**JOB DESCRIPTION**

**JOB TITLE** **Trainee CT Radiographer**

**GRADE/BAND** **Band 5 with progression to Band 6 upon**

**completion of training**

**LOCATION**  **CT – Cross Site**

**RESPONSIBLE TO Team Leaders**

**ACCOUNTABLE TO Radiology Service Manager**

**JOB PURPOSE**

To work as a member of the CT team responsible for producing high quality CT images within the Radiology Service

To perform a comprehensive range of CT procedures, trust wide.

To contribute towards the efficient deployment of resources enabling the patient to receive a safe, accurate and timely examination.

To assist in co-ordinating workflow demands within the CT departments across the trust.

To contribute towards finding solutions which will meet the rapidly changing demands on the radiology service.

To contribute to training/tutorial opportunities within the CT Department

1. **Professional**

* To write departmental and implement Trust wide/departmental policies, procedures and guidelines. Or partake in feedback (depends on grade and role)
* Maintain a professional appearance in line with the Trust dress code.
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact within the course of his/her business.
* Uphold the privacy and dignity of the patient and respect the equality of patients at all time.
* To maintain and enhance clinical expertise ensuring high technical and professional standards at all times.
* To work independently performing a range of CT examinations as determined by departmental evidence –based protocols.
* To perform intravenous cannulation to facilitate contrast injections and to undertake audit and evaluation of own practice in this area. Knowledge of possible contrast reactions/emergency drugs is required.
* To determine the need for contrast enhanced examinations based upon the patients clinical and/or image appearances in cranial CT according to departmental protocol.
* To undertake the role of ‘Operator’ as defined in IR(ME)R 2000 while carrying out all aspects of CT imaging employing appropriate CT protocols and techniques.
* To undertake the responsibility of ‘Practitioner ‘(under IR(ME)R 2000 regulations for CT examinations of the head and in the absence of a radiologist or more senior radiographic colleague communicate appearances of significant intra-cranial pathology to relevant /requesting medical personnel to facilitate timely treatment.

**2. Key Responsibilities**

* To ensure imaging procedures are carried out in accordance with mandatory departmental systems of work and protocols.
* To adapt technique to the condition of the patient and level of co-operation, consistent with a good diagnostic outcome/optimum image quality.
* To assess each patient and request to produce the correct course of action for examination and diagnosis.
* To actively develop high standards of patient care ensuring Trust policies and protocols are widely communicated and are implemented e.g., infection control.
* To play an active role in the implementation and development of quality assurance programmes including departmental audit.
* To undertake additional areas of responsibility as delegated by the Team Leader.

**3. Resources and Finance**

* Critical examine working practices within the department to identify cost improvements and effective measures, develop and implement action plans.
* To maintain the record of premium rate activity on the definitive list.
* To validate all claims for premium rate work against the relevant record in the definitive list
* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost

**4. Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.

All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees

* Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
* Attending all mandatory safeguarding training in accordance with their role
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns

**5. Personal Responsibilities**

* The post-holder is responsible for taking reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.

**6. Area of work**

* The post holder will be required to undertake training events at any site across the trust
* The post holder may be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan
* If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity

**8. Health and Safety**

* Work in accordance with Health and Safety regulations at all time
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer
* Assist when required to do so, in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she comes into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopted a “bare below the elbow policy” in January 2008. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g., the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

##### Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

# Smoke Free Policy

The Mid Yorkshire Hospitals NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

1. Inside any building owned or used by or in areas used by Mid Yorkshire Hospitals NHS Trust staff in buildings shared with other organisations
2. In the grounds and car parks of premises of The Mid Yorkshire Hospitals NHS Trust
3. In the entrances of any The Mid Yorkshire Hospitals NHS Trust buildings
4. In the immediate areas outside The Mid Yorkshire Hospitals NHS Trust
5. In vehicles owned or leased by The Mid Yorkshire Hospitals NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service.

**WYAAT**

The Mid Yorkshire Hospitals NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for The Mid Yorkshire Hospitals NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

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| **Job title: CT Trainee Radiographer Band: 5/6** | | | |
| **Reference Number:** | | | |
| **Criteria** | **Essential** | **Desirable** | **Method of Assessment**  **A=Application I=Interview**  **C=Certificate T=Test** |
| Qualifications/Training | BSc Radiography or D.C.R.(R).,  HPC. REGISTERED | Evidence of post graduate study  In particular CT PG cert | Application form  Interview  State Registration Certificate |
| Experience | Evidence of participating in out-of-hours radiography service.  Suitable experience within the NHS | Evidence of good CT experience  Evidence of experience over and above Radiographer level eg work beneficial to the department such as audit, co-ordinating workload and resources  Evidence of delivering the clinical education of student radiographers, possibly including clinical supervisor/assessor roles  Experience of IV cannulation | Application form  Interview  References |
| Knowledge and Awareness | Awareness of the changing demands on the radiology service  Knowledge of the Ionising Radiation (Medical Exposure) Regulations 2017 and Ionising Radiation Regulations 2017  Evidence of keeping informed of current techniques and practices  Knowledge of Health and Safety at Work, COSHH, and Minimal Handling | Knowledge of, or interest in, QA.  Knowledge of, or interest in, teaching.  Knowledge of appraisal/staff development programmes | Pre visit  Application form  Interview  references |
| Skills and abilities | Evidence of a high standard of radiography for others to follow.  Ability to work accurately under pressure  Evidence of supervisory skills.  Evidence of leadership and of organisational skills.  Ability to receive and communicate information verbally and in writing.  Basic computer literacy  Familiarity with computer use for Radiology | Information Systems  Familiarity with PACS  Car driver | Application form  Interview  References |
| Behavioural and Personal Attributes | A willingness to abide by the Trust’s Equality and Diversity Policy  A willingness to abide by the Trust’s Health and Safety Policy.  Good team membership skills  Ability to act diplomatically in sensitive situations involving patients or staff  Punctuality  Evidence of commitment and motivation  Respected member of an existing team  Ability to work closely with student radiographers.  Professional in appearance and conduct  Ability to satisfy Occupational Health screening  Ability to work out of hours  Flexible according to the demands of the service | Adaptable to a changing environment. | Pre visit  References  Interview  Application Form and Interview |