**Job Description for Reporting Radiographers**

### 1. JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Advanced Practitioner / Reporting Radiographer</th>
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<tbody>
<tr>
<td>Clinically Responsible to:</td>
<td>[Local Board to Determine]</td>
</tr>
<tr>
<td>Department(s):</td>
<td>Imaging Departments</td>
</tr>
<tr>
<td>No of Postholder(s):</td>
<td>[Local Board to Determine]</td>
</tr>
<tr>
<td>Agenda for Change Band</td>
<td>Band 7</td>
</tr>
<tr>
<td>Last Update:</td>
<td>[Local Board to Determine]</td>
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### 2. JOB PURPOSE

- Provide a Radiographic Reporting Service.
- To provide reports for one or more Radiographer image reporting disciplines.
- To support developments in radiographer reporting to enhance patient care across the service.
- Support the reporting team, management and clinical leads in meeting operational and strategic targets, and improving the quality of patient care within Radiology.
- To establish an environment of support for reporting radiographer trainees and for other professions with whom the post holder would have close contacts.
- To supervise and perform a wide range of radiographic examinations, providing a high quality Diagnostic Imaging service.
- To work, in partnership, with the Multi-disciplinary Team across traditional boundaries in all key functions.

### 3. DIMENSIONS

**General**
- Provide a high quality, efficient and effective Radiographic Reporting Service.
- Clinical governance strategy ensures a high standard of care for patients undergoing Radiological examinations, and promotes multidisciplinary team working.
- Promote Departments’ reputation for change and innovation and introduction of new technology and procedures.
- A Lead Radiographer will agree an annual personal development plan (PDP) and EKSF.

**Clinical Areas**
Imaging is provided at the following sites using a variety of imaging modalities. Reporting provides an expert opinion on this imaging to the referring clinicians and non-medical referrers.

**Imaging Sites**
- [each HB to add list of sites here]
**Imaging Modalities**

[each HB to add to or delete list from below]
- General radiography (plain imaging)
- CT Scanning
- MR scanning
- Fluoroscopy
- Angiography
- Interventional Radiology
- Cardiac Catheterisation
- Mammography
- Dental
- Dexe
- Ultrasound

The range of Medical Imaging examinations performed for the referring Clinicians provides a comprehensive diagnostic facility for many Primary Care, Out-Patient and In-Patient sources which includes imaging patients from paediatric to geriatric who have varying degrees of ability and understanding.

- To provide a 24/7 Diagnostic Imaging service.
- The examinations undertaken by the Diagnostic Imaging Department, including provision of images and reports are essential to allow optimal diagnostic and patient care processes to occur.
- All radiographic practice is undertaken in accordance with National Legislation: IR(ME)R 2000 (Ionising Radiation (Medical Exposures) Regulations 2000) and IRR 1999 (Ionising Radiation Regulations) and is subject to inspection by the IR(ME)R and HSE Inspectors.

**Clinical Activity**

- To provide a comprehensive Imaging service to patients and clinicians.
- To provide a Diagnostic Imaging service to in-patients and the A/E departments, including evening and weekend working.
- To provide a report following imaging examinations in accordance with agreed Policy and Protocol for Independent Image Interpretation by Advanced Radiography Practitioners.

**Clinical Provision**

7 days per week service

**Staff Responsibility**

Within a highly specialised Radiographic Imaging Modality the post holder has associated management responsibility for:

- Training, induction, competency, and supervision of Radiographers and HCSW’s rotating through their specialised areas.
- Supervise the workload of Band 6 Radiographers, Band 5 Radiographers, HCSW’s and direct porters as required.
- Student Radiographers on clinical placement and students from other disciplines i.e. Medical, Nursing, and AHPs.
- Health and Safety.
- IRMER and IRR.
- Liaising with other staff groups, including Medical, Nursing, Clerical and Portering.
4. ORGANISATIONAL POSITION

[Local Board to provide]

5. ROLE OF THE DEPARTMENT

- Provide a high quality, efficient and effective Radiology service to the local population.
- Diagnostic imaging equipment is used to carry out radiological examinations on patients and reports are provided to referring clinicians. The report assists the referrer in providing a diagnosis of the patient's condition in order to decide on an effective course of treatment and care.
- The postholder will enhance the service provided to the public, by reducing the turnaround time between examination and formal report on plain films.

