

Job Role Profile

Role Title	Lead Radiographer
Directorate / Business Hub	Governance and Law
Salary Scale	PO5
SAP Position Number	50100876
Date Prepared	16/05/2023
Purpose This role refers to the Post-Mortem Imaging Service to be provided by Walthamstow Public Mortuary. The Post-Mortem Imaging Service will provide Post-Mortem Computerised Tomography (PMCT) scanning with radiological reporting via a Picture Archiving Communication System (PACS). The post-holder will operationally manage, develop, control, organise and contribute to the work of radiographers for the Post-Mortem Imaging Service run by the London Borough of Waltham Forest, to ensure the service complies with relevant legislation, regulations, and policies. The post-holder will supervise the day-to-day running of the PMCT scan in accordance with relevant legislations, regulations and policies. The post-holder will be routinely located in the Mortuary Office but be working from the CT scan control room to perform PMCT Examinations on the deceased. To maintain consistency with the Council's quality and equality perspectives.	
Generic Accountabilities	End Results/ Outcomes
Control activities within the service area and ensure the service is delivered to the quality, Council, professional and legislative standards required.	To ensure a fully compliant Post-Mortem Imaging Service
Advise Mortuary Service Operations Manager and others on issues relevant to the service area. Provide professional challenge and advice to colleagues, managers and partner organisations.	To ensure a fully compliant Post-Mortem Imaging Service
Liaise with external partners, contractors, and stakeholders – including but not limited to the Coroner's Service, the police service, anatomical pathology technologists, mortuary assistants, pathologists, radiologists, radiographers, other healthcare professionals, forensic experts, funeral directors, students, software and data management experts, maintenance companies, universities, specialist centres, training providers. This is to support the delivery of the service, and to support the delivery of improvements in processes and procedures to enhance advancements in the industry.	To ensure the daily running of the Post-Mortem Imaging Service

Job Role Profile

To liaise with specialist training providers, including but not limited to: Universitätsklinikum Hamburg-Eppendorf, Centre Universitaire Romand de Médecine Légale, University Hospital Leicester, Victoria Institute of Forensic Medicine, Monash University, Cranfield University	
Understand and be able to follow the Council's and establishment's policies and procedures and deal with related issues. These include but are not limited to: - <u>Infection Control policies</u> - <u>Ionising Radiation Regulations 2017</u> (IRR17) and related departmental protocols and procedures) - <u>The Radiation Regulations 2019</u> - <u>Moving and Handling Procedures</u> (move and handle deceased/ equipment including mobile x-ray machines/materials using agreed moving and handling procedures) - <u>COSHH Regulations</u> (safely deal with substances hazardous to health used in specific work area as per department procedures) - <u>Health and Safety at Work Act</u> (conform to health, safety and security legislation, policies, procedures and guidelines; undertake work activities that are consistent with legislation, policies and procedures; assist with risk assessments and take appropriate action to minimise risks) - <u>Incident reporting</u> (report all accidents and incidents and near misses as per Council and Establishment policies) - <u>GDPR and Data Protection Act</u> (maintaining confidentiality of deceased and other members of staff) - Support others to manage risks effectively provide input to risk management by identification of potential risks to the Mortuary Service Operations Manager. - Proactively manage risk and maintain staff's safety, conforming to health, safety and security legislation, policies, procedures and guidelines.	To ensure a fully compliant mortuary and Post-Mortem Imaging Service
Use information technology systems as required at every level of the role: - Expert use of the Picture Archiving Communication System (PACS) system. - Maintain accurate information on the Picture Archiving communication system (PACS) and the digital mortuary register (Civica). - Act in accordance with the Local Authority IT procedures	To assist the daily running of the Post-Mortem Imaging Service

