

Frequent light effort for several short periods; occasional moderate effort for several short periods / frequent moderate effort for several short periods. Moving coils following each patient.	2bd-3c	3	Matched	12
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**14. Mental Effort**

Frequent concentration; work pattern predictable Concentration required during procedures	2(a)	3	Variation	12
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**15. Emotional Effort**

Occasional distressing or emotional circumstances Deals with patients with life-threatening conditions or terminal illness	2(a)	2	Matched	11
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**16. Working Conditions**

Occasional/frequent unpleasant conditions; occasional/frequent highly unpleasant conditions Body odours/ body fluids	2a3ab4b	4	Matched	18
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**Matched Job Report**

**Job Title** Radiographic Assistants  
**Job ID** RRR/pdr08  
**Score** 237  
**Band** Band 3  
**Status** Band Matched  
**Matched To** Clinical Support Worker, Higher Level (Radiography)

**Job Statement**

Relevant Job Information	National Profile	Profile	Factor Status	Score
<b>1. Communication &amp; Relationship Skills</b>				
To communicate with patients and carers in difficult circumstances. To be able to persuade and encourage patients in a tactful manner	3(a)	3	Matched	21
<b>2. Knowledge, Training &amp; Experience</b>				
Range of work procedures, majority non-routine, intermediate level of theoretical knowledge Knowledge acquired through in-house training. NVQ 3 level. (PERSON SPEC.)	3	3	Matched	60
<b>3. Analytical &amp; Judgemental Skills</b>				
Judgements involving facts or situations, some requiring analysis Judgements relating to basic tests.	2	2	Matched	15
<b>4. Planning &amp; Organisational Skills</b>				
Plan and organise straightforward activities, some ongoing Assists with the organising of scanning lists. Ring wards and organises patients visits	2	2	Matched	15
<b>5. Physical Skills</b>				
Physical skills obtained through practice Keyboard skills, preparing trolleys, equipment	2	2	Matched	15
<b>6. Patient / Client Care</b>				
Provides basic clinical technical services	3(b)	3	Matched	15
<b>7. Policy &amp; Service</b>				
Follow policies in own role, may be required to comment	1	1	Matched	5
<b>8. Financial &amp; Physical</b>				
Maintain stock control Orders stock for department. Ensures safe storage of patients money and valuables	2(c)	2	Matched	12
<b>9. Human Resources</b>				
Demonstrate own activities to new or less experienced employees; day to day supervision Demonstrates own duties/	1/2(a)	1	Matched	5
<b>10. Information Resources</b>				
Ensures accurate records are kept on the Radiology Management System	1/2(a)	1	Matched	4
<b>11. Research &amp; Development</b>				
Participates in audit and data collections as required	1	1	Matched	5
<b>12. Freedom To Act</b>				
Standard operating procedure, someone available for reference Follows procedures and treatment plans, may work alone, supervision available, reports to radiographer as necessary.	2	2	Matched	12
<b>13. Physical Effort</b>				

a large range of uses, from identifying tumours and measuring them, to giving detailed information of injury in trauma patient.

## **MRI**

Magnetic resonance imaging is used to take pictures in slices, or cross sections in a similar fashion to CT scanning but uses magnetic properties rather than x-rays to form the image. Computer systems are used to manipulate the images.

MRI is very good at demonstrating soft tissues.

## **Interventional Radiology**

Imaging is used for intervention as well as diagnoses, and radiologists undertake complex procedures to gain results which would previously have required surgery. One example is "endovascular coiling", where a radiologist uses a catheter through an artery in the groin to access arteries in the brain. They will then introduce special platinum coils to treat aneurysms (bulges in the blood vessel) which may have bled and have potential to bleed again with catastrophic effects if not treated.

Prior to this pioneering technique patients would have been required to undergo neurosurgery or it may not have been possible to treat them at all. The radiographer's role in these cases is not only to provide imaging skills by providing good quality diagnostic images but also the clinical expertise needed to assist the radiologist by informing them of the choice of coils available.

- Senior II radiographer,
- Senior 1 radiographer,
- Superintendent IV radiographer,
- Superintendent III radiographer,
- Superintendent II radiographer,
- and Superintendent 1 radiographer.

