



**Job Title:** Senior Radiographer  
**Location/Base:** Highgate Hospital  
**Dept.:** Imaging  
**Reporting to:** Imaging Services Manager

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### **1. JOB PURPOSE:**

Reporting to the Imaging Services Manager, the post holder will provide a customer focused high quality diagnostic Radiography service to our patients and service users. To strive for and maintain the best standard of diagnostic imaging and efficiency for our users at all times. The role will require rotation throughout all of the modalities (CT, MRI, with some extension to Core Services).

### **2. KEY ACCOUNTABILITIES**

Clinical Responsibilities:

#### **A – General:**

- To provide a professional standard of excellence in radiographic services for all patients focus in patient care.
- To be competent in all of the main Radiographic Imaging Modalities; principally CT, MRI and Core Services (general imaging).
- Assist consultant Radiologists in undertaking specialist examinations
- To participate on the shift rotation and on call rota.
- To help in booking of immediate appointments (walk in or fit in patients) and maintain appropriate departmental records as necessary.
- Assess and adapt techniques to ensure a quality image is delivered at all times, seeking advice when required.
- To use the equipment and accessories correctly, reporting any faults.
- To be conversant with the computer systems and ensure that accurate records are entered and maintained.
- To participate in Governance programs including regular auditing and quality control.
- To comprehend and adhere to all Health & Safety and COSHH regulations.
- Provision of clinical information to the patient whilst interpreting, negotiating and adapting the procedure as applicable to that patient.
- Participate in IV injections (training provided as required).
- Ensure that all standard operating procedures, protocols and guidelines are adhered to.

#### **B – Radiation Protection:**

- To participate with the Quality Assurance protocol within the Department.
- Act as practitioner in the justification of all plain film Images and certain CT scans.
- To abide by the principles and rules of the Ionising Radiations (Medical Exposure) Regulations 17; IR(ME)R in the protection of our patients when considering the harmful effects of radiation.

#### **C – Health & Safety:**

- To observe and comply with Health and Safety at Work Act.

- To escalate all clinical incidents involving equipment, patients or staff by effective use of the Sentinel incident reporting system.
- Be able to identify risk within the department and escalate, together with mitigating action plan, to the Imaging Services Manager and Clinical Services Director.
- At the direction of the Imaging Services Manager, act as Moving & Handling/Fire/Governance/infection control coordinator for the department.
- At the direction of the Imaging Services Manager audit departmental standards at health and safety compliance.
- To abide by the principles and rules of the Ionising Radiations Regulations 17; IRR 17 in the protection of self and other members of staff when considering the harmful effects of radiation, including making use of appropriate protection/radiation monitoring devices (including wearing lead aprons and appropriate radiation monitoring devices).

#### **D- Quality/Service Improvement:**

- To be actively involved in the improvements of standards in radiographic techniques by reviewing protocol in line with evolving best practice in all modalities.
- In conjunction with the Clinical Services director, and at the direction of the Imaging Services Manager, update protocol manuals to ensure they reflect current practice as appropriate.
- To engage with our customers regarding service received vs. expectations via the use of patient comment cards.
- To suggest areas of service/quality improvements to the Imaging Services Manager as necessary.
- To lead on improvement action plans as necessary.
- To support the departments vision in becoming recognised as one delivering the highest quality, in recognising that we all have our part to play in ongoing improvement and positive customer care within the imaging department and the entire Highgate Hospital , share the responsibility in presenting a professional image via:
  - a. Being polite, caring and responsible towards the welfare of the patient.
  - b. Compliance with uniform regulations.
  - c. Punctuality.
  - d. Maintaining cleanliness of the rooms, equipment and supplies.
- To adhere to all policies in relation to patient information, data information and escalate any areas of concerns to the Imaging Services Manager.
- To adhere to all policies in relation to infection control, including being bare below the elbows whilst in clinical areas.

#### **E – Learning and Development:**

- To, at the direction of the Imaging Services Manager, mentor new members of staff.
- Through informal and formal learning environments, maintain a programme of continuous professional development, CPD and share new learning with colleagues and peers via taught CPD lectures.
- Ensure compliance with statutory and mandatory training (including ILS, Moving and Handling, Infection Control).

#### **F -Communication:**

- To form an effective working relationship with Consultants, medical, nursing and administrative staff within the Department and the hospital as a whole.
- In recognising that there are often barriers in effective communications, utilise other forms of communications as appropriate (i.e. – written or the use of an interpreter).
- Use and promote effective, positive communication with colleagues and patients, escalating any concerns in this area to Imaging Services Manager as appropriate.
- To communicate effectively and empathetically with patients and their carer prior to, during and after an examination.

- To communicate effectively with colleagues and radiologists to ensure the smooth running of the service.
- Ensure that enquiries are dealt with promptly and efficiently.
- To keep accurate documentation and patient records in line with Highgate protocols.
- To be familiar with the PACS/RIS departmental system and to ensure all examinations have been entered onto the system and post entered

This is not a definitive list of duties and all employees may be required to carry out other responsibilities within their capability.

### **3. 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 (2018), 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 2018 and the Human Rights Act 2000. 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.

**Senior Radiographer**

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
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<b>Educational qualifications:</b>	<ul style="list-style-type: none"> <li>• Diploma of the College of Radiographers or BSc Radiography equivalent.</li> <li>• HCPC Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Certification in IV cannulation.</li> <li>• Postgraduate qualification.</li> </ul>
<b>Specific Training, Skills Knowledge and Experience required:</b>	<ul style="list-style-type: none"> <li>• Have competencies across at least two of the following modalities – MRI, CT, Core Services (general radiography, Theatre).</li> <li>• Understanding of IR(ME)R, including the role of the operator, practitioner, referrer, employer and medical physics.</li> <li>• IT skills necessary especially for Radiology Information Systems (RIS) and Picture Archiving and Communication Systems (PACS).</li> <li>• Have a portfolio of relevant CPD.</li> <li>• Two years post graduate clinical radiography experience.</li> <li>• The post holder may be encouraged to take on additional responsibilities e.g. Radiation protection Supervisor (RPS), Infection prevention and control link, Health and Safety Representative, Quality Assurance lead, Audit etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Be competent across all modalities.</li> <li>• Be competent in cardiac MRI and cardiac CT</li> <li>• CT Interventional Experience</li> <li>• To demonstrate commitment to radiographic modalities through CPD/protocol development within a radiographic area.</li> </ul>
<b>General temperament:</b>	<ul style="list-style-type: none"> <li>• Organisational, interpersonal and communication skills, with ability to work effectively in the team.</li> <li>• Team Player with ‘can do’ attitude.</li> <li>• Be able to participate in a shift system.</li> <li>• To demonstrate understanding of the role of external bodies in driving quality standards (e.g. Care Quality Commission).</li> <li>• To show awareness of what to do in the event of something going wrong (including escalation, reporting and action).</li> <li>• Willingness to learn, demonstrate initiative and accountability for performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Private Healthcare</li> <li>• Evidence of reliability</li> <li>• Flexible approach</li> <li>• Evidence of a team player</li> </ul>