**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the College in consultation with the post holder.

|  |  |
| --- | --- |
| **Job Title:** Veterinary Radiographer  | **Job ref no:** CSS-0009-23A |
| **Grade:** 5 | **Department:** Clinical Science and Services |
| **Accountable to:** Senior Radiographer | **Responsible for:** N/A |

|  |
| --- |
| **Job summary:*** To work as a member of the hospital clinical team and contribute to the Clinical Services Division’s plans to fulfil the College remits of clinical service, teaching, and advancement of veterinary medicine.
* Model a respectful, effective, collaborative, collegial and supportive working relationship with all colleagues in the hospital to strengthen transdisciplinary teamwork to ensure delivery of optimum patient care, and customer service and adhere to the RVC's behaviour framework
* Ensure the smooth efficient and safe operations of the Radiography rooms, MRI scanners (1.5 and 3T) and CT scanner, following the local rules and radiation safety policies.
* Provide supervision and guidance for staff and students during shifts in the Diagnostic areas of the QMHA and contribute to the training and development of students on rotations, providing constructive assessment and feedback to students, modelling the highest standards of professional behaviour, always coupled with a compassionate and caring approach.
* Instruct, train, and supervise colleagues and undergraduates in specialist diagnostic techniques whilst ensuring that all activities within the department comply with all legislation such as the RCVS Practice Scheme and college procedural requirements.
* Responsible for ensuring the health and safety of self and others, by safe employing working practices and complying with the College's Health and Safety Policy, and attending relevant training as required.
* To undertake any other reasonable duties as required by the higher line management
 |

|  |
| --- |
| **Competency: Knowledge and experience****Key tasks:*** Act quickly and decisively in a crisis
* Encourage other group members’ engagement in the decision-making process to provide best patient care
* To maintain correct levels of continued professional development
* To keep up to date with professional knowledge and skills by reading, attending seminars and workshops, and reporting back to the team
* Always maintain professional standards
* Provide exceptional care to both patients and clients, report any concerns over compromised care to Head Radiographer or clinician in charge
* Produce diagnostic images of a high standard
 |
| **Competency: Communication skills****Key tasks:*** Demonstrate by example the RVC small animal referral’s core purposes, vision, mission, and values to all RVC small animal referral colleagues, students, clients, and visitors
* Demonstrate a high level of inter-personal skills when engaging with other individuals in the RVC and ability to use tact and discretion when working with sensitive and personal issues
* Effectively communicate with other RVC small animal referral team members and provide clear and accurate information on patient records/case notes (electronic and hard copy) and other documents to ensure compliance and continuity of outstanding patient care
* Generate written reports when required
* Provide clear and accurate information on patient records/case notes (electronic and hard copy) and other documents to ensure compliance and continuity of outstanding patient care
* Provide clear and concise verbal and written instructions to key staff on a day-to-day basis
* Always communicate a positive image of the hospital and its services
* Give and seek constructive feedback
* Clearly understand the needs and wants of clinicians, clients, students, and co-workers through active listening and reflect your understanding back to them
* React in a helpful manner to requests for advice or information
* Basic PACS administration duties to ensure accurate digital record keeping
 |
| **Competency: Teamwork and motivation****Key tasks:*** Demonstrate full engagement and commitment to deliver effectively quality diagnostic imaging and help facilitate learning and scientific advancement in their discipline effectively
* Lead by positive example of respect for all and demonstrate RVC’s and the group’s values, selflessness, integrity, objectivity, accountability, openness, honesty, trust, respect, and leadership
* Ensure that the RVC behaviour framework is adhered to by each member of the clinical service teams
* Assist Head Radiographer to motivate all team members to engage positively with clinical governance, infection control and clinical audit initiatives, especially auditing and improving clinical activities using best practice evidence
* Promote equal opportunities in accordance with the College’s Equality Strategy
* Demonstrate an enthusiastic, proactive, and positive approach to all tasks
* Ability to self-motivate and motivate others as part of the team
* Encourage innovative thinking, problem solving and sharing of ideas and encourage individuals to use their judgment and make appropriate decisions in the diagnostic area
* To participate in the out of hours weekend on call rota
 |
| **Competency: Service delivery****Key tasks:*** To have a strong work ethic
* Enable the smooth and efficient progression of patients through diagnostic area
* Engage in the development of an annual rota and an out of hour’s rota
* Promote the highest quality and timeliness of clinical record keeping by all team members including electronic data recording and report writing
* Ensure all procedures are carried out in a safe and efficient manner according to health and safety regulations, standard operating procedures, and local rules.
* Ensure standards for quality-of-service delivery are consistently met and be receptive for continuous change and improvements
* Ensure all procedures are carried out in a safe and efficient manner according to health and safety regulations and assist Head Radiographer to investigate and complete patient incident and accident forms
* Ensure the highest standard of infection control in all areas
* Carry out regular checks on equipment in use and report any faults/repairs immediately to line manager
* Ensure all stock levels of consumables are maintained to the correct requirement
* Be aware of all the green issues within the hospital
 |
| **Competency: Planning and organising resources****Key tasks:*** Prioritise and complete tasks effectively and efficiently
* Work using own initiative and to fulfil tasks in all diagnostic areas
* Ability to work in an organised manner and able to handle multiple tasks and to adapt to different routines
 |
| **Competency: Teaching and learning support****Key tasks:** * Ensure to set appropriate examples to students in all aspects of your role
* Share best practice in teaching, learning and assessment between different rotations and courses and ensure all students receive appropriate training
* Ensure that undergraduate and postgraduate students have an appropriate and effective learning experience in line with their level of understanding and teaching objectives and the needs of clinical service. Give practical support to veterinary students as requested to ensure students gain relevant experience from their rotation
* Ensure that visitors do not significantly interrupt the delivery of clinical service, teaching and research activities
* Ensure the Diagnostic imaging team supports a positive learning experience for all students in the QMHA
* Take part in continued professional development programme as required and ensure that clinical knowledge is kept current so to provide the most up-to-date level of teaching and training
 |
| **Competency: Sensory and physical demands****Key tasks:** * Moderate level of mental effort required to resolve complex and difficult service issues
* Regularly required to handle and support levels of emotion from colleagues, students, and clients
* Required to balance several competing demands
* Physical effort required
 |
| Flexibility: To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |