which outlines four guiding principles for staff to follow. The CARE principles form the foundation of Poppy's Promise. They describe the behaviours, attitudes and values that underpin every interaction – between staff and patients, staff and families, and colleagues with one another.

CARE is not an additional task. It is how care is delivered.

C.A.R.E. Meaning and Practice

Compassion - Demonstrate genuine kindness, empathy and humanity in every interaction. Compassion means recognising the emotional as well as the physical needs of patients, families and colleagues, and responding with care, patience and understanding. Small acts of compassion can have a lasting impact.

Acknowledge - Actively listen and be fully present. Use eye contact, names and open body language, and acknowledge the individual's feelings, concerns and lived experience. Every person should feel seen, heard and taken seriously.

Respect - Treat everyone with dignity, honesty and fairness at all times. Respect individual differences, personal circumstances and lived experience. Trust is built through respectful behaviour, consistency and integrity.

Empower - Enable people to be active participants in their care and work. Communicate clearly, encourage questions and shared decision-making, and ensure patients, families and colleagues feel informed, confident and included. Poppy's Promise is more than a framework - it represents a cultural shift towards human-centred care. By adopting these principles, we:

- Strengthen trust and communication between staff and patients
- Reduce avoidable harm through better understanding and listening
- Improve patient experience and staff wellbeing
- Foster a culture of openness, empathy and shared responsibility

Every member of staff has a role to play in bringing Poppy's Promise to life. Whether you are clinical, administrative or support staff, compassion and communication are part of everyone's role.

In daily practice, you can:

- Take a moment before entering a patient's space - centre yourself, focus on the person, not the task
- Use clear, respectful and kind language
- Listen without interruption and acknowledge emotions expressed
- Be honest and transparent, even when conversations are difficult
- Reflect after interactions - consider how your approach made the patient or family feel

All staff within the Trust are expected to:

- Uphold the values of Poppy's Promise in all patient and colleague interactions
- Attend any training, workshops or refreshers provided as part of the initiative
- Support colleagues in modelling compassionate behaviours
- Raise concerns constructively when communication or respect fall short
- Reflect these principles in both professional and personal conduct within the workplace

Together, we can make every interaction an opportunity to care, listen and make a difference.

That is Poppy's Promise.

Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- The role involves helping to carry out x-ray scans safely and correctly, under the supervision of a qualified Radiographer.
- You will follow set rules and guidelines to protect patients, staff and yourself from radiation.
- You will make sure images are clear and useful while keeping radiation levels as low as possible. You will look after patients during their visit, treating everyone with respect, privacy and care.
- You will use hospital computer systems and equipment properly and report any problems to senior staff.
- You will stay within your training, ask for help when needed, and keep your skills up to date.

Job Description

Job title:	Assistant Practitioner (Diagnostic Radiography) apprenticeship Annex 21
Grade:	Band 4
Site:	The Princess Royal Hospital, Telford
Accountable to:	Lead Superintendent Radiographer
DBS required:	Yes, Enhanced DBS

Qualifications

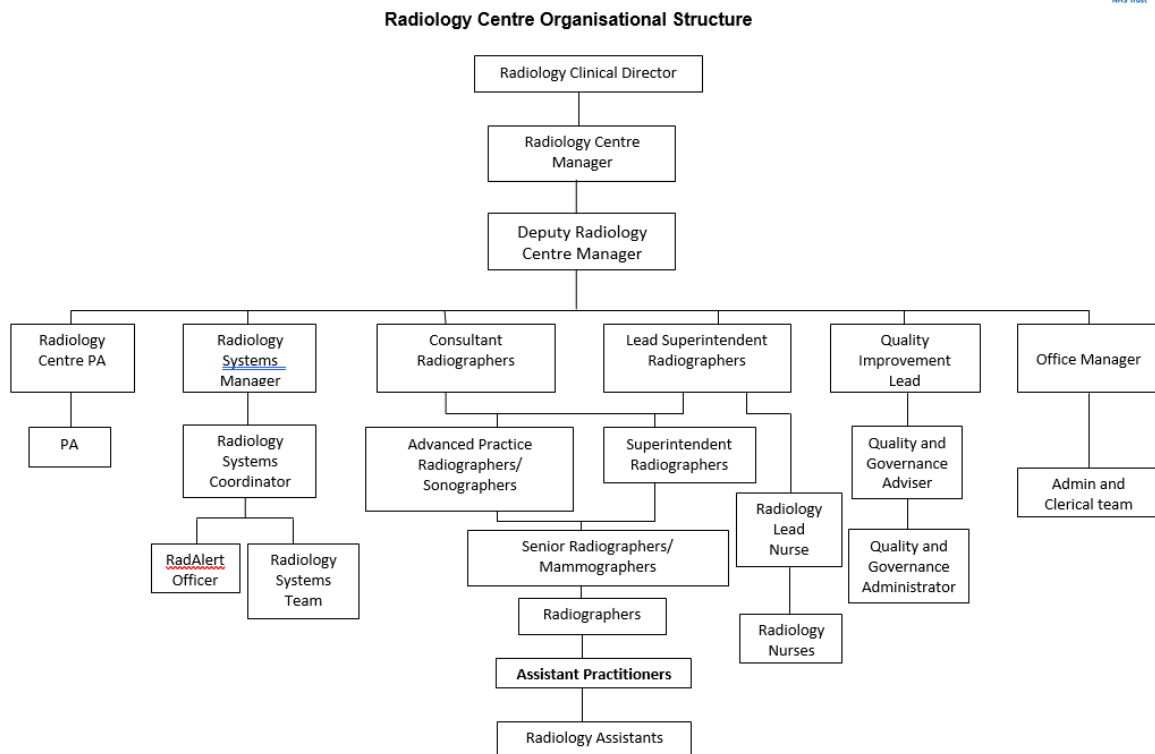
Foundation Degree in Health & Social Care Diagnostic Radiography Apprenticeship

