

**Job Description**

**Job Title:** Reporting Radiographer

**Responsible to:** Lead Reporting Radiographer

**Accountable to**: Diagnostic Manager, Head of Nursing and Clinical Services

**Qualifications**: Post Grad Cert in Reporting Radiography (Pg Cert or Pg Dip)

**Essential Requirements:** HCPC Registration

**Job Summary:**

The post holder will be responsible for undertaking plain film reporting sessions and clinical sessions and for assisting the Lead reporting Radiographer with the development of the Radiographer Reporting Service.

As a senior Radiographer with expertise in Radiography and Image Interpretation the post holder will undertake reporting sessions and provide teaching sessions to other practitioners and clinicians.

Initiating and undertaking audit, discrepancy/MDT meetings and development will form an integral part of the post under Clinical Governance.

Main Duties and Responsibilities

* To undertake plain film reporting sessions in line with departmental guidelines and policies ensuring accuracy and adhering to timelines.
* To provide a report based on the radiological findings, and suggesting a diagnosis or differential diagnosis and advising follow up where appropriate.
* To seek advice from appropriate others when unusual findings are observed outside the post holder`s area of expertise.
* To recognise when the radiological findings require urgent follow up or referral and take appropriate action.
* To work with the Lead Reporting Radiographer to develop and review protocols and policies as appropriate and in line with evidenced based practice.
* To encourage and maintain a good working relationship with all other departments and provide an efficient and effective service to all users and patients.
* To assist with the training of all radiographers in plain film interpretation and film assessment to include ‘red dot’ training and to encourage staff development, devising, implementing and updating continuing professional development.
* To undertake any training appropriate to the post as recommended by the Diagnostic manager
* To set and maintain a high professional and technical standard of work.
* To participate in peer accurate records of sensitivity and specificity and to encourage reflective practice amongst the Radiographers.
* To initiate and participate in Clinical Governance audit projects within the Diagnostic Department e.g. film quality, reporting turnaround times and inappropriate requests.
* To maintain quality standards and servicing of reporting equipment and keep accurate records.

**Inclusive of the following Senior Radiographer duties**

* Work both autonomously and as part of a multi-disciplinary team, managing examination workload effectively and producing a consistently high quality and safe level of care for all patients.
* Undertake clinical work within established quality standards of practice, adhering to the Ionising Radiation and Medical Exposure Regulations 2017 (IR(ME)R 2017) and Ionising Radiation Regulations 2017 (IRR17). They must demonstrate a clear understanding of safe radiation practice, use of local rules and Quality Assurance programmes for diagnostic equipment.
* Clinically justify x-ray referrals using referral acceptance criteria defined within the Practice Plus Group referral and scanning protocols and also validate reports that have been produced.
* Undertake a broad range of radiographic techniques and be flexible in adapting to the requirements of all patients and examination scenarios.
* Communicate appropriately with patients, relatives and other members of staff both internally and externally, maintaining patient confidentiality at all times.
* Demonstrate a high level of respect to all patients ensuring privacy and dignity are maintained at all times, offering reassurance and confidence in the quality of the service provided within Practice Plus Group
* Ensure patient identification is checked prior to commencement of the examination, using the 6 Point Check, confirming that patient demographical data provided is accurate and entered correctly on all radiology IT systems.
* Maintain cleanliness in all clinical areas using appropriate measures for infection prevention and control of disease.
* Maintain all required mandatory training to ensure compliance with the essential standards of quality and safety defined by the Care Quality Commission.
* Demonstrate an ability to safely use conventional x-ray systems using Digital Radiography using a medical radiation dose which is as low as reasonably practicable (ALARP).
* Fully engage with the Practice Plus Group core values which are defined within the ‘Fulfilling Lives’ strategy. These values encourage positive behaviours which are so important in enhancing the patient and staff experience in all Practice Plus Group diagnostic centres.
* To support the provision of high level assurance of the quality of the radiology services commissioned and delivered to the site location to ensure that services meet patient and sponsor expectations and contractual requirements.
* To maintain professional registration (HCPC) and specialist clinical knowledge through continuous professional development in diagnostic radiography. Ensure any changes to practice are cascaded to all staff and implemented and review any impact to service delivery.

**Health and Safety**

As an employee of the Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974 to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Post holder …………………………………..

Signature …………………………………...

Date …………………………………...

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