6. KEY RESULT AREAS

It is the postholder's responsibility to minimise radiation dose and risks to patients, staff, relatives, general public and self. This minimises the risk to current and future generations.

Clinical
- To provide an autonomous reporting service for one or more Radiographer reporting disciplines by analysing, interpreting and issuing an independent report from within the reporting team structure and when necessary discussing the findings with the referring clinician.
- To communicate in writing (via RIS) the final clinical reports on general radiography reporting to referring clinicians / non-medical referrers.
- Provide expert advice to clinicians on the nature of diagnostic images/reports.
- To recognise and ensure urgent findings are communicated to the appropriate person, and patients are directed accordingly.
- To provide expert clinical advice in relation to one or more Radiographer reporting disciplines Emergency Care and to support the multidisciplinary team.
- Participate in the development of the radiographer led reporting service.
- Support the establishment of standards and guidelines for best practice in Radiographer Reporting.
- Comply with protocol and procedure and associated clinical governance, risk assessment and audit in own specialist field.
- Deliver presentations / training sessions to enhance knowledge of image reporting to Radiographer colleagues and clinicians.
- Responsible for delivering findings of audits of practice to groups of staff, working parties etc.
- Ensure that the level of Radiographer Reporting Service provision meets imaging department standards.
- To plan own workload and prioritise the reporting of patients with acute illness or injury in line with locally agreed triage systems.
- Liaise with other staff specialities and draw on experience where clarification is required to ensure the most appropriate treatment or further assessment in line with established care
pathway, determining the need for additional projections based on image appearance.

- To use specialist knowledge to review and comment on continuing appropriateness of imaging protocols.
- Demonstrate ability to act as a recognised expert within diagnostic imaging, providing specialist advice to clinicians as appropriate.
- Act as patient advocate in Radiation Protection issues advising and further referring where necessary.
- Care for the needs and welfare of every patient.
- Carry out a wide range of Radiographic Procedures using a variety of specialised equipment.
- On a daily basis multi task between using pieces of highly specialised equipment and dealing with frequent interruptions for advice/information on any aspect of the services provided.
- Be familiar with the range of technical applications available on Imaging equipment in own specialised area.
- Supervise Band 6 Radiographer, Band 5 Radiographers, Assistant Practitioners and HCSWs.
- Be actively involved in acquiring diagnostic images, and physically position the full range of patient presentations accurately for examinations, taking into account patient limitations and adapting standard techniques where necessary.
- Within area of expertise train, monitor and evaluate professional standards and provide professional advice contributing to effective 24 hour service delivery.
- Work as part of a team to ensure effective communication and delivery of care, prioritising work depending on severity of patient condition.
- To make decisions in complex and unpredictable circumstances, e.g. rearrange workload in event of equipment failure/accommodating emergency referrals, which would have an impact on other service users, eg. Orthopaedic, Medical and Surgical.
- Maintain accurate patient records by input of accurate information to reflect the service provided and meet professional standards.
- Ensure appropriate infection control measures are implemented to maintain a clean and safe working environment for both patients and staff.

