BENENDEN HOSPITAL TRUST JOB DESCRIPTION

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| **Job Title and Band:** Band 3 Radiographer | |
| **Job Holder:** | **Date:** |

**Key Responsibilities**

* Plan and implement high standards of radiography care for patients, following hospital guidelines and protocols, promoting a patient-focussed approach to care
* Ensure patient care areas are safe, fit for purpose and effectively maintained
* Ensure patient information data is correctly recorded in the appropriate IT systems
* Be accountable for the management and co-ordination of the department in the absence of the Radiographer Lead

# Where does role fit in organisation?

Reports to the Radiographer Lead

Member of the diagnostic team within Outpatients with strong links to Patient Administration Service Department and all clinical areas

# Boundaries of role

* The postholder will follow standard operating policies and procedures of work however they are expected to use their knowledge and initiative to make decisions regarding assessing and monitoring patient care in order to deliver the role effectively.
* Undertake a wide range of work procedures using complex or sensitive information which will require the use of initiative and analysis. For instance; ensuring that all requests for imaging for inpatients/outpatients are correctly and safely implemented, planning and implementing the care of patients, be able to interpret results and raise awareness of abnormal results to consultant colleagues/radiologists, assessing and monitoring patients; positioning and moving of patients; assembling/dis-assembling and safely using essential equipment; ensuring data is correctly recorded on Oasis or other electronic software/paper notes
* Act as the patient’s advocate, maintaining their dignity at all times
* Other routine duties will include maintaining and rotating stock levels of equipment and consumables, helping to organise and prepare rooms for continued safe use at all times, checking, cleaning and maintaining sterile/non-sterile equipment, clearing away used instruments and all other items used during procedures, arranging for bodily fluid spillages to be cleared away immediately, and all waste to be disposed of in accordance with local Policy. Demonstrate compliance with the hospital’s policies for maintaining a safe environment, i.e. Infection Control, Hand Washing, Medicines Management.
* Maintain professional development particularly through the national professional body, for instance by participating in audits especially for monitoring quality, demonstrating an awareness of research, proposing changes to working practices or procedures for the department and integral areas of working, and recommending and implementing changes
* Contribute to budgetary management by exercising care and economy in the ordering and use of equipment and consumables
* Supporting activities such as undertaking administrative duties to support the department when required
* Communicate with patients and their carers verbally and in writing as and when required, using tact, reassurance, discretion and maintaining confidentiality at all times. Communicate with other staff members and stakeholders (i.e. consultants, departments company representatives), verbally and in writing as and when required, concerning sometimes complex information, such as patient history and clinical procedures
* There will be a frequent requirement for light physical effort, for instance, moving clinical equipment.
* The role is likely to have predictable work patterns with a need for concentration whilst assisting in clinics. Work may be occasionally distressing.
* The postholder will perform other duties appropriate to the post as may be required from time to time by the Radiographer Lead.

**SPECIFIC ROLE REQUIREMENTS**

The postholder will participate in the department’s emergency call out system, and may be required to work shifts, nights, weekends and bank holidays.

The postholder will be expected to be a member of the Health and Care Professionals Council and will be expected to abide by the relevant Code of Conduct and any supporting policies/procedures for clinical staff within Benenden hospital.

# Proven Knowledge, Training and Experience

* Radiography experience
* Post-graduate degree/diploma in Radiography or equivalent diploma of College of Radiographers
* BLS/ILS training or a willingness to undertake training
* Mentorship/clinical supervision qualification
* Good IT skills or a willingness to undertake training
* Proven ability to undertake multiple tasks under pressure

**Skills & Competencies**

* + Effective verbal communication using tact and diplomacy
  + Excellent written skills
  + Strong prioritisation skills
  + Strong patient-centred approach
  + Strong negotiation skills
  + Strong problem solving skills

**Personal Attributes**

# Methodical and logical in approach and pays attention to detail

* Organised, flexible and adaptable

**Measuring Performance**

The postholder is expected to be familiar with, and work in line with, the hospital’s Values.

Performance will be measured against the specific objectives and targets and “Values-led” behaviours as identified and agreed within the Performance & Development Review (PDR) process.

**Acceptance**

I hereby understand, acknowledge and accept the content of this job description I also understand that this document forms part of the terms and conditions of my employment with the hospital.

**Job Holder: Date:**

**Manager: Date:**