

Join us at UHB



Building healthier lives

Welcome from our CEO

Jonathan Brotherton



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton
Chief Executive Officer

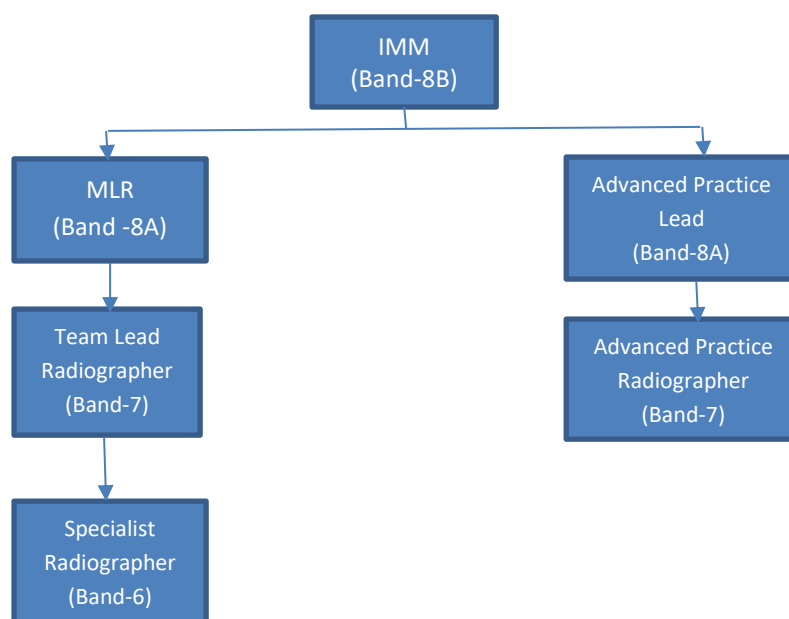
JOB DESCRIPTION

Job Title	Specialist Radiographer
Pay Band	Band 6
Department	Imaging/ IR
Division	1B
Reports to	Imaging Modality Manager
Professionally Responsible to	Divisional Director of Operation

JOB SUMMARY

To be responsible and accountable for imaging patients in a specialized area, employing a high level of skill and experience. To be responsible for coordinating with other areas of the department in relation to workload and staffing levels. Responsible for assessing and examining patients and maintaining associated records both as paper based and as electronic with computerised systems. Supervising and advising senior radiographers, radiographers, student radiographers and assistants within a specialized area. The post holder will be responsible for undertaking and maintaining statutory and mandatory training together with continued professional development. There is a requirement to participate in the on-call and out of hour's rota dependant on service needs of the department. The post holder will be required to participate in audit and research as required. Specialist radiographers with appropriate clinical experience will be encouraged to undertake IV injections where there is a service need.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

The successful candidate will rotate through the Cardiac catheter labs, Interventional Radiology Theatres and Vascular Hybrid Theatre (Heartlands Hospital) whilst maintaining established radiographic skills.

Participation in the out of hours 24/7 on call service including weekends and bank holidays is essential.

It is important that you are able to work autonomously and are able to work flexibly within the different multi-disciplinary teams using your clinical expertise to provide a quality service.



To organise and prioritise workload as required, in a specialised modality area taking into account the patients' clinical condition and the imaging request, in a safe and efficient manner.

Specialist radiographers with appropriate clinical experience will be encouraged to undertake IV injections where there is a service need

To record data concerning the patients' examination, in line with IRMER 2017 legislation and factors relating to the patients' clinical condition, and details of drugs administered during the course of the patient's examination.

KEY RESPONSIBILITIES

CLINICAL

1. To undertake unsupervised and be accountable for imaging examinations of patients. To position and manipulate patients precisely so as to maintain the highest possible standard of radiography.
2. To be able to interpret radiographic images and supervise and advise senior radiographers, radiographers and assistant practitioners where repeat images are necessary.
3. To assess the condition of the patient and determine the most appropriate and effective method of examination. To ensure the clinical indications for the examination are within the guidelines laid down within the department protocols.
4. To organise and prioritise workload as required, in a specialized modality area taking into account the patients' clinical condition and the imaging request, in a safe and efficient manner.
5. To liaise with other areas of the department to ensure the best patient care by having a flexible approach to use of staff and equipment.
6. To record data concerning the patients' examination, in line with IRMER 2017 legislation and factors relating to the patient's clinical condition, and details of drugs administered during the course of the patient's examination.
7. To ensure that data generated by staff in the modality area is recorded in the correct manner.
8. To ensure that all patients in the modality area have their clinical and non-clinical needs met, that preparation for examinations is carried out correctly and that appropriate follow up or after care is available
9. To communicate and liaise with all members of the hospital staff including the multidisciplinary team and to deliver sensitive information to patients and carers where there may be barriers to communication, ensuring that patients understand the procedure and receive appropriate reassurance.
10. Following appropriate training, to be thoroughly familiar with all aspects of the work and operation of equipment. To undertake specialised examination training as appropriate to modality/ job role, for example CT, interventional radiography, angiography, and imaging of specialist cardiac procedures. To maintain a high standard of specialist imaging skills and to support and advise less senior staff in departmental area.
11. To ensure the safe use of highly complex and potentially dangerous equipment, and to report to their line manager as soon possible any faults or breakdowns. To report and record all defects and breakages of equipment, fixtures and fittings and take the appropriate action to instigate repair. To ensure that senior radiographers, radiographers, and assistants do likewise.
12. To be responsible for the maintenance of a safe, clean and tidy working environment, particularly to maintain strict infection control procedures, and to ensure that radiographers, and helpers do likewise. To always act with consideration to the safety and welfare of self, patients and staff.
13. To work within the confines of Caldicott and the General Data Protection Act when providing information to and/or receiving information from patients or colleagues, that maybe of a complex and sensitive nature.



