

**Job Title**: Senior Radiographer (Mammographer)

**Location/Base**: Parkside Hospital, 53 Parkside, Wimbledon SW19 5NX

**Dept**.: Radiology Department

**Reporting to**: Radiology Manager

1. **JOB PURPOSE:**
* Working as part of a team & under the overall guidance of the Lead Radiographer to provide an effective and efficient radiology service.
* Develop and improve professional expertise via continuous professional development.
* Maintain high standards of Health and Safety in line with current H&S Codes and Policies.
* Carry out other work and duties as workload may require.

# KEY ACCOUNTABILITIES

* On a day to day basis, to be able to apply organisational and planning skills in the allocating and re-allocating of time and resources to meet rapidly changing operational and clinical requirements.
* In addition to being responsible for his/her own professional actions, the post holder must be able to work unsupervised as a member of a multidisciplinary team.
* As required, to supervise the work of other qualified staff, students and support workers performing duties within areas of the Department.
* To assist the administrative team in the course of their work and via liaison with secretarial staff, maximise patient throughput via the appointments system.
* Ensure untoward incidents, technical and equipment problems are reported.
* To have specialist knowledge of all radiographic specific procedures and practises.
* Maintain equipment and waiting area to highest standards.
* To communicate in a concise and appropriate manner, complex information regarding radiology procedures to other hospital staff, patients and relatives.
* Liaise with Radiologists and key referrers to ensure smooth, efficient service to patients and customers.
* To be able to provide reassurance and overcome patient concerns and barriers to understanding in order to obtain the level of co-operation required to achieve a successful outcome to radiology procedures.
* To work and communicate efficiently with other members of staff throughout the hospital and beyond to assist in the provision of an efficient radiology service.
* Under the overall supervision of the Head of Radiology and Lead Radiographers, to work as a member of the radiology imaging team to provide an efficient, high quality radiographic service.
* To work to high levels of specialist expertise in radiology, demonstrating the practical application of professional skills that are underpinned by a robust theoretical knowledge.
* To be aware of legislation relevant to radiology and to work to ‘best practice’ guidelines at all times.
* To use analytical judgement and interpretational skills to assess the appropriate action to take when presented with a range of professional options.
* Whilst working within clearly defined occupational standards, protocols and professional guidelines, be prepared to exercise a degree of freedom to act when clinical findings indicate a need to do so.
* To be responsible for the correct care and use of equipment and resources generally throughout the department but with a particular emphasis on the specialist equipment used in radiology.
* To work within the relevant Aspen guidelines when dealing with situations that present possible infection risk, e.g. exposure to bodily fluids or that have potential for compromising personal wellbeing, such as aggressive or challenging patient behaviour.
* To be responsible for entering pre-determined clinical data and such additional, professional observations as may be appropriate onto computer based systems such as the Radiology Information System (RIS).
* To supply and/or administer medicines using Patient Group Directions, without compromising patient safety.
* To be able to work to the highest levels of professional competence, whilst at the same time having the provide the maximum degree of physical, emotional and mental effort required to perform accurate examinations on patients who can be critically injured terminally ill or otherwise immobile and unable to offer any assistance.
* To show evidence to maintenance of general technical and professional skills, and participation in Continuous Professional Development to such a level required to remain eligible for registration by the Health and Care Professions Councils.
* To maintain and continually update the specialist skills required to perform radiographic imaging, evidence by participation in specialised postgraduate training courses and programmes
* To have a flexible approach to working hours and be prepared to participate fully in shifts, extended working day and on-call working rotas and schedules as may be required.
* To be required to carry out duties appropriate to role and grade in any area of the Radiology departments if exceptional circumstances make this necessary.
* To take part in regular performance appraisals.
* To attend and participate in departmental meetings as deemed necessary by the Head of Radiology and Superintendent Radiographers.
* To assist the Head of Radiology / Superintendent Radiographer in the monitoring of existing processes and procedures and to participate as required in the development and introduction of revised improved methods of service delivery.
* Be prepared to participate in on-going audit activities within the radiology department and to suggest appropriate subjects for such activities for consideration by the Head of Radiology and Superintendent Radiographers.
* To contribute to and work within a safe working environment.
* The post holder is expected to comply with Aspen Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

# SUPPLEMENTARY INFORMATION

**Our Values**

We are proud to be 'Individually different. Altogether better' and it is only through our people that we will achieve our mission to:

“Provide first-class independent healthcare for the local community in a safe, comfortable and welcoming environment; one in which we would be happy to treat our own families”

We do this by asking you to work within our core values:

* Beyond Compliance – Going above and beyond to improve our business
* Personalised Attention – Taking time to care for others
* Partnership and Teamwork – Inclusive and collaborative
* Investing in Excellence – Working to be the best
* Always with Integrity – Respected, admired and reliable

