

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben Travis', with a long horizontal flourish extending to the right.

Our vision, values and priorities

Our vision

To work together to provide high quality care to every patient, every day.

Our priorities



Quality

Continually improve safety and quality



Patients

Put patients at the heart of everything we do



People

Support and develop our workforce to live our values every day



Partnership

Work effectively with partner organisations



Money

Ensure we spend every penny wisely

Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.
Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks

to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

JOB DESCRIPTION

Post Title: Clinical Lead General Radiography
Department: Radiology
Responsible to: General Radiography Lead Cross Site
Grade: 8A
Hours: 37.5

Job Summary:

- To deputise for the Cross Site General Radiography Lead.
- Responsible for the clinical leadership of General Radiography across the Trust, ensuring quality is maintained in line with Radiology vision.
- Act as a clinical lead for General Radiography; discuss, implement and oversee clinical service developments to improve patient outcomes.
- To carry out all responsibilities with regard to relevant and appropriate Policies
- To communicate effectively with clinical, managerial, administrative and ancillary staff in order to ensure a professional and timely service.
- The post holder will be a qualified Radiographer, holding a BSc in diagnostic radiography and a post graduate qualification in Diagnostic Imaging
- The post holder to have advanced diagnostic imaging experience, able to work independently, provide clinical and academic leadership in general radiography across the Trust.
- The post holder will be working closely with a multi-disciplinary team, undertaking both clinical and administrative duties, deputising when required for senior staff.
- To act as Radiation protection supervisor (RPS) for Plain Film in line with Ionising Radiations Regulations 2017.

Key Result Areas & Performance:

- Responsible for the day to day clinical management of the General Radiography service across Trust sites.
- Ensure the effective and efficient daily running of the General Radiography service with due regard to available resources. Allocating activity to ensure maximised use of capacity, using data to inform decisions.

- Contribute to the continuous improvement and modernisation of General Radiography services ensuring implementation of improvements to provide a Radiology whole system approach.
- Monitor and evaluate all aspects of General Radiography service delivery with regard to waiting times, ensuring that waiting times are kept to a minimum.
- Monitor and evaluate capacity and demand data.
- Demonstrate effective leadership qualities and promote teamwork.
- Undertake initial investigation of patient and user complaints, exercising judgement and initiative. Take appropriate actions to resolve the problem/complaint and escalate to the General Radiography Lead where appropriate.
- Promote a working culture that improves quality and promote quality initiatives.
- Promote a working culture that and Trust values
- Perform diagnostic imaging examinations in accordance with departmental protocols.
- Be competent in the use of all appropriate imaging equipment.
- Participate in flexible working as required.
- Justify examinations as appropriate.
- Responsible for clinical and professional standards within General Radiography.
- Participate in work practice/ operational reviews which impact on the delivery of the highly specialist clinical technical services provided to all service users including referring clinician patients and their carers.
- To provide highly specialised advice to all service users concerning the care and imaging plans for patients.
- Responsible for appropriate risk assessments.
- Coordinating the maintenance and servicing of all equipment, liaise and communicate with manufacturers.
- Responsible for optimum use of resources and maintain adequate stock levels
- Participate in the procurement (specification, evaluation and selection) of General Radiography equipment.

- Promote quality initiatives, ensuring the quality of patient care and compliance with quality standards.
- Responsible for the Quality Assurance programme
- Active participation in dose optimisation group.
- Responsible for the maintenance of electronic diaries for appointments and therefore the daily workload where appropriate.
- Promote compliance with all Trust risk management procedures and ensure risk management strategies are implemented including Health & Safety legislation for RSI, COSHH, VDU use, handling of patients, fire regulations and security etc.
- Ensure compliance with all statutory, professional and organisational requirements. Liaising with outside agencies to ensure compliance with statutory regulations when required. Ensure all documentation associated with regulations are kept and stored appropriately.
- Ensure staff competencies are assessed and documented in hard copy and electronic records.
- Establish and maintain effective communication with patients on complex, contentious and sensitive issues.
- Communicate service related information to the Cross Site General Radiography Lead
- Maintain a patient, courteous manner in all aspects of communication with patients, carers and staff especially in distressing situations.
- Monitor incidents within General Radiography. Ensure that incidents are reported via Ulysses as per Trust policy.
- To support induction of new staff, including transition period for overseas recruits and newly qualified students.
- To support student radiographers, preceptorship, RDAs on apprenticeship programme and work experience students.
- Promote and implement all Trust, Departmental and Local policies specific to General Radiography.
- Demonstrate evidence of good anatomical, physiological and pathological knowledge to assist in the clinical justification of radiography referrals in line with radiation regulations and local protocols.
- Demonstrate evidence of in depth knowledge and application of Ionising Radiation (Medical Exposure) Regulations (IR(ME)R 2017) and Ionising Radiation Regulations (IRR) 2017.

- To comply with the IR(ME)R 2017 Radiation Regulations and assess the clinical justification of referrals to ensure that the benefit to the patient outweighs the radiation risk associated with the examination.
- To monitor standards of Radiation protection and ensure that doses to patients and staff are compliant with ALARP principles. To act as a patient and staff advocate in Radiation protection issues minimising their exposure to radiation.