# UNIVERSITY HOSPITAL BIRMINGHAM NHS FOUNDATION TRUST

## DIVISION 4 GROUP C

### IMAGING DEPARTMENTS

#### GLOSSARY

#### **STAFF**

##### **Helpers**

Helpers assist in the running of the imaging departments, taking on a wide variety of patient care/ support worker duties. They are encouraged to undertake NVQ 2 in Care, or Diagnostic and Therapeutic NVQ 3. Before the introduction of NVQ qualifications to the Imaging department, some helpers undertook competence training in order to extend their roles and provide the radiographers with a greater degree of support previously not possible, for example, working in a fluoroscopy room assisting with barium enemas instead of a radiographer. Helper duties also encompass cleaning possessors, dealing with chemicals, copying films (mostly for medico-legal reasons) and some reception duties.

##### **Assistant Practitioners**

The Assistant practitioner role is new. The training consists of a Foundation Degree course at UCE. The present trainee assistant practitioners have all attained Diagnostic and Therapeutic NVQ 3 as Helpers, and when they have completed the Foundation degree, they will undertake plain film radiography and fluoroscopy. They will not undertake the range of examinations that a Radiographer is able to do, for example, they will not be trained to carry out

## Selly Oak Hospital

Service	Location
Plain film (in patients, out patients and A/E patients)	SOH – separate facilities for A/E and Out patients
IVU	SOH
Fluoroscopy	SOH – 2 digital units
Ultrasound	SOH - 3 static units plus a mobile unit
Angiography – diagnostic and interventional	SOH – predominantly vascular
Interventional non vascular procedures	SOH
CT scanning	SOH – 1 scanner
Nuclear Medicine	SOH – 1 Gamma Camera

The Imaging department at Selly Oak Hospital is based in three sites.

There is a four room general x-ray department in the main out patient building, where GP referrals for plain film radiography and some clinic patients (including rheumatology and cardiology) are examined.

In the Accident and Emergency department there is a two roomed x-ray department. It is from here that the twenty four hour radiographic service for the whole hospital is provided. "Trauma alert" patients as well as the less serious trauma patients, and medical and surgical patients are examined here. There is a Computerised Radiography System in operation in this department.

There are 3 Radiographers available out of hours in the hospital, including Saturday and Sunday until 11.30pm, two until midnight, and a single Radiographer on "stand by" duty (in the hospital) until 8.30am the following morning. There is also a senior Radiographer "on call" (from home) in case a specialized examination is needed (for example a CT scan), or where support is needed in the hospital.

There is an on-call service provided by senior radiographic staff to cover emergency CT, angiographic or interventional cases, and emergency cardiac procedures.

# UNIVERSITY HOSPITAL BIRMINGHAM NHS FOUNDATION TRUST

## DIVISION 4 GROUP C

### IMAGING DEPARTMENTS

#### SUMMARY

The Imaging service lies within Division 4 of the Trust management structure. The service configuration covers all aspects of imaging from plain film to MRI and Nuclear Medicine and is provided from four sites – Selly Oak Hospital (SOH), Queen Elizabeth Hospital (QEH) main department, QEH MRI/Neuroradiology Department and Breast Screening at the Birmingham Womens Hospital (BWH).

A 24-hour service is provided on site at SOH and QEH, including on call cover for emergencies. In addition, we provide an imaging service at West Heath and Moseley Hall hospitals.

Some Radiographers and Senior 2 Radiographers rotate between the Selly Oak and QEH sites. There is also a rotation between the main x-ray at QEH and MRI/Neuroradiology. Many Radiographers undertake extended role duties, including IV injections.

Radiologists provide the clinical lead in the departments. The Radiographers are supported by helpers, and there are now trainee Assistant Practitioners in post. Medical Technical Officers are employed within the nuclear medicine unit. Administrative and clerical staff and porters are also important members of the imaging team.

Some nuclear medicine examinations are undertaken at Selly Oak hospital by radiographers with a Medical technical officer. There is also a Quality Assurance programme for the radiography equipment which is overseen by a Medical Technical Officer.



## PERSON SPECIFICATION

**DIRECTORATE/DEPT:** IMAGING  
**JOB TITLE:** Radiographic Assistant, Higher Level  
**GRADE:** Radiographic Assistant, Higher level

**A4C Reference No.** P0208

Person Specification Essential Requirements	How Identified
<b>Qualifications and Training</b>	
Meets Trust numeracy and literacy test requirements NVQ 3 Diagnostic and Therapeutic	Application Form Interview
<b>Skills</b>	
Communication skills	Interview
<b>Knowledge</b>	
Meets Trust numeracy and literacy test requirements Has achieved NVQ 3 Diagnostic and Therapeutic.	Application form
<b>Experience</b>	
Have worked as a radiographic assistant and achieved NVQ 3	Application form Interview
<b>Personal Qualities</b>	
Reliable Ability to empathise with patients and carers, The ability to work as a member of a team	References Interview
<b>Special Attributes</b>	
Uses initiative and discretion	Interview

Name of Post Holder : .....