**Managerial**

- Be actively involved in new patient care strategies and care pathways and be involved in promoting the Radiographer Reporting service.
- To influence the national policy agenda in Radiographic Reporting as appropriate.
- Participate in the development of the Radiographer Reporting service in collaboration with other members of the team.
- Produce and deliver presentations on the Radiographer Reporting service and other topics to multi disciplinary groups.
- Be actively involved in ensuring Radiographers are committed to departmental audit and Quality Assurance to maintain effective Clinical Governance.
- Plan and participate in delivery of education, training, multi-disciplinary and research activities.
- Maintain knowledge of technological and technical advances in order to promote a culture of continuous improvement.
- In the absence of modality leads take responsibility for the Radiographic team in that area, i.e. Band 6 Radiographers, band 5 Radiographers, Assistant Practitioners and HCSW's.
- Supervise other practitioners, radiographic staff and student radiographers and be responsible for the safe use of imaging equipment by other Radiographic staff and provide clinical training. If required reorganise and deploy staff appropriately, to ensure that staffing levels are adequate to meet the 24 hour service requirements.
- Over see an effective patient appointment or scheduling system.
- Contribute to the development, implementation and maintenance of departmental policies, procedures, standards and protocols, and ‘Local Radiation rules’ all of which have an impact on other service users.
• Be involved where feasible in monitoring and ordering of supplies / consumables and to assist in the delivery of a quality service within budgetary constraints.
• To ensure that images are presented for reporting purposes in a timely and accurate manner.
• To attend multidisciplinary and management meetings as required.
• To report equipment malfunctions and to help maintain a comprehensive and accurate record of faults, ensuring that all appropriate staff are kept up to date as to the working status of equipment.
• Comply and implement Hospital policies and procedures with respect to patient care, i.e.:
  - Health and Safety
  - Infection Control
  - Control of Substances
  - Hazardous to Health (COSHH)
  - IR(ME)R 2000 and IR99
  - Risk Management
  - Radiation Protection Procedures
  - Quality Assurance Programme
  - Clinical Governance
  - Research and Development
  - Education and Training

**Human Resources**
To be Involved in:

• Recruitment and retention (through interview process).
• To motivate and inspire the Radiographic team through extended professional role.
• To develop for staff utilising mentorship, appraisal and personal development plans (PDP).
• To promote individual accreditation of advanced practice by the College of Radiographers

**Information Resources and Skills**

• In-put patient data and supervise other members of staff using:
  - Radiology Information System (RIS) used to input and access patient information relating to radiological examinations in order to review previous procedures and clinical history, record current examination details, view and dictate reports.
  - Computerised Radiography Systems (CRS) Images are viewed on remote operator panels prior to being accepted onto the archiving system. This allows for all details to be checked and images to be manipulated to enhance diagnostic quality.
  - Picture archive and communication system (PACS) used on a daily basis to retrieve previous examinations and store current images. Used to copy images onto film for use in theatre or for transfer to other hospitals.
• Regularly use computer software programmes such as Microsoft Word and Excel to create documents and tables. e.g. for Quality assurance and audit purposes.
• Use of voice recognition technology, have a comprehensive knowledge of the Radiology Information, Reporting Systems and PACS; utilise systems to input and retrieve patient details, reports and statistics; retrieve and analyse data for the purpose of audit.
• If available, use proprietary brand document control systems to record radiation polices, procedures and other documents.
• Involved in own specialised area for the daily management/ housekeeping and troubleshooting of imaging modality IT systems creating seamless acquisition, storage, retrieval and display of digital patient images.
• To ensure that imaging modality systems are backed up regularly and that all patient demographics/information/images are correct and accurate.
• Access the internet, e-mail and Hospital intranet with relevance to personal and professional development and departmental business e.g. ordering of supplies etc.
### Research and Development
- Regularly undertake Clinical Effectiveness and Quality Assurance.
- Use audit to continually improve practice and development of radiographer reporting service.
- Actively participate in the technical and patient focused aspects of the department’s audit programme.
- Provide guidance, supervision and support for staff undertaking research, audit or teaching activities.
- Assist and advise Lead Radiographer(s) by contributing to the planning and organising of service provision, e.g. monitor and evaluate service demand including staffing levels and assessing workload.
- Maintain clinical expertise whilst continuing with research and development to influence national policy.

