

UPMC Beacon Hospital

Job Description

Job Title	CLINICAL SPECIALIST RADIOGRAPHER IN CT
Department	RADIOLOGY
Reports to	RADIOLOGY SERVICES MANAGER
Date	DECEMBER 2011

Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The position of Clinical Specialist Radiographer in CT requires an ability to lead, guide and supervise Radiographic staff and to successfully manage service delivery on a day to day basis. An ability to manage in a rapidly changing environment and a willingness to undertake such additional duties as may be assigned from time to time are essential.

While carrying out the duties appropriate to a Radiographer in the Radiology department, maintenance of professional competence in other areas of the department is necessary as some participation in the on-call service is required. This will necessitate the post holder in rotating through other areas in the department on a periodic basis.

Key Responsibilities and Deliverables

- Clinical Operations: undertake as team leader, primary responsibility on a day-to-day basis for the Radiology Service and the effective utilisation of all resources allocated.
- Be accountable for the quality of the service provided, including customer service and technical aspects.
- Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and systematic audit of such usage.
- Advise on equipment selection, purchase, replacement or upgrading.

- Contribute to the preparation of plans of service – monitor and report on their implementation. Implement and maintain accurate information systems for clinical data in accordance with hospital standards.
- Ensure the RSM is provided with accurate records of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventative maintenance schedules in accordance with clinical demand.
- Maintain up to date knowledge of clinical, technical and radiographic developments in relation to the CT department and promote awareness of new developments. Ensure that best practices are implemented.
- Finance: Ensure that data on pay and non-pay expenditure is available as required in accordance with departmental policy.
- Contribute to financial planning and ensure that appropriate budgetary control procedures are implemented.
- Support the RSM in the implementation of initiatives aimed at on-going service development and improvement eg. expansion of the cardiac CT service, increasing the volume of CT patients etc.
- Provide professional support and advice to patients, radiographers, radiologists, medical staff, nurses and other allied health professionals.
- Promote and maintain a safe environment for staff and patients. Assist in the development and implementation of risk management and health and safety strategies in association with appropriate personnel.
- Develop and maintain a training function as may be required in relation to qualified staff and/or trainees and students. Supervise and assess all training as required.
- Liaise with the RSM on the rotation of staff through the CT department to ensure an adequate number of trained staff are available and can cover the CT call rota.
- Liaise with the RSM on human resource issues as appropriate.
- Quality Assurance: Investigate and take appropriate action in accordance with hospital policy in relation to complaints, accidents and incidents.
- Ensure that all hospital policies and relevant up to date information on is understood by staff and complied with.
- Ensure all hospital policies on infection control, IV policy and health and safety etc. are understood by staff and complied with.
- Maintain a quality assurance programme in the CT department.
- Radiation safety: To ensure that the three principles of radiation protection, namely justification, optimisation (ALARA) and dose constraints/limits are adhered to. To be familiar with S.I.189 of 1988, S.I 43 of 1991 and S.I 125 of 2000. Council directive 96/29 Euratom Basic safety standards for the protection of health workers and the general public against the dangers arising from Ionising Radiation and Council directive 97/43 Euratom on the health protection of individuals against the dangers of ionising radiation in relation to medical exposure.

- Other duties assigned that are appropriate to the post eg. ordering of contrast agent from pharmacy and maintaining par levels in the department.
- All posts in Radiology Services will be continually assessed in line with service requirements and changes with the development of the Hospital. Consequently, the duties of the post may change.

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Person Specification

Qualifications	<ul style="list-style-type: none">• BSc(Hons) Diagnostic Radiography or equivalent.• Validation from the Irish Institute of Radiographers.• Management course (desirable) but not mandatory.
Experience (Amount and Type)	<ul style="list-style-type: none">• A minimum of 6 years experience in the chosen modality or a post graduate qualification in the modality plus a minimum of 3 years experience.• Demonstrate experience of working with a team of Radiographers.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none">• Demonstrate ability to manage clinical and non-clinical situations.• Have a proven ability to work under pressure.• Have excellent interpersonal and communicative skills.• Be able to deal with staff and management at all levels within the organisation.• Have a high capacity for responsibility and individual initiative.• Have an interest in quality initiation for the Radiographic service.• Evidence of post registration professional development.
Personal Competencies	<ul style="list-style-type: none">• All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee

Signature

Date