Signature of Post Holder: ..... Date: .....

Name of Manager: .....

Signature of Manager..... Date: .....

## **Appendix 1**

Multi Disciplinary Team

Radiological Consultants and Registrars

Senior Radiographers and Superintendent Radiographers within the Department

Reception and Clerical Staff

Hotel Services Staff

Portering Staff

Clinic Staff

Medical Staff of all specialties

Nursing Staff

ICU Staff

CCU Staff

Theatre Staff

## **Appendix 2**

### **Trust/Departmental Policies**

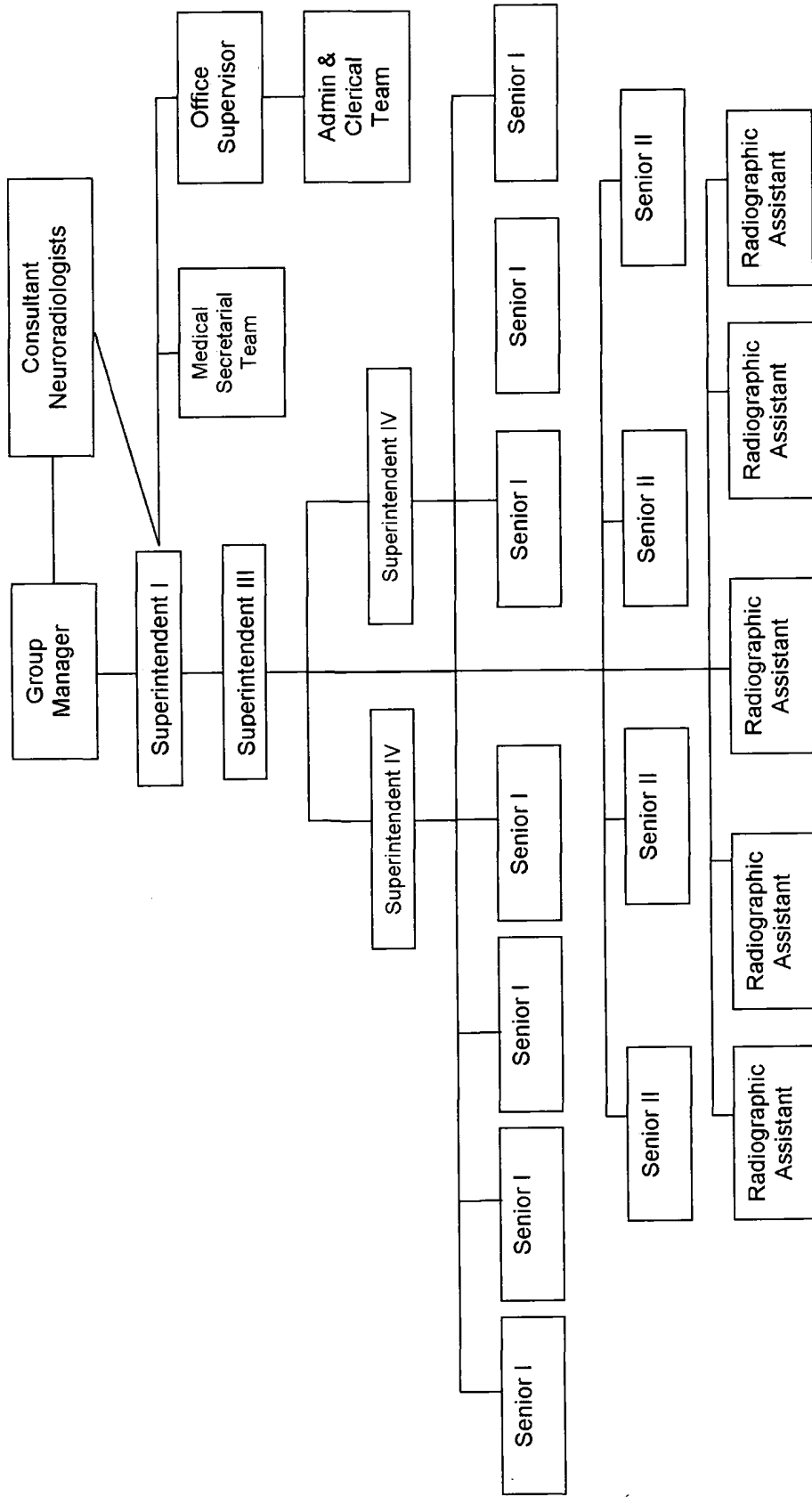
Local Rules for the Protection of Persons against Ionising Radiation arising from the use of Diagnostic x-ray Equipment used by the imaging department in accordance with Ionising Radiations Regulations 1999.