Job Role Profile

- Assist in documentation of information as requested for various requirements e.g. capacity and demand, audit, research	
Lead and conduct regular audits, including compliance audits, and audits of data, presentation and delivery of reports and monitoring and presentation of internal Key Performance Indicators	To assist the daily running of the Post-Mortem Imaging Service
To identify and evaluate areas for potential service improvement. To continually strive to improve the level of service we provide and to contribute towards and support service improvements.	To assist the daily running of the Post-Mortem Imaging Service
<i>Job Specific Accountabilities: (These accountabilities are likely to be service specific linked to the role)</i>	
Trained in safe operation of the CT scanner to comply with the requirements of IRR17 as agreed by the RPA.	To ensure effective running and safety of the Post-Mortem Imaging Service
Act as a Radiation Protection Supervisor to comply with the requirements of IRR17.	To ensure effective running and safety of the Post-Mortem Imaging Service
Receive appropriate training in post-mortem and forensic imaging.	To ensure effective running of the Post-Mortem Imaging Service
Ensure a high radiographic standard is delivered by self and others based on assessment, planning, implementation and evaluation of standards to meet the needs of the service in accordance with agreed local and national standards and evidence-based guidelines.	To ensure effective running and safety of the Post-Mortem Imaging Service
Ensure PMCT scanning is conducted in accordance with current national standards for post-mortem and forensic imaging, including: - Standards of Radiographic Practice for Post-Mortem Cross- Sectional Imaging (PMC-SI) (Society & College of Radiographers, 2015) - Royal College of Radiologists & Royal College of Pathologists Statement of Standards for Medico-Legal Post-Mortem Cross Sectional Imaging in Adults (Royal College of Radiologists & Royal College of Pathologists, 2012) - Royal College of Radiologists & Royal College of Pathologists Guidelines for post-mortem cross-sectional imaging in adults for non-forensic deaths (Royal College of Radiologists & Royal College of Pathologists, 2021) - Guidance for Radiographers providing Forensic Radiography Services (Society & College of	To ensure effective running of the Post-Mortem Imaging Service

Job Role Profile

Radiographers, 2014) IAFR Guidelines for best practice: Principles for radiographers and imaging practitioners providing forensic imaging services, (Doyle et al, 2020)	
Ensure the service allows both PMCT and Invasive autopsy work to run concurrently providing flexibility for future changes in use (we plan to work closely with the International Association of Forensic Radiographers and the Society of Radiographers to ensure the service is at the cutting edge of Post-Mortem imaging).	To ensure effective running of the mortuary and Post-Mortem Imaging Service
Maintain an awareness of in current legislation i.e. Human Tissue Act 2004, Coroner's and Justice Act 2009, pertaining to the mortuary and of developments in other related areas. Comply with the licensing conditions of the mortuary under the Human Tissue Act 2004 and ensure those working within the mortuary either directly or indirectly also comply with these conditions.	To assist in the running of a safe and compliant Post-Mortem Imaging Service
Work within the normal operational hours of the CT scanning service (this may be extended if the unit attracts sufficient external referrals & revenue to support this). An "on call" service will operate for urgent matters outside of these hours (e.g., urgent scans, forensic cases, equipment failure, major incident/mass fatality)	To ensure effective running of the mortuary and Post-Mortem Imaging Service
Work closely in a team with APTs, pathologists, radiologists, and other professionals on a daily basis.	To ensure effective running of the Post-Mortem Imaging Service
Prepare for each PMCT session appropriately by taking into account any risks.	To ensure effective running and safety of the Post-Mortem Imaging Service
Participate in regular Multi-Disciplinary Team meetings with APTs, Pathologists, Radiologists, other radiographers, and other professionals regarding progression of individual cases.	To ensure effective running of the Post-Mortem Imaging Service
Contribute to advise on the feasibility of the CT scan and on the best techniques to use on a case-by-case basis.	
Contribute to identify appropriate methods, techniques and equipment for different PMCT examinations and different individuals. Manage referrals in accordance with the established scanning protocols agreed by the coroner and	To ensure effective running and safety of the Post-Mortem Imaging Service