GENERAL

1. To organize and prioritize the workload, and all aspects of imaging examinations as appropriate, taking into account the demands on the service and in consultation with their Line Manager when appropriate.
2. To supervise visitors to the department, for example, people on work experience, so that they are supported in a safe manner with respect to radiation safety, maintaining the patients' dignity and privacy, and confidentiality issues.
3. To liaise with other sections in the department to ensure safe staffing levels are maintained, adjusting the rotas with respect to staff when sickness etc occurs. To organize the workload with respect to other sections where possible to most efficiently examine patients. To be instrumental in organising cover for out of hours shifts when an unavoidable absence occurs, at short notice.
4. To liaise with other departments in the hospital as necessary, theatres, wards and clinics, and to contact patients when necessary.
5. To comply with legislation concerning radiation protection for staff and patients. (IRR 17) and IR(ME)R 2017 and to be responsible for ensuring that during the course of work, adequate protection is given to self, patients and other members of staff, in line with recommendations laid down in the Local Rules for the Protection of Persons Against Ionising Regulations (IRR2017 & IRMER 2017) and any subsequent legislation.
6. To work to achieve objectives for the specialist / departmental area as agreed with the Lead, guided by policies and protocols, and occupational standards. To work with the lead radiographers to deliver a specialist service. To advise the Lead Radiographer in charge, of any operational issues/difficulties and record where appropriate.
7. To participate in developing and comment on proposed new policies and to suggest changes and updates to established policies, which will have an impact on the whole Imaging department.
8. To ensure that the audits associated with policies are carried out and reported to the Audit Lead.
9. Ensures compliance with departmental policies in modality area. To ensure that departmental protocols are followed.
10. To act as first point of contact when on-call for radiographers on standby duty. To carry out delegated management roles as requested by their Line Manager, for example, attendance at meetings on behalf of the Imaging department, or overseeing the departments in the absence of their Line Manager from the departmental area.
11. To be aware of the demands of the whole service provision, and to lead in assisting other departments/wards to maintain patient throughput.
12. To record and report any incident to the Lead Radiographer and complete the appropriate documentation as soon as possible, and to ensure that any incident in a section is dealt with appropriately and immediately. To undertake remedial action immediately where necessary.
13. To lead on and actively participate in departmental quality assurance and audits, and to undertake research activity as part of the departmental workload. To actively participate in all aspects of Clinical Governance as required, including presenting at meetings, and to lead on specific initiatives.
14. To ensure economical stock control for all consumable items, and to ensure that stock levels are maintained by reporting low levels to the Lead Radiographer.
15. To regularly review the radiographic elements of the allocated section and ensure its contribution is maximized.
16. To act at all times with consideration for the safety and welfare of patients, visitors and staff, and to ensure that all staff in the section do the same.
17. To take part in the out of hours, weekend and bank holiday rota in the Imaging department as required.
18. To communicate and liaise with all members of the multidisciplinary team, particularly with



respect to the organisation of patients' imaging examinations, and in situations where there may be conflicting demands.

19. To risk assess all aspects of work as part of normal duties, and to report to a Lead radiographer immediately where a serious clinical incident may arise. The jobholder must be aware of the implications of the Health and Safety at Work Act and to ensure its guidelines are followed.

20. To follow departmental and Trust policies and comment when policies are written or revised, or new developments are planned.

21. To be proficient with the computerised Radiology Management System to record data concerning the patient's examination in accordance with IR(ME)R 2017 legislation (Appendix 2), and including factors relating to the patient's clinical condition

BUDGETARY AND RESOURCE MANAGEMENT

The Post holder has a duty to deliver highest quality care within resource constraints and financially accountable to the Trust.

To ensure economical stock control for all consumable items, and to ensure that stock levels are maintained by reporting low levels to the Lead Radiographer.

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

1. To organize and prioritize the workload, and all aspects of imaging examinations as appropriate, taking into account the demands on the service and in consultation with their Line Manager when appropriate.