Procedures for Medical Imaging, IR(ME)R 2000.

Magnetic Resonance Imaging (MRI) Local Rules, UHBFT.

Guidelines for Magnetic Resonance Equipment in Clinical Use, MHRA

# MRI DEPARTMENTAL STRUCTURE RADIOGRAPHERS/RADIOLOGISTS



9. To ensure safe storage of patient's money and valuables while they are undergoing MRI scan.
10. To undertake film processing when necessary, printing and copying. To undertake routine maintenance of film processors within the department.
11. Maintain stock levels in Imaging examination rooms, and processing areas, and alert superintendent radiographer when stocks are falling low. This includes clinical and non clinical stocks.
12. Documentation and labelling of films and assisting in office duties as required - taking telephone messages in a polite and helpful manner, filing and general clerical duties.
13. To assist at reception desks, entering patients' details onto the Radiology Management System, accurately checking and recording patient details.
14. To make appointments for imaging examinations when required.
15. To assist in portering of patients when porters are not available, within the limitations of manual handling guidelines.
16. Ensuring that accurate records are kept on the Radiology Management System, entering patients, tracking images.
17. To be competent to access the Patient Administration System to check/confirm patient details.
18. To actively participate in the departmental quality assurance programme. Participate in audit and data collection as required.
19. To report to a radiographer immediately in situations where a serious clinical incident may arise. The jobholder must be aware of the implications of the Health and Safety at Work Act and to ensure its guidelines are followed.
20. To take part in the weekend, bank holiday and out of hours service provided by the MRI/Neuroradiology department as required.

## **EDUCATIONAL**

1. To support and guide work experience people and other visitors to the department, and to advise and train new helpers and other staff.

## KEY RESPONSIBILITIES

### CLINICAL

1. To assist and support specialised radiographers, and radiologists when undertaking imaging examinations of patients. This includes room preparation, assisting in clinical areas and moving patients, and positioning patients on scanners.
2. In addition, they prepare drugs/radiographic contrast agents, assist patients to get dressed and undressed, carry and move coils and other equipment. To chaperone and observe patients where necessary for example in MRI and CT departments. To remove venflons and dispose of them safely.
3. To observe patients in waiting areas, reporting changes or concerns in the patient's condition to a radiographer or registered nurse immediately.
4. To liaise with radiographers with reference to prioritising patients.
5. To be able to identify respiratory or cardiac arrest and take action immediately.
6. To attend to patients' needs whilst in waiting areas and after examinations, for example, making and giving drinks, contacting relatives/carers or transport.
7. To communicate with patients and carers in difficult circumstances. To be able to persuade and encourage patients in a tactful manner.
8. To observe the condition of the patient, and to be able to identify and employ the most appropriate and effective method of moving the patient.
9. To assist with the organisation of scanning lists when working with specialist radiographers and radiologists. To ring wards and organise patient's visits to the department, and to communicate with portering staff.
10. To ensure that patients' non-clinical needs are met, that preparation for examination is carried out correctly and that appropriate follow up or aftercare is available. To refer to a radiographer where there is doubt.
11. To ensure that patients have completed the detailed safety questionnaire, and checking that the details are correct with the patient.
12. To ensure that all visitors (e.g. patient's carers, staff etc) to the designated MRI Controlled Area answer a safety questionnaire excluding hazards, before allowing them into the Controlled Area.

PO208

University Hospital Birmingham NHS Trust

## JOB DESCRIPTION

Radiographic Assistant  
Higher Level

MRI/Neuroradiology

DIVISION 4 - IMAGING & MEDICAL PHYSICS

JMGL  
21<sup>st</sup> April