Job Role Profile

radiologist and assist in determining whether a limited (Head, Neck and Torso), or full body CT scan is required, and/or whether additional techniques are needed (e.g., PMCT angiography, ventilated PMCT etc.)	
Deal with a varied, high caseload, including forensic cases, trauma and major trauma cases, body parts, paediatric cases, decomposed deceased.	To ensure effective running of the Post-Mortem Imaging Service
Perform intravenous injection/cannulation/intubation procedures for PMCT angiography, ventilated PMCT and other techniques.	To ensure effective running of the Post-Mortem Imaging Service
Manage and supervise the work of other radiographers working for the LBWF Post-Mortem Imaging Service.	To ensure effective running of the Post-Mortem Imaging Service
Liaise daily with APTs to ensure transfer deceased to the CT room when the unit is ready to receive the case and as per daily schedule.	To ensure effective running of the Post-Mortem Imaging Service
Conduct condition checks of the deceased (this includes measuring height /weight, adding details to the ID wristband having 3 unique identifiers (e.g., Name, address, DOB), checking for valuables on the deceased (e.g., Clothing, jewellery), and recording valuables taken by the police. Taking photos of the wristband and the face of the deceased.	To ensure a fully compliant mortuary and Post-Mortem Imaging Service
Assist with manual handling of the deceased in line with the Health & Safety at work Act 1974 and the Manual Handling Operations Regulations 1992. Ensure the use of available equipment (e.g., hydraulic trolleys, body stretchers, body Hoists, PAT slides/body sheets, body transfer boards, ceiling hoists) to assist movement of the deceased.	To ensure a fully compliant mortuary and Post-Mortem Imaging Service
Assist in maintaining the computer database and information systems relating to the mortuary and PMCT service, ensuring that the confidentiality of medical reports and data is maintained in all dealings with users and visitors to the mortuary as appropriate.	To ensure effective running of the Post-Mortem Imaging Service and related documentation.
Build, review and update standard operating procedures, operational plan, and meet regularly with the mortuary service operations manager to discuss staffing, service requirements, and challenges.	To ensure effective running and safety of the Post-Mortem Imaging Service
Take every reasonable opportunity to maintain and improve professional knowledge and competence and demonstrate a commitment to innovation and learning, including maintaining a portfolio of Continued Professional Development.	To ensure effective running of the Post-Mortem Imaging Service

Job Role Profile

This includes participating in the growth and advancements of the mortuary facility – such as researching developments in the industry, PMCT and PM imaging, use and integration of artificial intelligence, robotics and automation in healthcare and managing projects related to these. (Collate, process and analyse relevant data and translate these outputs into reports, documents and actions where appropriate).	
Participate in the necessary training to work within a Dedicated Disaster Mortuary, including Disaster Victim Identification, CBRN and mass fatality training.	To ensure effective running of the Post-Mortem Imaging Service
Assist the mortuary staff in checking the condition of mortuary premises, facilities and equipment, identifying the need for maintenance and reporting any faults, issues, or malfunctions to the relevant person/department for repair (also liaising directly with the PMCT scan's manufacturer to request assistance if needed).	To ensure effective running of the mortuary and Post-Mortem Imaging Service
Teach and train Anatomical Pathology Technologists, Pathologists, Radiographers, Radiologists, Anthropologists, and other interested parties in Post-Mortem CT Scanning procedures and techniques (courses will be devised and run in partnership with educational bodies including Queen Mary University of London, Cranfield University, and The International Association of Forensic Radiographers, Monash University, The Victorian Institute of Forensic Medicine etc.)	To ensure effective running of the Post-Mortem Imaging Service
Be involved in research projects and liaise with universities/museums, students and trainees visiting the workplace (these include but are not limited to MSc students, radiographers, APTs, radiologists, pathologists, anthropologists and other professionals).	To ensure effective running of the Post-Mortem Imaging Service
Assist with the professional management, recruitment and training of radiography staff, imaging quality assurance, contract management of the service contract for the scanner and to provide professional and technical support (this could be done on an annual contract basis with the requirement being scaled down after the first year of operation. Such an advisor could also form part of the “bank” of radiographers providing leave cover in order to provide additional flexibility).	To ensure effective running of the Post-Mortem Imaging Service

Job Role Profile

Assist the Mortuary Service Operations Manager in consultancy for PMCT scanning services, with the aim of building and delivering their own PMCT scanning service.	To ensure effective running of the Post-Mortem Imaging Service
Provide advice to service users and stakeholders and make recommendations based on up-to-date knowledge and evaluation of information, including regarding PMCT, training and research opportunities.	To ensure effective running of the Post-Mortem Imaging Service

Nature of Contacts

To require partnership working with external and internal partners. These include but are not limited to: Coroner's Service, the police service, anatomical pathology technologists, mortuary assistants, pathologists, radiologists, radiographers, other healthcare professionals, forensic experts, funeral directors, students, software and data management experts, maintenance companies, universities, specialist centres, training providers.

To deal with people at all levels confidently, sensitively, and diplomatically.

Procedural Context

To ensure the correct functioning of the Post-Mortem Computerised Tomography scan by performing CT scans of the deceased as per planned daily schedule.