**Code of conduct**

* I will make the CARE and SAFETY of our patients my first concern and will always act to protect them from risk.
* I will always be respectful to the public, patients, relatives and carers, colleagues and business when representing Aspen Healthcare.
* I will always be honest and act with integrity.
* I will accept responsibility for my own work and if appropriate the proper performance of the people I manage.
* I will show my commitment to working as a team member with all my colleagues and the wider community.
* I will take responsibility for my own learning and development.
* If a member of a professional body, I will comply with the relevant professional code of ethics and conduct at all times

**Equality & Diversity**

Aspen Healthcare Limited is an Equal Opportunity Employer. Its policy is to treat everyone in the same way regardless of their race, religion, marital status, physical/mental disability, gender, sexual orientation, and age, responsibilities for dependents, trade union membership or offending background. The Company values the diversity of its work force as a strength and aims to provide a working environment in which people have the opportunity to contribute and develop according to their individual merits and aspirations.

**Health & Safety at Work**

You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to others by your work activities, and to co-operate with the organisation and others in meeting statutory and mandatory requirements.

**Statutory & Mandatory Training**

You are required to complete mandatory training as required, and if unable to attend ensure this is rectified with your line manager’s support at the earliest opportunity.

**Infection Prevention & Control**

It is the responsibility of all staff to ensure high quality patient care is based upon principles of best practice in infection prevention and control, either directly through personal contact or indirectly through supervision of practice.

It is the responsibility of all staff to fully co-operate with managers in achieving compliance with Infection Control policies and in adopting safe systems of work when undertaking activities that present a risk of the spread of infection.

**Confidentiality**

Information about any individual, which includes either some or all details of their identity is personal and is subject to the Data Protection Act (1998), the Human Rights Act (2000) and other Aspen Healthcare requirements such as the Caldicott principles.

* Patient information, in any form is confidential. This means that information should only be shared or accessed by someone with a legitimate reason, related to the care of the patient.
* Information about members of staff or others in relation to sensitive issues, such as appraisals, investigations, complaints or payroll details is also confidential.

All staff must always maintain confidentiality when dealing with sensitive material and information of this nature and immediately report any potential confidentiality issues that may arise.

**Information Security**

All staff are required to read and comply with all Aspen communications and policies that are issued relating to the electronic security of Aspen and patient information particularly in relation to:

* Saving data and information
* Password management and responsibilities
* Transfer of data and data sharing

**Whistleblowing - Raising Concerns**

It is the responsibility of all staff to raise any concerns to their line manager or the HR department if they reasonably believe that one or more of the following concerns is either happening, has taken place, or is likely to happen in the future relating to the company’s business:

* A criminal offence
* The breach of a legal obligation
* A miscarriage of justice
* A danger to the health and safety of any individual
* Damage to the environment
* Deliberate attempt to conceal any of the above.
* any other legitimate concerns

**Data Protection**

All staff must be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, Aspen Healthcare and the individual may be prosecuted. Disciplinary action will be taken for any breach.

**Mobility/Flexibility**

Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the companies’ facilities.

**Safeguarding the Welfare of Children and Vulnerable Adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.  The expectation is that the post holder is familiar with the relevant procedures and guidelines relevant to their job role

**For all posts requiring professional registration**

You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health and Care Professions Council etc.)

## Other responsibilities

You will be required to be aware of and adhere to all relevant Company Policies and Guidelines.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder.

## Review

The post-holder must act in such a way to promote a positive image of Aspen Healthcare UK Ltd at all times. This job description is not conclusive and will be regularly reviewed with the post-holder.



**Person Specification**

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**Dept**.: Radiology Department

**Reporting to**: Head of Radiology

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| REQUIREMENTS | ESSENTIAL | DESIRABLE |
| **Educational Qualifications** | BSc(Hons) Radiography, DCR(D) Diploma of the College of Radiographers or equivalent.HCPC registration | Post graduate study |
| **Experience** | Up to date experience in diagnostic radiography techniques.Minimum of 2 years post-qualification experience.Experience of working unsupervised.Mammography experience | 3 years post graduation experienceExperience of training staffDexa/CT/MRI experience |
| **Specific training / skills / Knowledge required** | Awareness of clinical governance issues in relation to patient care.Knowledge of developments within the profession.Excellent customer care skills and standards.Excellent interpersonal and communication skillsGood co-ordination and time-management skillsDemonstrate effective verbal and written communication skills.Computer and keyboard skillsKeep all records up to date in a clear, accurate and concise manner on a day-to-day basis.Effective communication in a wide range of situations in writing, person or by telephone. |  |
| **General** | Commitment to provision of a high quality service for patientsAbility to work under pressure whilst maintain a calm and professional attitudeSelf-motivated with the ability to work well in a multi-disciplinary teamFlexible and willing to undertake a wide range of duties.Flexibility in relation to shifts and On-call, including weekend workEnthusiastic and proactive attitude towards workAbility to cope with work pressures and manage time effectivelyAbility to make prompt decisions based on knowledge, experience and circumstances.Ability to work using own initiative but also to know when to seek assistance and guidance. |  |