HARLEY STREET SPECIALIST HOSPITAL LONDON

COMPASSIONATE · INNOVATORS · COLLABORATIVE · BOLD

**JOB TITLE:** Part Time Senior Radiographer

**REPORTING TO:** Imaging Manager

**DEPARTMENT:** Imaging

**JOB PURPOSE:** To be *Compassionate – Innovative – Collaborative – Bold*

**ABOUT THE HOSPITAL:**

Harley Street Specialist Hospital is an 11,100 square foot, six floor hospital building located in the heart of the Harley Street medical district. We boast the following:

- A full operating suite, recovery bay and six recovery pods on the lower ground floor
- A full operating suite, recovery bay with three beds and a private room on the ground floor
- A minor ops suite, pharmacy and imaging suite on the first floor
- Nine beautiful, newly refurbished consulting rooms throughout the hospital

We offer day surgery across a range of specialties, predominantly orthopaedic, plastic, cosmetic and others.

We have a team of specialist consultants on hand to provide expert care for patients seeking treatment in: orthopaedics (knee, hip, shoulder, elbow, hand and wrist, spine); oral maxillofacial; gynaecology; ophthalmology; gastroenterology and urology.

HSSH has a strict inclusion and exclusion policy and we try to treat ASA1/2 patients only.

HSSH launched a revised mission, vision and values:

Our mission: To provide rapid access to the most advanced day-case surgery, achieving the best possible clinical outcomes for our patients and doing so in a safe, caring, and effective environment.

Our Vision: We aim to become a leading healthcare provider through our commitment to innovation, compassionate care, and pursuit of excellence in day-case surgery.

Our Values:

- Compassionate – we do all we can to understand the needs, emotions and hopes of patients and each other.
- Innovators – we are all pioneers, contributing insightful, masterful and bright ideas both big and small each day.
- Collaborative – we achieve more together than apart, so we share, listen and make effective partnership our number one priority.

- Bold – We dare to make good ideas happen, the impossible a reality and go the extra mile for our patients.

**PURPOSE OF THE ROLE:**

This post would be ideally suited for a Senior Radiographer wishing to develop their Orthopaedic imaging experience.

The Imaging department has a fully functional Imaging suite comprising of an AGFA DR600 X-ray machine and an Acteon X-mind 3D Dental Scanner.

The hospital has 2 fully functioning theatres with a Siemens Image intensifier.

Our current operating hours are Monday to Friday (06:30 - 18:00).

A wide variety of patients will be encountered including elite sportsmen and women and VIPs. All patients are to be treated with the same courtesy and professionalism. It is an absolute requirement of employment that confidentiality must be strictly maintained at all times.

**The Hospital is a leading private centre for:**

- Orthopedics
- Sports medicine
- Podiatry
- Maxillofacial
- Dentistry
- Gynaecology
- Longevity
- Andrology
- Cosmetic surgery

**PRINCIPAL DUTIES:**

**CLINICAL RESPONSIBILITIES**:

- To maintain HCPC registration
- To ensure Imaging is Delivered safely, efficiently, within the scope of practice and in accordance with IR(ME)R and Local Radiation policy
- Maintain appropriate referral, justification and optimisation processes
- To liaise with referral sources where clarification is required regarding selection of the most clinically appropriate imaging examination
- To act as a point of advice for imaging referrers
- To ensure the safety of all patients and personnel within the X-ray department
- To communicate effectively and empathetically with patients and their escorts prior to, during, and after an examination, especially in difficult or emotional circumstances, using both verbal and non-verbal communication skills

- To ensure patients receive a high standard of care across all modalities

- To acquire diagnostic images, and physically position the full range of patient presentations, accurately for examinations, considering patient limitations and adapting standard techniques where necessary
- To match clinical indications presented by the referrer to an appropriate departmental protocol
- To operate advanced software on specialist radiological equipment, requiring excellent hand- eye co-ordination
- To review images and ensure that supplementary imaging procedures are considered prior to patient departure from the department
- To be able to offer good clinical judgement when assessing and interpreting images produced by themselves or by a more junior staff member
- To ensure that images are presented for reporting purposes in a timely and accurate manner
- To ensure that urgent findings are communicated and patients directed accordingly
- Actively partake in the QA programme
- To help with IEP's
- To be able to use Radiology databases e.g. PACS
- To highlight abnormalities noted during scanning to the relevant Clinician or Radiologist
- To review and comment on continuing appropriateness of imaging protocols
- To participate in the delivery of the imaging service when required
- To assist with IEP's and sending patient's their Imaging
- To participate in patient monitoring or administration of oxygen, under supervision
- To undertake other duties as and when required by the demands of the service or the Imaging Manager