To supervise the work of other radiographers working for the LBWF Post-Mortem Imaging Service.

To participate in regular Multi-Disciplinary Team meetings with APTs, Pathologists, Radiologists, other radiographers, and other professionals regarding progression of individual cases.

To follow and implement standard operating procedures.

To focus on continuous improvement and personal development and innovative development and advancement of the Post-Mortem Imaging Service.

At least one registered radiographer will be on duty at all times when the scanner is in operation and will be trained and designated as a Radiation Protection Supervisor as defined in the IRR17.

Key Facts and Figures

To ensure the smooth day-to-day running of the Post-Mortem Computerised Tomography scans.

To work in a team together with anatomical pathology technologists, radiologists, pathologists, radiographers and other experts.

Job Role Profile

To perform intravenous injections/cannulations and/or intubations of the deceased depending on the PMCT technique required.

To conduct condition checks the deceased, updating the relevant databases.

To assist mortuary staff with manual handling of the deceased.

To be able to work flexibly to meet the requirements of the service by working out of usual office hours/being on-call.

To be able to adapt to the unpredictable nature of the workload, including major incidents, disasters, pandemics.

Resourcing:

Staff Management: Supervision of other radiographers working for the LBWF Post-Mortem Imaging Service.

Budgetary responsibilities: None

Responsibility for plant and equipment: Responsible for the correct functioning and running of the Post-Mortem Computed Tomography including planned maintenance and unplanned maintenance (faults, malfunctions etc.).

Competency Level: All Colleagues

Qualifications, Knowledge, Skills and Experience

Qualifications

Essential

- DCR/BSc in Radiography
- Current Health and Care Professions Council (HCPC) Registration, which must be maintained whilst in post
- Training in and extensive experience of CT scanning
- Forensic radiography knowledge/experience
- Eligibility to reside and work in the UK.
- Evidence of CPD (e.g., attendance at study days, conferences, courses etc.) related to the field

Desirable

- Post-Graduate qualifications relevant to post (e.g., MSc in Forensic Radiography) or equivalent experience
- UK Driving License

Knowledge and Experience

Essential

Job Role Profile

- Experience in a wide range of CT procedures
- Evidence of independent working and leading a team
- Awareness of Post-Mortem Imaging applicable to non-suspicious, suspicious and traumatic deaths
- Awareness of how the coronial system works in the UK
- Understand how a medical cause of death is formulated
- Knowledge of the process and language of death investigation
- Knowledge of health service management
- Demonstrates the ability to produce a high standard of work
- Involvement with QA
- Evidence of willingness to expand knowledge and role
- Evidence of a commitment to reflecting on and learning from previous practice
- Awareness of changes within imaging practice (e.g., introduction of new techniques, AI etc.)
- Knowledge of Clinical Governance and the relevance to practice
- Experience of audit
- Knowledge of relevant policies and procedures, standards and regulations related to the field
- Experience of education/lecturing
- Experience of research and scientific paper writing
- Previous publications in peer reviewed journals
- Experience of managing performance issues

Desirable

- Understanding of how a PMCT service can be run
- Understanding of the techniques involved in PMCT and the associated challenges (PMCT angiography, ventilated PMCT, PMCT skeletal survey)
- Basic knowledge of the most common PMCT findings in non-suspicious, suspicious and traumatic deaths
- Ability to independently perform intravenous injections/cannulations and/or intubations
- Experience of work within a mortuary environment and/or care of the deceased

Skills and Abilities

Essential

- Ability to prioritise/plan workload and meet performance targets
- Effective communication skills.
- Self-motivated and able to motivate others
- Consistent and reliable
- Able to participate in possible on-call/out of hours work
- Able to step in at short notice to cover for sickness, etc.
- Able to obtain and evaluate information to aid decision making
- Able to lead and work closely with team members
- Commitment to CPD of self and others
- Ability to use IT systems relevant to work role
- Good time management skills
- Experience of student mentorship and staff supervision

Values and Behaviours

Essential

- Professional attitude and approach
- Honest
- Enthusiastic
- Conscientious
- Punctual
- Approachable
- Confident
- Flexible and Resilient/Adaptable to change
- Committed to achieve high standards
- Treat everyone with dignity and respect
- Demonstrate attention to details

Job Role Profile

- Considerate of the diverse needs of individuals
- Able to deal with difficult and sensitive situations with tact, empathy, and diplomacy