### Educational
- Actively involved in training and education, to influence and support educational developments of the multidisciplinary team in relation to the Radiographer Reporting Service.
- Must be able to communicate specialist condition related information – presents specialist and highly complex information to large groups such as MDT meetings.
- Maintain an extensive and contemporary knowledge of current practice by participating in ongoing personal education and development including mandatory training and actively pursuing continuous professional development keeping an up to date personal record, (PDP).
- The post holder as a senior member of the team will supervise the work of other qualified staff, assistant practitioners and students. In addition they will use their clinical knowledge to help train others and also provide more specialist training to others undertaking a course of study to allow them report.
- Support the education and clinical training of both undergraduate and postgraduate students, both within the Health Board and local Higher Education Institutions as required. Supporting new programmes of education and training to facilitate changes in practice, developing a lifelong learning culture within the Imaging department.
- Maintain knowledge of technological advances in methods of diagnostic imaging in order to promote a culture of continuous improvement within the department.
- Develop and maintain robust training and educational frameworks that are responsive to individual and service needs as appropriate.
- Maintain an in depth knowledge of specialist equipment used.
- As a reviewer carry out annual PDP interviews with Radiographers, Assistant Practitioner’s and HCSW’s.
- In conjunction with the Site and modality Lead Radiographers be involved in implementing Role Development for Radiographers.

### 7. SYSTEMS, EQUIPMENT AND MACHINERY

A variety of specialised investigative and diagnostic imaging equipment is utilised which comprise of multifunctional controls. The equipment is operator dependent and requires specific skills to achieve images of diagnostic quality. Below is a list of the radiology equipment. Post holders use the majority of the equipment relevant to their department. Radiographic equipment ranges from £30,000 to £1.5million.

- Reporting Workstations.
- Picture Archiving and Communication System (PACS).
- Radiology Information Systems (RIS) with voice recognition.
- General purpose x-ray equipment (includes x-ray tubes, tables, operator consoles)
- Digital Radiography Systems (CR/DR)
- Dedicated resus x-ray equipment
- Digital fluoroscopy units
- Dedicated digital Angiography Unit
- Multi slice CT scanner
- MRI
- High Pressure Injector Pump
- Mobile x-ray units (mainly for use in wards)
- Mobile image intensifiers (mainly for use in theatre)
- Personal Computers
- Label printers associated with Radiology Information System (RIS)
- Manual Handling Aids: Mechanical patient hoists, PAT slides, GLIDE sheets
- Immobilisation devices e.g. foam pads
- Protective equipment, incl. Lead rubber aprons
- Suction, Oxygen, emergency drugs tray

8. ASSIGNMENT AND REVIEW OF WORK

- Operate autonomously within the team structure at clinical expert level, within broad guidance and principals to manage the responsibilities of the post.
- There will be on-going supervision for the postholder within their department.
- Make autonomous decisions on a daily basis, including provision of advice to junior staff in clinical decision making for a multi-disciplinary team including medical staff, regarding patient care on a daily basis.

9. DECISIONS AND JUDGEMENTS

- Independently analyse and interpret images as agreed by Policy and Protocol for Independent Image Interpretation by Advanced Practice Radiographers.
- Issue autonomous reports and when necessary discuss findings with referring clinician. This involves incorporating the clinical history, findings and knowledge of normal anatomy, pathology and disease processes to perform the task effectively and accurately. This enables prompt and appropriate action as regards further examinations and/or management.
- Advise and implement protocols and procedures for the optimum demonstration of pathology.
- Clinically evaluate images produced by self and team members to assess quality and determine need for further imaging prior to patient departure from department.
- Within own specialised area monitor and evaluate professional standards and provide Professional advice. Where a clinician disagrees, have the depth of specialised knowledge required to debate and convince otherwise.
- Apply analytical judgement to problem solving and improving service delivery.
- Act as Mentor to Radiographers not performing to accepted standards of work and teaching/training them to achieve appropriate standards and assessing and advising the Lead Radiographer as to their ability and competency.
- Act independently in the assessment of referrals for x-ray examinations, taking full responsibility for the justification of x-ray examinations in order to reduce unnecessary ionising radiation exposure of patients in accordance with IR(ME)R 2000.
- Exercise personal responsibility and make decisions based on knowledge and experience in complex and unpredictable circumstances when undertaking clinical duties.
- Assess mental, physical and emotional condition of patient prior to and during examination, and to adapt techniques accordingly, in order to provide the best possible image with minimum radiation dose.
• Identify and respond to significant service difficulties in a proactive manner taking into account individual, service and organisational risk factors.
• To make decisions on managing the service while giving support to referrers and radiographic colleagues in the event of equipment breakdown.
• Delegate tasks to Radiographers, and Assistants and ensure that appropriate skill mix is maintained at all times to achieve the desired quality of patient care.
• Frequently reassess workload to provide optimum utilisation of Radiographic resources.
• Assess ability and competence of students to perform radiographic tasks.

