RADIOGRAPHER - BASIC GRADE

JOB DESCRIPTION

TITLE: Radiographer, Basic Grade

LOCATION: St. John’s Hospital, Limerick

REPORTS TO: Radiography Services Manager
Consultant Radiologist

ROLE SUMMARY: To assist the Radiography Services Manager and Consultant Radiologist in ensuring the provision of effective radiography services to St. John’s Hospital.

Responsibilities:

To partake in all aspects of general radiography including fluoroscopy, Mobile, Theatre and Critical Care Unit work. To safely deliver a diagnostic radiography service taking into account the principles of justification and optimisation. This must be done with regard to all current radiation safety regulations.

Principal Duties:

- Partake in the “on call” service.
- Record individual examination doses as per dose area product meter.
- Do mobile X-rays and attend Theatre or Day-Ward as and when requested.
- Process all requests from wards according to medical priority and sequence of requests.
- Ensure X-ray rooms and equipment are prepared for whatever examinations are booked.
- Check patients identity and examination required ensuring all examinations are justified and optimised.
- Check L.M.P. form and retain in folder.
- Check that patient has received the appropriate preparation.
Ensure all pre-booked patients are seen to promptly.

Receive all patients into X-ray room ensuring privacy.

Explain procedure and give reassurance where needed.

Explain delays, if any.

Ensure that adequate information is to hand to enable optimum application of procedures.

Operate all equipment, as required.

Be aware of emergency procedures.

Assist in any emergency treatment of patients, if necessary. i.e. allergic reaction.

Request nursing assistance if patient’s condition so dictates.

Utilise existing and any future I.T. system including during on-call hours.

Observe and report any erratic or defective performance of equipment.

Liase with other staff/departments to ensure proper care of patients.

Use gonadal protection in all cases where appropriate.

Be aware of, and comply with, national/local radiation safety rules.

Comply with all local protocols and guidelines.

Comply with all current health and safety statements.

Perform such other duties appropriate to the post as may be assigned by the Consultant Radiologist, Radiography Services Manager or other appropriate senior member of staff.
Generic Duties and Responsibilities:

Service:

- Perform duties efficiently, effectively and economically in line with best practice and/or as directed by Management in the provision of a quality service at all times.
- Maintain a flexible approach to performance of duties.
- Strictly adhere to operational policies and procedures specific to designated area of duty.
- Deal with customer/staff/patient queries in a courteous, effective and efficient manner.
- Maintain confidentiality of all matters pertaining to the Hospital, staff and patients.

Education and training:

- To attend relevant study days and seminars.
- To participate in student training where appropriate.

Hygiene:

- To be aware of and exercise best practice in relation to personal hygiene and cleaning duties.
- Adhere to the prescribed dress code.

Health, Safety and Welfare at Work:

- Be familiar with the hospital’s Health & Safety procedures.
- Identify hazards, assess risks and report same as per hospital policy to relevant personnel, and in accordance with individual responsibilities under all Health and Safety legislation and regulations.
- Adhere to Hospital infection control policy.
- Co-operate fully and participate with/in all health and safety training programmes.
- Be familiar and comply with lifting & handling techniques.
- Be familiar with the Hospital’s Major Emergency Plan and Fire Plan.
Risk

All staff are responsible for identifying, assessing and reporting all risks and for contributing to the management and review of all risks.

Accountability

➢ Report for duty on time and at the designated place of duty as prescribed by the Radiography Services Manager.

➢ Take direction and guidance from the Radiography Services Manager in relation to all duties and human resources issues at all times.

➢ Facilitate and encourage good industrial relations at all times.

➢ Recognise the needs and importance of patient services.

➢ Be aware of accountability and responsibility in order to assist in the delivery of the highest standard of radiography services in a professional and compassionate manner to every person who avails of the hospitals’ services.

➢ Required to bring to the attention of the immediate Supervisor any difficulties or problems encountered in the performance of their work.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time. Flexibility must be exercised in dealing with new situations and emergencies.

I have read the above job description. I confirm that I clearly understand and agree to adhere/comply with the job description.

SIGNED: ____________________________________________

DATE:_________________

Employee