Job Summary

- To undertake specific protocol lead radiographic examinations as an operator in accordance with IRMER17, under the supervision of a HCPC registered Radiographer.
- To use departmental guidelines to ensure a safe, effective radiographic service to all patients.
- To produce a good quality diagnostic image whilst keeping the radiation dose as low as is reasonably practicable.

- To comply with Trust, departmental, health and safety, and data protection policies.
- To maintain at all times patients privacy and confidentiality

Organisational Chart



Scope

- To carry out x-ray examinations to the required standard.
- To carry out x-ray examinations with supervision.
- To be responsible for radiation protection of patients/carers/other staff during x-ray procedures.

Main Duties and responsibilities

- To act within the knowledge, skills and training of the role.
- To comply with Trust policies
- To undertake X-ray examinations as an operator in accordance with IR(ME)R 2000
- To undertake medical exposures using the specific protocols and guidelines, to ensure a safe and effective x-ray service.
- To be aware of and practice all radiation protection procedures.

- To image a specific 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 2000 and department procedures
- To ensure all equipment is used correctly and any faults or concerns are reported to the senior staff.
- To liaise with a wide range of staff caring for the patient- including medical staff, ward staff, staff of other departments
- To assist with audit projects as required.
- To maintain CPD.
- To disposal of any clinical sharps and clinical waste to the appropriate area.

Systems and equipment

Need to use:

- Radiology information system
- Patient information system
- General Radiography Equipment
- Patient resuscitation equipment
- Patient handling and moving equipment (manual and motorised)
- All equipment that may come with a patient from the ward
- Quality Assurance equipment and programmes
- Image archiving devices
- Trust IT systems

Decisions, Judgements and freedom to act

The assistant practitioner is required to-

- Undertake their specific assigned workload.
- Care for patients, carers, visitors, and relatives during their visit to the department and to monitor and report immediately any change in the patients condition whilst within the Imaging department to a senior member of staff.
- To work within an agreed wcope of practice and within own competencies ,taking personal responsibility but referring to qualified staff in all matters outside the prescribed practice.
- Ensure all requests are justified and authorised as per Employers procedures.
- To ensure the quality of the radiographic image provides relevant diagnostic information and is approved by a registered Radiographer.
- Seek advice immediately from qualified staff if knowledge required exceeds own competencies.

Physical, mental and emotional demands

- Repeated positioning of patients into the correct position for examinations
- Frequent and repetitive moving and positioning of heavy X-ray equipment
- Pushing of trolleys, beds and wheelchairs (50% of patients are not mobile)
- A high level of concentration is required every day to obtain the optimum x-ray image, particularly when the department is very busy,

- Meet deadlines
- Respond to daily problems in the department which cause frequent interruptions to the working day
- Emotional demands when dealing with seriously ill ward patients and their relatives
- Contact with verbally aggressive patients
- Dealing with staff personal problems with empathy and understanding
- Working in cramped positions when x-raying on the wards
- Empathy for both patients and relatives.
- Frequent distressing situations, working with the terminally ill, and road accident victims.
- Dealing with difficult and distressed patients and their emotional feelings
- Dealing with children and patients with learning difficulties.
- Producing images of diagnostic quality on difficult patients who are both physically and emotionally traumatised.
- Child abuse victims

Working conditions

- Working in an environment that is potentially hazardous if safe systems of work are NOT practised in line with IRR17
- Have to deal with unpleasant bodily fluids and odours daily
- Dealing with difficult and distressed patients and their relatives
- Dealing with children and patients with learning difficulties
- Have to be aware of and deal with infectious diseases