10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB

• Maintaining a minimum reporting accuracy level of 95% which will be audited as defined in the agreed Policy and Protocol for Independent Image Interpretation by Advanced Radiography Practitioners.
• Frequent need for long periods of intense concentration to report on examinations within a limited timescale.
• Maintaining a balance between reporting and other clinical duties.
• Working under pressure to ensure waiting times are kept to a minimum whilst dealing with urgent requests for acute cases.
• To be able to multitask between using highly specialised equipment and dealing with frequent interruptions for advice/information on any aspect of the service provided.
• On a daily basis be prepared to operate Imaging equipment in differing and demanding environments and being able to manage an unpredictable workload effectively.
• Train, supervise and assess other staff with varying degrees of experience and levels of competence, performing x-ray examinations whilst maintaining patient care and throughput.
• Provide supervision and assistance to Radiographers performing x-ray examinations as well as being actively involved oneself.
• Cope with the mental and physical demands of working in acute areas independently, sometimes having to obtain images on severely injured, abusive or violent patients.
• Exposure to cases where the patient's prognosis is poor.
• Combining training in new techniques or newly procured equipment with normal patient workload, keeping up to date with CPD and ever changing technology.

11. COMMUNICATIONS & RELATIONSHIPS

Daily contact with Medical Staff / Other Health Care Professionals
• Issue autonomous reports from within the team structure and when necessary discuss findings with referring clinician.
• Provide advice on the nature of an image/report.
• Advise/ discuss incorrect or unnecessary referrals.
• Provide advice on guidelines for relevant x-ray examinations.
• Relate highly sensitive patient information to and discuss this with referring clinicians and colleagues.
• Deliver CPD sessions to colleagues and clinicians.
• Liaise with medical and nursing, clerical and portering staff to ensure service delivery and efficient and timeous patient transfer and examination preparation.

Radiology Staff (Internal / External)
• Discuss images with Consultant Radiologist as required as per agreed Policy and Protocol for Independent Image Interpretation by Advanced Practice Radiographers.
- Receive information from and delegate tasks to Radiographer’s, Assistant Practitioner’s and HCSW’s.
- Supervise, teach, and provide advice and reassurance to Specialist Registrar’s, Radiographer’s, Assistant Practitioner’s and HCSW’s.
- Pass on patient information when transferring patient care to colleagues.
- Provide handover information at the change of a shift.
- Impart information of a technical nature to students and Radiographers regarding specialist equipment and Radiographic Practice.
- Undertake training of student Radiographers and provide constructive criticism as part of the formal assessment process.
- Attend departmental meetings.

Patients
- Providing complex information by explanation of procedures, listening to the patient’s requirements in order to encourage compliance with the imaging process, e.g. concerns over radiation dose or regulations regarding pregnancy.
- Where patients have a barrier to understanding or are unable to communicate e.g. English is not their first language or they are confused, the Radiographer must try to allay fears by ensuring that patients have the benefit of informed choice.
- Providing and receiving highly complex and sensitive information e.g. dealing with non-accidental injuries in children and dealing with IV drug abusers.
- Communication skills are adapted to meet the needs of patients who may be anxious, aggressive or intoxicated, and with a variety of mental and physical abilities. The barriers to understanding must be overcome using clear, comprehensive, sympathetic and persuasive skills.
- Patients will have injuries or illness that will require the adaptation of the imaging technique and utilisation of developed motivational and persuasive skills to ensure the correct position and to reduce mobility, thus producing a high quality diagnostic image.

