



## St Luke's Radiology Oxford Ltd

### Job description

**Post title:** Radiographer

**Hours:** 1 full day or 2 half days per week.

**Salary:** £33,176.00 pro rata

**Accountable to:** Dr David Wilson Consultant Radiologist/Care Quality Commission (CQC)  
Registered Manager

#### Job summary

The post holder will be a qualified radiographer, able to provide the highest standard of patient care and be able to work autonomously and be accountable for their own professional actions, acting in accordance with the Society of Radiographers Code of Conduct and Ethics.

They will be responsible for maintaining continuing professional development as required by the Health and Care Professions Council.

The successful applicant will have the opportunity to train in the ultrasound room and develop professional skills within a clinical environment alongside the Consultant Radiologist.

#### Main duties and responsibilities

##### Clinical

- To act as an Operator under the IR(ME)R regulations.
- To work with the Radiation Protection Supervisor ensuring that records are up to date and accurate and the Quality Assurance programme is completed as required by the Radiation Protection Advisor.
- To participate in clinical research.
- To contribute to practice development in reaction to the findings of audit and recent evidence.
- To ensure locum clinical staff are appropriately qualified and trained.
- To act as assistant to the Radiologist in the Ultrasound procedures room in the absence of the Radiology Assistant.

## Management

- To assist the CQC registered manager in maintaining the essential standards required by the CQC.
- To assist with writing clinical Policies and Procedures.
- To arrange the maintenance agreements for the clinical equipment and arrange service dates.

## Audit

- To assist the Radiology Clinical manager to undertake audits.

## Information Governance

- To provide a Radiation protection report at the Improvement and Quality meeting.

## General

- To comply with all St Luke's Radiology policies and procedures.
- To maintain strict confidentiality of personal information relating to patients and staff.

## Administrative

- To be able to use the functions of the Picture Archiving and Communication System (PACS) appropriate to the role.
- To act as support worker for clinical lists
- Import/export data via the Image Exchange Portal (IEP)
- Assist the clinical manager to ensure patients for internal appointments and external MRI scans are booked and reported in a timely manner.

## Person Specification

Knowledge , skills and experience		Essential	Desirable
	BSc in Radiography	√	
	HCPC registered	√	
	Evidence of CPD relevant to the post	√	
	Evidence of Post-graduate qualifications		√
	Demonstration of competency in the radiology clinical equipment	√	
	Management Diploma or equivalent experience		√
	Good oral and written communication skills	√	

	Good knowledge of Word and Excel	√	
	Good presentation skills including Powerpoint		√
<b>Personal attributes</b>	Self motivated and able to work on own initiative	√	
	Able to organise and prioritise workload	√	
	Able to think logically and solve problems	√	
	Able to stay calm and manage difficult situations	√	
	Excellent interpersonal skills	√	
	To enjoy working in a small team and maintain a good team spirit	√	
	To have a flexible approach to work responding to service needs	√	
	To maintain a professional attitude at all times when dealing with patients, referrers, visitors and colleagues.	√	
	Smart appearance	√	
<b>Physical skills</b>	Be physically able to undertake the role with any suitable adaptations	√	

This job description aims to describe the main day to day roles; however other duties may be delegated from time to time. This job description is reviewed during an annual appraisal.

Consultant Radiologist Dr David Wilson

Immediate start – application deadline 31/09/2021