

# Specialist CT Radiographer Band 6



Working together



Excellence



Openness & Honesty



Compassion

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Specialist CT Radiographer
<b>BAND</b>	6
<b>DIRECTORATE</b>	Acute – Cancer and Clinical Services
<b>INITIAL LOCATION</b>	
<b>REPORTS TO</b>	Advanced Practitioner L1 CT Radiographer
<b>ACCOUNTABLE TO</b>	Head of Diagnostic Services

### **JOB SUMMARY**

To provide a high standard Radiography Service within the CT department. This will involve performing advanced examinations without supervision and making a range of skills and knowledge available to the rest of the CT team.

### **KEY DUTIES / RESPONSIBILITIES**

#### ***CLINICAL***

1. Ensure that own practice and that of staff under your supervision is in keeping with the Health and Care Professions Council (HCPC) Publications on Standards of Conduct, Performance and Ethics (Jan 2016) and the Code of Professional Conduct from the Society and College of Radiographers (2013) and meets the required professional, national and local standards of radiography practice.
2. Ensure that Radiation Protection Rules are applied at all times and to be familiar with and obey Ionising Radiations Regulations (N.I.) 2017 and Ionising Radiation (Medical Exposure) Regulations (N.I.) 2018 and observe local rules concerning ionising radiation.



3. Assess patient understanding of proposed examinations, and where appropriate gain valid informed consent or work within the required legal framework with patients that lack capacity to consent to examination.
4. Give relevant advice to the patient/carer, on post-examination procedures liaising as appropriate with other staff groups who are associated with the care of the patient.
5. Manage clinical risk within own specialised area.
6. Be responsible for maintaining accurate and comprehensive patient records in line with HCPC Standards of Proficiency – Radiographers (May 2013) and record keeping system under Ionising Regulation (Medical Exposure) Regulations 2018 (IRMER).

### **PROFESSIONAL**

7. Be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development (life long learning).
8. Participate in the staff appraisal scheme as an appraisee and be responsible for complying with his/her agreed personal development programme, to meet set objectives and competencies.
9. Be an active member of the in-service training programme by attendance at and participation in, in-service training programmes, tutorials, individual training sessions and external courses.
10. Undertake as directed, the collection of data for use in service audit.
11. Promote and maintain a high quality service, which demonstrates a sound knowledge of Clinical Governance and Risk Management.
12. Provide support, guidance and training to more junior staff, contributing to the ongoing monitoring of their performance.



## **ORGANISATIONAL**

13. Supervise Radiographers, students and Radiography Assistants on a daily basis. This includes co-operating with the induction of new staff.
14. Ensure safe practice under the Health & Safety at Work Order.
15. Provide any relevant statistical information as required to allow for the monitoring of the service.
16. Perform any other duties as may be requested by more senior radiography staff.
17. Have a flexible approach to work so that cover for absences and leave of other members of the team can be facilitated as necessary.
18. Will be required to rotate between the CT and General departments
19. Will participate in the CT shift rota.
20. Available / able to work any 5 days out of 7 over the 24 hour period, which may include on-call / stand-by / sleep-in duties, shifts, night duty, weekends and Public Holidays if required immediately on appointment or at a later stage following commencement in response to changing demands of the service.

## **RAISING CONCERNS - RESPONSIBILITIES**

1. The post holder will promote and support effective team working, fostering a culture of openness and transparency.
2. The post holder will ensure that they take all concerns raised with them seriously and act in accordance with the Trust's 'Your Right to Raise a Concern (Whistleblowing)' policy and their professional code of conduct, where applicable.

## **GENERAL REQUIREMENTS**

The post holder will be required to:

1. Ensure the Trust's policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
2. Co-operate fully with the implementation of the Trust's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her



manager, and maintaining a clean, uncluttered and safe environment for patients/clients, members of the public and staff.

3. Adhere at all times to all Trust policies/codes of conduct, including for example:
  - Smoke Free policy
  - IT Security Policy and Code of Conduct
  - standards of attendance, appearance and behaviour
4. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
5. Co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.
6. All employees of the Trust are legally responsible for all records held, created or used as part of their business within the Trust including patients/clients, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000 the Environmental Information Regulations 2004, the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Employees are required to be conversant with the [org name] policy and procedures on records management and to seek advice if in doubt.
7. Take responsibility for his/her own ongoing learning and development, in order to maximise his/her potential and continue to meet the demands of the post.
8. Represent the Trust's commitment to providing the highest possible standard of service to patients/clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

It is a standard condition that all Trust staff may be required to serve at any location within the Trust's area, as needs of the service demand.

