

# DIAGNOSTIC RADIOGRAPHER (GENERAL AND CT POST)

## Candidate Pack



## Our Trust

At The Shrewsbury and Telford Hospital (SaTH), our vision is to provide excellent care for the communities we serve. Working together across our teams, we provide district general hospital services for around half a million people in Shropshire, Telford & Wrekin, and mid-Wales.

Our main service locations are The Royal Shrewsbury Hospital and The Princess Royal Hospital, Telford, which together provide 99% of our activity. Alongside these, we also provide community and outreach services across the local area.

As one of Shropshire's biggest employers with around 7,000 staff, we offer a wide range of opportunities to build a rewarding career across both clinical and non-clinical roles. Our people are dedicated and passionate, working together to deliver the best patient care. No matter your role, you'll be joining a supportive team environment where you'll be able to make a real difference for our patients.

We are committed to supporting you at every stage of your career with us, whether you're starting something new or looking to take the next step into leadership. With strong partnerships and our newly awarded university hospital status, you'll have access to excellent education, mentoring and experience to help you thrive.

## Our Vision

"To provide excellent care for the communities we serve"

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



# 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 job involves carrying out X-ray and CT scans safely and to a high standard, following all rules that protect patients from radiation.
- You will look after patients during their scan, keep their information private, and make sure equipment is used correctly.
- You will help train students and other staff, and support senior radiographers when needed.
- You will work on different shifts, including emergency cover, and keep your skills up to date through training.
- You will also help manage the workload in your area and make sure the department runs smoothly.

## Job Description

<b>Job title:</b>	Band 6 Radiographer (General/ CT rotation)
<b>Grade:</b>	6
<b>Site:</b>	The Princess Royal Hospital
<b>Accountable to:</b>	Lead Superintendent Radiographer
<b>DBS required:</b>	Enhanced

## Post Summary

- 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

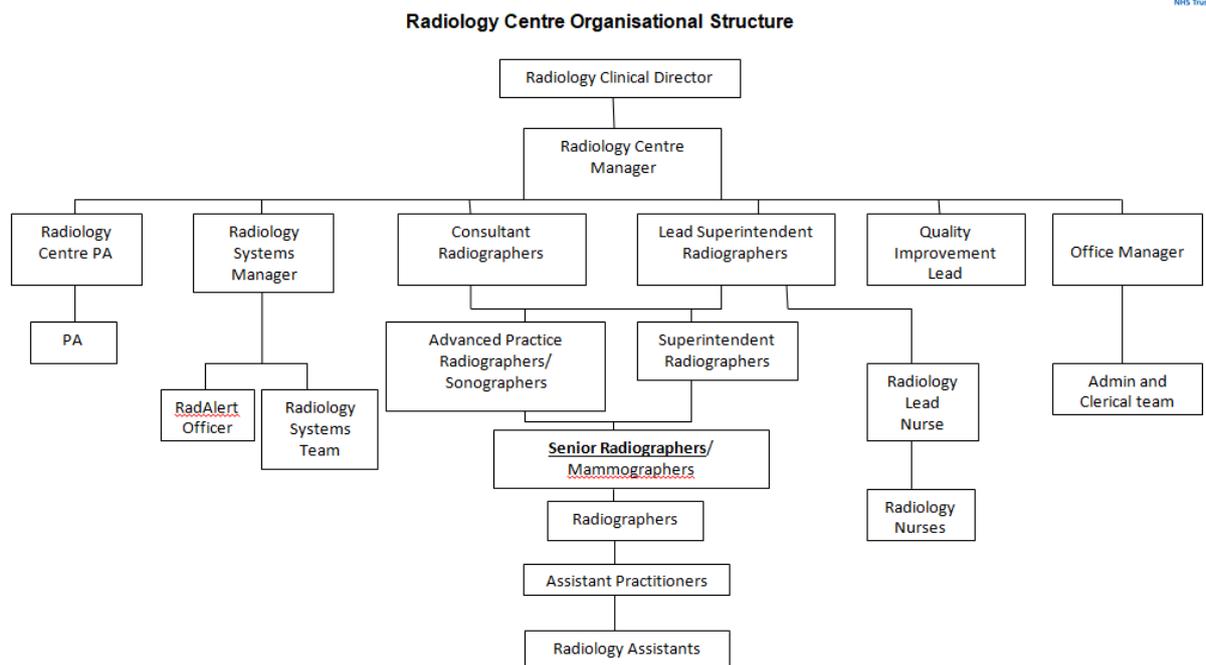
## KNOWLEDGE, SKILL AND EXPERIENCE:

- A broad spectrum of experience in general radiography.
- Competent to work independently in each suite to which they are allocated.
- Level 2 competence in CT scanning.
- Participation in out-of-hours/shift duties, including emergency cover.

## 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 maintain patient's privacy and confidentiality at all times.

## ORGANISATIONAL POSITION



## 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 OF THE POSTHOLDER**

- 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 on a daily basis.

## **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 wheel chairs
- 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 staff
- 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
- Consider patient Confidentiality at all times
- Daily concentration is needed for the positioning of patients, exposure factors, viewing of images, and associated administrative duties.
- In some areas concentration has to 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 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

### **WORKING CONDITIONS**

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

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Diploma/BSc in Radiography</li> <li>• HCPC registration</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification in CT and/or MRI scanning</li> </ul>
<b>Experience</b>	<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> </ul>	
<b>Knowledge and skills</b>	<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> <li>• IR(ME)R 2017</li> <li>• IRR 17</li> <li>• COSHH</li> <li>• Computer literacy</li> </ul>	

<p><b>Other</b></p>	<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;
- 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.