Work force

- Act as a resource to others by providing specialist teaching and improving knowledge and skills.
- Act as a role model, supervise, mentor and offer peer support to colleagues, junior staff and students in line with Trust Values and Behaviours.
- To share and develop good practice and promote evidence based practice.
- Develop strategies to communicate new developments to staff and other colleagues actively.
- To line manage allocated staff and develop the General Radiography service within the specialty ensuring that performance, appraisals and mandatory training is in accordance with Trust standards.
- To participate in the development and delivery of pre-registration and post-registration education effectively in order to deliver the Trust's objectives.

Financial

- To work closely with the General Radiography Lead Cross Site to contribute to the identification, analysis and discussion of cost pressures and financial constraints in a timely manner.
- To contribute to the effective financial management of the service by ensuring effective use of manpower and non-pay resources and equipment, ensuring that expenditure is kept within budget targets and in accordance with the Trust's Standing Financial Instructions (SFIs).
- To use, and supervise the use of, very expensive, specialist equipment with care and due diligence

Partnerships

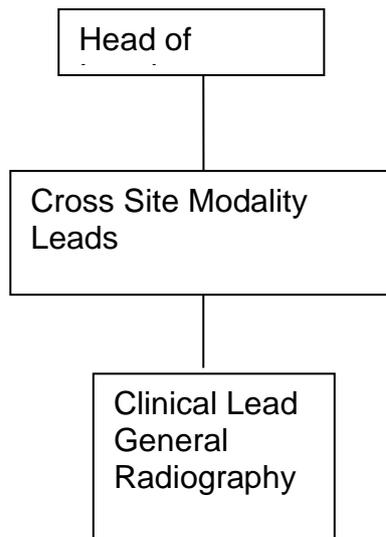
Communications and Relationships

- To promote the service within the Trust and externally.
- Ensure all communication which may be highly complex, contentious or highly sensitive is undertaken in a responsive and inclusive manner, focusing on improvement.
- Deploy advanced communication skills ensuring effective communication with all stakeholders, patients and relatives particularly when they are emotionally distressed.
- To identify, develop and sustain mechanisms to support patient involvement and feedback on a regular basis to inform service changes.
- Ensure all communication is presented appropriately to different recipients, according to level of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions.

General

- To ensure evidence based practice by being up to date with literature in order to influence and update Trust guidelines to ensure high quality care.
- To be conversant with current Radiation Safety legislations / NICE guidance and national policy and implement as appropriate.
- To participate in quality assurance and audit, ensuring guidelines are adhered to and monitored accordingly.
- To be clinically visible to staff and patients.
- To be able to concentrate when the work is unpredictable.
- Continue to develop own scope of professional practice and contribute to the advancement of the role by attending national and local clinical meetings and feeding back as appropriate.
- Take responsibility for own professional development in accordance with PDR and service objectives and attend study days and courses in agreement with manager.
- Contribute to ensuring that the team adheres to good practice guidelines and acts within the Health and Care Professions Council (HCPC) code of conduct at all times.

Structure Chart



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Data Protection Act

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implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

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- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

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safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

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Safeguarding Children

All staff must be familiar with and adhere to Trust child protection procedures and guidelines.

General

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.

- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Valuing Diversity

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

Role Model the Trust Values

We want to make sure that we serve local people in Lewisham, Greenwich and beyond as effectively as possible. As well as continuing to attract and support good staff, we need to make sure that the culture in the organisation – or rather “the way we do things” – is right. Our values are:

- We treat everyone with respect and compassion
- We work as a team to improve quality
- We take responsibility for our actions
- We work together for patients and colleagues
- We learn, develop and share knowledge

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>MSc or other additional post graduate qualification and relevant experience</p> <p>Diploma of the College of Radiographers or BSc in Diagnostic healthcare qualification)</p> <p>Health and Care Professions Council (HCPC) Registration Radiography (or equivalent</p>	<p>Advanced practitioner accreditation with the Society and College of Radiographers</p>
Experience	<p>Demonstrate high standards of technical skills</p> <p>Enthusiasm for training students</p> <p>Demonstrate a high level of patient care, able to cope with the diversity of patients' needs</p> <p>To plan and prioritise workloads</p> <p>Substantial experience in general radiography</p> <p>Experience of working unsupervised and taking responsibility where necessary</p> <p>Experience in Clinical Governance and CPD</p>	<p>NHS Experience</p>
Knowledge	<p>Appropriate medical IT system experience</p> <p>Confident to act on own initiative.</p> <p>Good attention to detail.</p> <p>Progressive attitude to CPD</p> <p>Aware of current trends in Diagnostic Imaging</p>	<p>Good presentation skills</p> <p>Knowledge of IT systems/applications e.g. Hospital Patient Administration System (PAS), Radiology Information System (RIS), Picture Archiving & Communication System (PACS), Image Exchange Portal (IEP) etc</p>

Personal Qualities	<p>Good oral and written communication skills in the English language</p> <p>Ability to work independently</p> <p>Professional & responsible attitude</p> <p>Flexible approach to working pattern</p> <p>Able to demonstrate a responsible attitude to teamwork.</p> <p>Reliable</p> <p>Stable and self-motivated.</p> <p>Able to promote a high standard of customer care</p> <p>Good team player</p> <p>Good role model</p> <p>Able to work under pressure.</p> <p>Able to personally reflect on own performance and ability</p>	<p>Innovative approach to department working practice</p> <p>Leadership qualities</p>

Occupational Health	Does this post require EPP clearance?	Yes/No
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Post Holder's name/s:

Post Holders' Signature/s: **Date:**

Manager's Name:

Manager's Signature: **Date:**