*September 2022*



## PERSONNEL SPECIFICATION

**JOB TITLE AND BAND** Specialist CT Radiographer

**DEPARTMENT / DIRECTORATE** Radiology – Acute Directorate

**SALARY**

**HOURS**

**Ref No:** <to be inserted by HR>

**September 2022**

### Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

## ESSENTIAL CRITERIA

**SECTION 1:** The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria <i>Ideally no more than 6-8 criteria in this section</i>	Method of Assessment
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Minimum of 2 years post qualification experience.</li> <li>2. 3 months experience in cross-sectional imaging in CT.</li> </ol>	Shortlisting by Application Form
<b>Qualifications/Registration</b>	Diploma of College of Radiographers/ BSc Radiography or equivalent.  HCPC registered <b>OR</b> eligible for registration	Shortlisting by Application Form



<b>Other</b>	Hold a current full driving licence which is valid for use in the UK and have access to a car on appointment. <i>This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Trust which will permit them to carry out the duties of the post.</i>	Shortlisting by Application Form
<b>SECTION 2:</b> The following are <b>ESSENTIAL</b> criteria which will be measured during the interview/ selection stage:		
<b>Skills / Abilities</b>	<ol style="list-style-type: none"> <li>1. Evidence of commitment to Continuing Professional Development.</li> <li>2. Ability to work as part of a Team</li> <li>3. Ability to use own initiative</li> <li>4. Effective Communications skills to meet the needs of the post in full.</li> <li>5. Effective Planning &amp; Organisational skills with an ability to prioritise own workload.</li> <li>6. Ability to supervise and take responsibility for more junior staff.</li> </ol>	Interview
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Have an excellent understanding of the role of the CT Radiographer.</li> <li>2. Up to date knowledge of current professional issues.</li> <li>3. Evidence of commitment to Continuing Professional Development</li> </ol>	Interview
<b>Other requirements</b>	<ol style="list-style-type: none"> <li>1. Be willing to participate in shift working including long days, weekends, Bank holidays and nights.</li> </ol>	Interview



## DESIRABLE CRITERIA

**SECTION 3:** these will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted





Factor	Criteria	Method of Assessment
Qualifications	1. Postgraduate Diploma in CT	Shortlisting by Application Form

*As part of the Recruitment & Selection process it may be necessary for the Trust to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.*

*Successful applicants may be required to attend for a Health Assessment*

**THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**



	What does this mean?	What does this look like in practice? - Behaviours
<p><b>Working Together</b></p>	 <p>Working together for the benefit of everyone. We work across Health and Social Care to support the people we care for. We work with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul style="list-style-type: none"> <li>• I work with others and value everyone's contribution</li> <li>• I treat people with respect and dignity</li> <li>• I work as part of a team looking for opportunities to support and help people in both my own and other teams</li> <li>• I actively engage people on issues that affect them</li> <li>• I look for feedback and examples of good practice, aiming to improve where possible</li> </ul>
<p><b>Compassion</b></p>	 <p>Being positive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand their needs and take action to help them and ourselves.</p>	<ul style="list-style-type: none"> <li>• I am sensitive to the different needs and feelings of others and treat people with kindness</li> <li>• I learn from others by listening carefully to them</li> <li>• I look after my own health and well-being so that I can care for and support others</li> </ul>
<p><b>Excellence</b></p>	 <p>Striving to be the best we can be in our work, to improve and develop services to achieve the best possible outcomes. We deliver safe, high-quality, person-centred care and support.</p>	<ul style="list-style-type: none"> <li>• I put the people I care for and support at the centre of all I do to make a difference</li> <li>• I take responsibility for my decisions and actions</li> <li>• I commit to best practice and sharing learning, while continually learning and developing</li> <li>• I try to improve by asking 'could we do this better?'</li> </ul>
<p><b>Integrity &amp; Honesty</b></p>	 <p>Being open and honest with each other and act with integrity and courage.</p>	<ul style="list-style-type: none"> <li>• I am open and honest in order to develop trusting relationships</li> <li>• I ask someone for help when needed</li> <li>• I speak up if I have concerns</li> <li>• I challenge inappropriate or unacceptable behaviour and practice</li> </ul>



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#bettertogether

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