**RESPONSIBILITY FOR PATIENTS:**

- To professionally and legally take responsibility for providing a high standard of clinical care and patient welfare, and supporting other staff to do likewise across all imaging modalities
- To physically position the full range of patient presentations accurately and safely for examinations, taking into account patient limitations and adapting standard techniques where necessary
- To act as a point of advice for patients' enquiries regarding their referral
- To ensure patients have agreed to exposure to ionising radiation prior to their examination, using the principles of 'informed consent'
- To assess specific communication needs of individual patients
- To communicate effectively and empathetically with patients and their escorts prior to, during, and after an examination, especially in difficult or emotional circumstances, using both verbal and non-verbal communication skills
- To maintain a professional standard of communication between patients and members of the public

- Follow infection control policies when required dictated by individual patient condition and requirement

**RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT:**

- To review and comment on continuing appropriateness of imaging protocols
- To report any instances of sickness in a timely manner and as dictated by clinic and departmental policy
- Excellent time keeping
- To adapt, and quickly respond to changes in service, patients or departmental need. To comprehend and adhere to the requirements of all Health & Safety regulations
- To ensure that non-accidental injury (NAI) referrals are handled in line with departmental policy and all legal requirements and Child Protection measures are fulfilled
- To carry out all responsibilities with regards to HSSH's Equal Opportunities Policy
- To abide by the hospital's No Smoking Policy
- To adhere to all IRMER Policies
- Adhere to both the hospital and Departmental uniform policy

**RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES:**

- To be responsible for the care and safe handling of equipment and accessories in the area of work
- To ensure that equipment faults are recorded appropriately and reported to the relevant company and lead Radiographer/Imaging Manager
- To ensure continuing familiarisation with the current QA measures in place within the department
- To attend QA meetings when required
- To trouble-shoot equipment faults and make suitable provision for the service in the event of equipment failure
- To ensure records surrounding the above events are maintained at all times

**RESPONSIBLE FOR LEADING AND MANAGING:**

- To be familiar with the range of technical applications available on imaging equipment
- To perform regular equipment testing, quality assurance and audits when required ensuring all results are documented and reported, recognising trends and proposing action required to effect change
- To manage and lead an area of the department in the absence of the Imaging Manager
- To be involved with the recruitment and selection of staff at appropriate levels

**RESPONSIBILITY FOR INFORMATION RESOURCES:**

- To ensure that images are presented for reporting purposes in a timely and accurate manner

- To support the cascading of information through the department
- To enter accurate data on Radiology system/s and PACS ensuring patient confidentiality
- All users are governed by the Data Protection Act (1998). Unauthorised disclosure of such information is regarded as gross misconduct, and will result in disciplinary action up to, and including, dismissal

**RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT:**

To participate in the CPD programme for all staff, and demonstrate commitment to personal CPD and career pathway development

To undertake measurements and evaluations of own work and current practices through the use of Evidence Based Practice (EBP), either individually, as part of a group or with a more senior member of staff

To actively participate in the technical and patient-focused aspects of the department's audit programme

To conduct examinations according to protocol for a range of clinical trials

To evaluate technology and its clinical application

To provide training in the use of clinical equipment for other staff, advising on appropriate record-keeping

QUALIFICATION & EXPERIENCE:

Degree in Diagnostic Radiography *(essential)*

HCPC registered radiographer *(essential)*

Demonstrte effective verbal and written communication skills *(essential)*

Computer literate in Microsoft Office and any other relevant packages

Experienced in PACS and other relevant IT systems *(desirable)*

Significant Orthopedics procedures experience *(essential)*

Knowledge of IRMER and IRR17 Regulations

Aware of College of Radiographers and HCPC Code of Conduct / Accountability *(essential)*

Minimum 3 years experience of working within within an imaging department

Evidence of CPD *(essential)*

Ability to make judgements involving complex facts or situations which require the analysis, interpretation and comparison of a range of options *(essential)*

A wide general radiographic background with expertise in one or more specialised area

Experience of working within the NHS/ private healthcare sector

Ability to predict and react swiftly to a problem, making informed decisions

Maintaining confidentiality

Strong interpersonal skills

Excellent team working and multidisciplinary skills

Flexible and adaptive to changing situations

To plan own workload and make time to ensure all administrative work has been completed

To keep up to date with current procedures and hospital agreements

To maintain accurate records

The post-holder will undergo a comprehensive induction/training period whereby they will be working with the Imaging Manager and other senior radiographers to deliver a five-star service in the Imaging Department.

They will develop specialised knowledge and expertise and produce high-quality images to assist in diagnosis and treatment, while demonstrating high standards of care.
The responsibilities will include teaching and supervision of qualified junior staff and occasional agency/bank staff in both the delivery of the service and their individual development needs in a motivational manner.
This job description is not exclusive or exhaustive and the post-holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the role.Alterations to this document may take place from time to time as the responsibilities and requirements of the post-holder develops. If changes to the role become significant, they will be reviewed by the Line Manager and the post holder should also review the job description formally.
*HSSH is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture.*

*We are committed to non-discrimination on any protected basis, such as disability, or any other basis covered under applicable law.*

**PACKAGE & BENEFITS:**

- A competitive salary
- 25 days annual leave plus UK holidays
- Paid day off for your birthday
- Contributory pension
- Private healthcare scheme
- Employee Assistance Programme (EAP)

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