

RADIOGRAPHER - BASIC GRADE

JOB DESCRIPTION

TITLE: Radiographer, Staff 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:

The Radiographer (Staff Grade) will:

- Carry out his/ her duties under the day to day supervision of the Radiography Services Manager or his/her designate
- Part take on an 8 am-8 pm daily rostering system as required including an "on call" service, pending on the Hospital's requirements
- Undertake all general radiography in a professional manner thereby upholding the reputation of the department and the Hospital.
- Adhere to professional guidelines as determined by the Irish Institute of Radiographers and Radiation Therapists
- Will work as part of a multidisciplinary team in the provision of an integrated patient-centred service
- Adhere to all departmental imaging protocols: be responsible for the correct identification of patient images.
- Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards relevant to the use of ionising radiation
- Ensure that appropriate radiation protection is used and that the radiation dose is kept to a minimum consistent with the ALARA principle
- Take part in routine inspection of equipment and quality assurance procedures

- Be responsible for the safe use of all imaging equipment and adhering to instructions on its use
- Be responsible for the logging of and reporting of all equipment faults to Radiography service Manager or his/her designate
- Be flexible in response to service needs
- Assist and take part in audit and quality assurance programmes
- Maximise the use of new technology including the Radiology Information System and PACS
- Ensure the correct completion of records and reports
- Respect and maintain the privacy, dignity and confidentiality of the service user and in relation to all hospital activities as per statutory requirements
- Relate to and communicate with all other staff in a courteous and helpful manner at all times
- Be accountable – take responsibility for his/her actions, seek advice/a second opinion as required.
- Record individual examination doses as per dose area product meter.
- Perform 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 all examinations
- Check patients identity and examination required ensuring all examinations are justified and optimised.
- 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.
- Liaise 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.

- 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 participate in mandatory training programmes.
- To participate in continuing professional development including in-service training as agreed with the Radiography Services Manager or designated officer.
- To attend relevant study days and seminars.
- Actively participate in induction/teaching/training/supervision of radiographers, students and other staff within the department
- Identify teaching /learning/audit/opportunities within the department for themselves/others.

Hygiene:

- To be aware of and exercise best practice in relation to personal hygiene and cleaning duties.
- Adhere to the prescribed dress code.
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Health, Safety and Welfare at Work:

The Radiographer (Staff Grade) will:

- Work in a safe manner with due care and attention to the safety of self and others
- Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards
- Be aware of risk management issues, identify risks and take appropriate action
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person (s)

- Be responsible for the cleaning and proper care and storage of all safety equipment including personal protective equipment (e.g. lead aprons, thyroid shields)
- Be responsible for keeping the department in general and their work area specifically clean, tidy and safe
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- 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.

Administrative

The Radiographer (Staff Grade) will:

- Participate in the establishment and maintenance of standards for quality improvement and adhere to existing standards and policies
- Assist in the organisation, maintenance and/or ordering of equipment and materials as required
- Contribute to the planning and development of the service and participate in service improvements
- Represent the department at meetings and conferences as required
- Engage in IT developments as they apply to service user and service administration
- Keep up to date with developments within the organisation and the Irish Health Service

- Receive visiting professionals and visitors to the department.
- Participate in the practice education of students

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.
- Facilitate and encourage good industrial relations.
- 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.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

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: _____
Employee

DATE: _____

PRINT Name : _____