

JOB DESCRIPTION

Job Title:	Radiographer Student Radiographer Intern
Main Place of Work:	Linton House Clinic, Thirlestaine Road, Cheltenham
Responsible to:	Head of Education, Training and Research
Accountable to:	Chief Executive
Job Purpose:	<p>Cobalt is proud to provide the opportunity for a second year radiography student to undertake a research internship. The successful candidate will work as part of an experienced clinical research team, providing administrative support on a large research project.</p>

Key areas of responsibility will include:

Specific Duties

- Work under the direction of the clinical research team.
- Work with attention to detail and accuracy.
- Pull clinical history from participant files.
- Use excel and research data bases.
- Collate and anonymise data.
- Anonymise participant images.
- Undertake eGCP training.
- Help develop progress reports

Management of Resources

- To support the research team in maintenance of research files and databases
- To maintain stock and inventory as required

Line management

- There is no line management responsibility associated with this role

Teamwork

This will involve:

- To work collaboratively with other departments within Cobalt
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure

Personal Development

All Cobalt staff 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.

Health and 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.

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.

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.

DBS Disclosure

All appointments are subject to a satisfactory check by the Disclosure and Baring Service. Failure to disclose any previous convictions or cautions may result in the withdrawal of the post or termination of contract

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.

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.

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 in order to meet the changing needs of the Charity.

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

Person Specifications

Qualifications and Training	Essential	Desirable
Enrolled in BSc Diagnostic Imaging or equivalent in second year	✓	
Good Clinical Practice Training		✓

Knowledge and experience	Essential	Desirable
Highly developed IT skills	✓	
Experience working in the NHS/healthcare or educational environment	✓	
Knowledge of various hospital IT systems	✓	
Clinical research experience		✓

Skills and abilities	Essential	Desirable
Excellent communication, interpersonal, negotiating and influencing skills both written and verbal to lead and support staff	✓	
Strong planning and organisational skills	✓	
Ability to effectively prioritise workload whilst dealing with constant interruptions and resolving unforeseen problems as they occur	✓	
Ability to work without supervision	✓	
Ability to maintain strict confidentiality	✓	
To work well with other members of the team including communicating effectively, being kind and considerate, reliable and enthusiastic	✓	

Personal attributes	Essential	Desirable
Well organised with excellent interpersonal and communication and literacy skills	✓	
Flexible temperament towards working hours	✓	
Creativity and innovative thinking	✓	