2. To supervise visitors to the department, for example, people on work experience, so that they are supported in a safe manner with respect to radiation safety, maintaining the patients' dignity and privacy, and confidentiality issues.

3. To be instrumental in organising cover for out of hours shifts when an unavoidable absence occurs, at short notice.

4. To liaise with other departments in the hospital as necessary, theatres, wards, and clinics, and to contact patients when necessary.

5. To comply with legislation concerning radiation protection for staff and patients. (IRR 17) and IR(ME)R 2017 and to be responsible for ensuring that during the course of work, adequate protection is given to self, patients and other members of staff, in line with recommendations laid down in the Local Rules for the Protection of Persons Against Ionising Regulations (IRR2017 & IRMER 2017) and any subsequent legislation

Teaching and Training

1. To take responsibility for and undertake continuous professional development to enhance practice, and to record the same in a portfolio. To ensure conditions of state registration are met.

2. To take an active role in induction of new staff and students.

3. To lead, supervise, advise, support and train radiographers, and assistants working in the same departmental area/section.

4. To deliver training in all aspects of work, and appropriate equipment operation. To undertake specialized examination and equipment training pertaining to job role, and to deliver the same.

5. To update skills with the introduction of technical developments, and to introduce new techniques and to instruct staff in the same.

6. To actively take part in the Appraisal system as required by the Line Manager.

7. To clinically supervise and teach student radiographers throughout the working week, in the safe practice of radiography and the service requirements associated with the radiographer role, e.g. ensuring patient care and follow up is carried out. 8. To clinically supervise and teach trainee assistant practitioners in the safe practice of radiography and the service requirements associated with the assistant practitioner role



RESEARCH AND DEVELOPMENT

To lead on and actively participate in departmental quality assurance and audits, and to undertake research activity as part of the departmental workload. To actively participate in all aspects of Clinical Governance as required, including presenting at meetings, and to lead on specific initiatives.

EFFORT -

Physical Effort

During clinical activity the role will involve frequent moderate physical effort. This entails manoeuvring adult patients (weighing 50 – 160kg) using mechanical aids and hoists to lift patients from beds and chairs to x-ray tables and manoeuvring patients in chairs, trolleys or on beds throughout all shifts worked. Due to the size of the department, walking more than 1km at a time and standing for long periods of time (wearing heavy protective lead equivalent coats) near operating tables is common. In addition lead equivalent aprons can frequently be worn for periods of time up to a whole shift. X-ray equipment has to be manoeuvred accurately within confined spaces.

Mental Effort

During clinical duties, a high level of concentration is required with assessing and examining patients throughout the entire shift. Assessment of images and supplementary examinations are required regularly with complex adaptation of exposure factors according to patient examination, requirement and variation. On all of their shifts, frequent interruptions are common requiring relevant adaptation for example, answering the phone to discuss another patient's examination, answering the bleep, or responding to another staff member's request for help or advice, or to help another patient, or to respond to an emergency request. They also need to cope with unpredictable work patterns, when urgent and emergency patients need to be fitted in to lists. Radiographers have to be particularly alert for cumulative periods of time to accurately check detailed documents e.g. x-ray request forms in line with IR(ME)R regulation. Page | 7 The role involves preparing regular reports, organising CPD activities and documenting all training activities requiring long periods of concentration.

Emotional Effort

The clinical role may involve dealing with complaints that are sensitive in nature whilst managing conflicting service demands, occasionally dealing with aggressive patients and or relatives when dealing with complaints. There is occasional exposure to highly distressing circumstances for example major trauma or critically ill patients. They must support and advise other staff involved in such situations. There is often conflicting demands from service needs versus training and education pressures of difficult meetings and the requirement to present to large groups of staff.

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us



Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: 03/03/2023



PERSON SPECIFICATION

JOB TITLE: Specialist Radiographer	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> D.C.R. (R) or BSc Radiography HCPC Registration Documented experience in Imaging Evidence of CPD and reflective practice 	<ul style="list-style-type: none"> Appropriate specialist education, e.g. modules relevant to area of practice, post-graduate diploma qualification, or equivalent experience. Leadership course Short student teaching course and assessor training
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> A range of radiographic experience within an Imaging department D.C.R. (R) or BSc Radiography Understanding of relevant legislation and Radiation Regulations Awareness of Radiographers Code of Conduct 	<ul style="list-style-type: none"> Documented experience in specialised imaging modalities, e.g. CT, angiography, Cardiac Catheterisation Laboratory, MRI, Ultrasound.
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Good communication and interpersonal skills Well-developed ability to manipulate patients precisely Able to work as part of a team Proven leadership skills Time management and ability to prioritise appropriately 	
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Ability to work well under pressure. Ability to empathise with patients and carers Reliable The ability to lead a team Demonstrate initiative Ability to work well under pressure The ability to work as a member of a team and to show individual initiative 	<ul style="list-style-type: none"> Evidence of candidate's desire to keep up to date with current and future trends



• Flexible	
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