

## JOB DESCRIPTION

**Job Title:** PET/CT Radiographer

**Main Place of Work:** Work will be based on static or mobile units in the Three Counties area. There will be scope for working in CT units elsewhere if suitable. *This role is not considered a mobile role due to no requirement for travel outside the nominated region.*

**Responsible to:** PET/CT and CT Manager

**Accountable to:** Chief Executive, Cobalt Health

### Line management

There is no line management responsibility associated with this post. However, there is an expectation that this position will include supervision of new radiographers / technologists, students and other junior staff members working as part of their team at nominated sites.

### Job Purpose:

- Provide professional, caring, high quality PET/CT scanning services whilst maintaining a high level of professionalism and technical standard of work, complying with relevant Codes of Practice and radiographic technique.
- Responsible for the daily operations and delivery of PET/CT services at nominated key locations within a region, supporting the PET/CT and CT manager and Director of Clinical Operations.
- To ensure the privacy, comfort and safety of all patients who attend our services

### Key Relationships

Cobalt staff team, mobile site staff, logistics, support engineers and patients, local NHS teams and referrers

### Key areas of responsibility will include:

### Operational Duties

- At all times to maintain a positive partnership with NHS Hospitals and local teams on behalf of Cobalt and ensure continuity of service in line with Charity values.
- Key liaison with multidisciplinary teams in area of work and respond to the clinical requests' consultant radiologists in accordance with applicable National protocols and guidance

- Responsible for the organisation and smooth running of day-to-day scanning lists.
- Undertake imaging procedures working to set standards and protocols in accordance with best practice and in a manner that meets professional, departmental and legal standards and requirements according to Ionising Radiation (Medical Exposure) Regulations 2017 (IRMER) and employer procedures.
- Work in accordance with the PETCT local rules, systems of work, administrative and operational procedures health and safety and risk management, and within local ARSAC agreements.
- Providing physical and emotional support to patients throughout their attendance. Conduct consent and screening safety checks with patients prior to examination to ensure their suitability for imaging examinations or procedures.
- Data entry using radiology information systems (RIS), data sharing and checking image transfer is completed using CIMAR and Picture Archive (PACs), Image Exchange Portal (IEP) and other associated information systems ensuring accurate, legible, comprehensive medical records are maintained.
- Responsible for the Quality Assurance checks on ionising radiation equipment, in accordance with the departmental QA program and report any deviation from expected results to a line manager. Undertake action to rectify the deviation as appropriate and document the action taken in the required log.
- Ensure the safe use and maintenance of highly specialist imaging equipment, to adhere to all local safety procedures and report all equipment faults in accordance with the fault reporting process and liaise with line managers to ensure timely rectification or removal of equipment from service if necessary.
- Ensure a clean, safe and appropriate environment that facilitates the prevention and control of infections in compliance with regulatory requirements.

## Specific Duties

- Have a highly specialist knowledge of all PET/CT specific procedures and ongoing improvement of low dose imaging protocols and maintenance of scanning databases.
- Support the managers with the development of and implementation of workflow/processes improvements
- Participate in the review of departmental clinical policies, procedures, processes and pathways, liaising with line managers to develop and implement improvement.
- Work as an 'operator' in accordance with the PET/CT local rules, IRMER and ARSAC procedures and justify scanning protocols in accordance with national guidance
- Manage clinical audits in their area of work, collate data and generate KPI reports with accuracy and attention to detail.
- Accurate record keeping documenting all radioactive delivery, dispensing, injecting, and waste activities within the unit.
- Ensuring radiation safety is maintained with regular recorded environmental monitoring, management of the controlled area, and correct use of PPE / personal monitoring
- Liaison with the Infection Control Lead to monitor and maintain environmental and patient equipment cleanliness and complete necessary checklists in accordance with the infection prevention and control program.

- Responsibility for stock checking consumables and ensuring correct levels are maintained, including emergency care items, and maintaining accurate monthly records.
- To support the service during external visits by Trust or industry stakeholders including CQC and QSI inspectors.
- Manage local clinical team meetings and when requested provide update reports in area of work.
- (Optional) Be the responsible radiation protections supervisor (RPS) in their area of work, and support/provide guidance to junior staff members. (Separate JD)
- Supervise clinical induction, IRMER safety education and applications training to personnel, including trainees, students, agency or temporary workers.
- Ensuring due regard is given to the customs, values and spiritual beliefs of patients and to ensure patients views are sought and considered
- Maintain up to date and accurate personal CPD records and participate in appraisal and mandatory training.
- Any other duties in accordance with the level of the role.

## Management of Resources

- Monitor and maintain laundry supplies and clinical consumables.
- Monitor and maintain beverage/refreshment supplies.
- Responsible for maintaining adequate supplies of stationery and marketing literature

## Teamwork

- To work collaboratively with other departments within Cobalt
- Taking an active part in team meetings
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor staff members, particularly junior staff members

## Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

## DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

## Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

## Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

## Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

## Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information. You are required to undertake the Data Protection training included in the NHS IT Governance Toolkit as instructed.

## Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (cpd) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

## The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

*This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time to meet the changing needs of the Charity.*

*This post is subject to the terms and conditions of employment of Cobalt Health.*

## Person Specification

Qualifications and Training	Essential	Desirable
Degree in Diagnostic Radiography or equivalent HCPC recognised qualification	✓	
PGCert or Dip in CT or Masters in Radiography/PET/CT or CT		✓
Registered member of Health and Care Professions Council	✓	
College of Radiography IV Cannulation Certificate or equivalent	✓	

Knowledge and experience	Essential	Desirable
Demonstrable experience as cross-sectional imaging radiographer covering a wide range of clinical examinations and applications.	✓	
Proven experience in healthcare and patient focused services	✓	
Demonstrable knowledge of Ionising Radiation (Medical Exposure) Regulations 2017 (IRMER).	✓	
Evidence of experience in a supervisory or training role		✓
Ability to develop and implement policy and procedure	✓	
Experience implementing and participating in quality assurance programmes and interpreting data.	✓	
Evidence of continuing personal professional development	✓	

Skills and abilities	Essential	Desirable
Excellent working knowledge of PET/CT protocols and procedures.	✓	
Adaptability and ability to modify technique if required in difficult situations.	✓	
Demonstrable team working skills and the ability to work on your own initiative	✓	
An understanding and application of health and safety regulations and infection control policy relating to a healthcare environment	✓	
Confident communicator at all levels	✓	
A high level of IT competency and the ability to gather data, compile complex information and prepare reports	✓	
Ability to analyse and interpret radiographic imaging	✓	
Ability to assess and implement highly specialist imaging procedures, adapting technique and prioritise imaging if required	✓	
Ability to develop, plan and implement goals	✓	

Full driving license to enable travel to various locations. Depending on work location and public transport infrastructure this may not be essential.		✓
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<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>
Ability to prioritise workloads	✓	
Flexible temperament towards working hours	✓	
Patience and empathy and the ability to offer reassurance to anxious or distressed patients	✓	
Well organised with excellent interpersonal and communication and literacy skills	✓	
Physical dexterity, co-ordination and sensory skills required for positioning of or handling patients	✓	
Motivated commitment to continuing professional development	✓	