Relatives / Carers
- Provide information using tact and diplomacy in the context of the standards of professional and personal conduct and within the regulations governing the Data Protection Act.
- Highly developed skills are required for providing and receiving complex and sensitive information and showing empathy to patients and relatives, e.g. when explaining procedure to patient and relative and the associated side effects and gaining consent for the procedure to go ahead.
- Provide reassurance and receive information about patient’s capabilities.
- Ask and instruct relatives / carers for assistance as required, while observing Radiation Protection Guidelines.

Other Relevant Departments, for example, liaise with equipment engineers and estates on priority and deployment of radiographic resources, e.g. service arrangements/interventional cases.
- Estates, Supplies, Human Resources, Fire Officer, Infection Control
- Non NHS Staff
- Communicate and liaise with Equipment Manufacturers:
  - Engineers
  - Equipment Sales Representatives
  - Company support staff

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB
Physical Skills:
- Enhanced keyboard skills for data entry to relevant systems, as well as to produce clinical and statistical reports.
- Using a high level of skill and accuracy when handling severely injured patients to minimise the risk of exacerbating injuries, whilst achieving the goal of acquiring the correct images.
- Positioning of patients demands a high degree of accuracy to minimise radiation dose.
- Have the expertise to handle and operate highly specialised and expensive equipment.

Physical Demands:
- Long periods of time spent in front of a workstation requiring high levels of concentration whilst reporting images.
- Maintain a level of physical fitness to frequently move ceiling mounted X-Ray tubes throughout three dimensions during all shifts.

Mental Demands
- Balancing constantly changing priorities whilst maintaining a high quality service.
- High level of concentration is required when analysing complex clinical images, producing reports or providing highly specialised advice.
- Be able to manage an unpredictable workload effectively and interact successfully with fellow healthcare professionals with referrers who all believe their patient should take priority.
- Prioritising workload requires diplomatic skills in discussion with referrers from a variety of clinical areas.
- Intense concentration when analysing complex clinical images/reports.
- Dealing with interruptions to concentration which results in a change of practice e.g. urgent phone calls from patients, consultants seeking advice etc.

Emotional Demands
- Perform Radiographic examinations with care and understanding when dealing with patients who may be anxious, distressed or terminally ill.
- Working under pressure to ensure that waiting times are kept to a minimum whilst dealing with urgent requests for acutely ill patients and frequently performing examinations in traumatic circumstances for critically injured patients.
- To deal with a variety of patients from paediatric to elderly, mental health patients, prisoners, requiring sensitive handling in all situations, where verbal abuse could occur.

Daily Working Conditions
- Work within a darkened environment that is optimum for viewing and assessing diagnostic images on VDU, can work constantly in artificial lighting with little or no natural daylight.
- Frequent exposure to unpleasant odours, uncontained body fluids and infections.
- Occasional Risk of physical abuse from patients/ carers who may be intoxicated, confused, or be IV drug abusers.

13. KNOWLEDGE, TRAINING AND/OR EXPERIENCE REQUIRED TO DO THE JOB

Essential
- D.C.R. or BSc (Hons) in Diagnostic Radiography.
- Postgraduate qualification in one or more Radiographer reporting disciplines.
- HCPC registration.
- The post holder must have significant post graduate clinical experience.
- Evidence of CPD and post- graduate study in a specialist area.
- Current and wide range of highly developed specialist technical and Healthcare knowledge.
- Excellent verbal and written communication and presentation skills.
- Be able to organise and motivate others to deliver plans.
- Ability to take responsibility and make decisions.
- Team worker with developed and appropriate leadership style.
- Evidence of a high level of analytical problem solving skills.
- Interpersonal skills to negotiate influence and inspire.
- Effective advocate for patients and staff in a wide range of arenas.
- Computer literate and able to use data bases and spreadsheets.
- Have a positive attitude to flexible working to meet the demands of the service.
- Ability to work across professional and organisational boundaries internally and externally.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each postholder to whom the job description applies.

Job Holder’s Signature: 

Date: 

Head of Department Signature: 

Date: 