Person Specification

Please note:

Progression onto a substantive Band 4 Assistant Practitioner post is conditional on completion of training. Failure to qualify and obtain professional registration will result in this post being withdrawn

Essential	Requirements to commence training:	On completion of training
Qualifications	<ul style="list-style-type: none"> • Qualification's meeting entry requirements for Assistant Practitioner Foundation Degree (BCU/ UOC) 	<ul style="list-style-type: none"> • Assistant Practitioner Foundation Degree
Experience	<ul style="list-style-type: none"> • NHS experience • Experienced Radiology Assistant (desirable) 	
Knowledge and skills	<ul style="list-style-type: none"> • Good communication skills • Able to participate in clinical work in most areas of the dept. • Able to assess how to communicate with people with difficulties • Able to assess patient conditions • Capable of using PACS and the Radiology Information System • Be involved with clinical instruction (after induction) • Able to prioritise workload • Computer literate 	<ul style="list-style-type: none"> • IR(ME)R 2017 • IRR17 Regulations • COSHH

Personal Qualities	<ul style="list-style-type: none">• Capable of moving Radiology equipment and positioning patients.• Team player.• Availability to work out of hours	



COLLEGE OF MEDICINE AND HEALTH

Diagnostic Radiographer Degree Apprenticeship BSc (Hons) Diagnostic Radiography and Imaging

ALL applicants (standard and non-standard): Maths and English Level 2 or equivalent Pass (Certificates are essential).

Standard applicants: as detailed on [University website](#)

Non-standard applicants:

All applicants must have a qualification at **Level 3** or above.

LEVEL 3

Minimum entry level that can be considered is **Level 3** e.g.

- A-Levels
- Access courses,
- L3 NVQ,
- L3 National Diploma
- L3 Apprenticeships

Subjects:

- Evidence of ability to study science, so would expect some science component e.g. science A-Level, Access to Science.
- If this is the highest level qualification they have, some evidence of being able to study science will be required regardless of the length of experience within a radiography department.
- Access to Healthcare is also considered but is better if supported by work-based experience in radiography.

LEVEL 4

Level 4 qualifications include:

- Certificate of Higher Education (Cert HE)
- Higher National Certificate (HNC)
- Level 4 NVQ
- Level 4 apprenticeships

Subjects:

This depends on a number of factors as follows:

- If they have Science at Level 3, then the Level 4 can be in any subject.
- If they do not have science at Level 3, then the Level 4 needs to be in Healthcare or related to Imaging, or a Science-based or similarly relevant subject
- If they do not have Level 3 science, and the Level 4 isn't in a scientific, or relevant field, they would need significant experience of working in a radiography department

LEVEL 5

Level 5 qualifications include:

- Diploma of Higher Education (Dip HE)
- Higher National Diploma (HND)
- L5 NVQ etc.

Subjects:

This depends on a number of factors as follows:

- If they have science at Level 3, then the Level 5 can be in any subject;
- If they do not have science at Level 3, then the Level 5 needs to be in Healthcare or related to Imaging, or a Science-based or similarly relevant subject;
- If they do not have Level 3 science, and the Level 5 isn't in a scientific, or relevant, field, they would need significant experience of working in a radiography department.

LEVEL 6 and above

Level 6 qualifications include:

- Degree with honours
- Graduate certificate
- Graduate diploma
- Level 6 NVQ etc.

Level 7 qualifications include:

- Masters
- Postgraduate certificate
- Postgraduate diploma
- Level 7 NVQ etc.

Subjects:

This depends on a number of factors as follows:

- If they have Science at Level 3, then the Level 6+ can be in any subject;
- If they do not have science at L3, then the L6+ needs to be in healthcare or related to imaging, or a science based or similarly relevant subject;
- If they do not have L3 science, and the L6+ isn't in a scientific, or relevant, field, they would need significant experience of working in a radiography department;

For all Level 4 and above qualifications that relate to Radiography in some way, either directly e.g. qualifications in Healthcare, Nursing, Assistant Practitioner etc., or indirectly e.g. Psychology, Sociology, Anatomy, transcripts AND module descriptions are required.

For any Level 3 qualifications where it is unclear about the extent of the Science component, we will require transcripts AND module descriptions (for e.g. Access to Science courses, transcripts are generally sufficient).

For individuals with extensive experience within radiography and who have management support, it may be possible to consider asking them to complete radiography related e-Learning for Healthcare / Science / Medical imaging based courses as evidence of the ability to study science. This would need to be on a case by case basis.

Further questions: Elaine Pavelle, Partnership Development Officer, Diagnostic Radiographer:
e.k.f.pavelle@exeter.ac.uk

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;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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;
- 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 staff;
- 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;
- 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive 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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised

concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- 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.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

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 aims 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.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

