

JOB DESCRIPTION

POST TITLE: Radiology Assistant Band 2

BASE: The Royal Shrewsbury Hospital

DEPARTMENT: Radiology

MANAGER RESPONSIBLE TO: Lead Superintendent Radiographer

QUALIFICATIONS - Basic qualifications in Math's and English (GCSE Grade 9 -4/
Equivalent)

POST PURPOSE/SUMMARY:

- To assist Radiographers, Sonographers, Radiologists and Nursing staff with the care of patients in the Radiology Department.
- To comply with Trust and Departmental policies.
- To observe Health & Safety rules
- To maintain patients privacy and confidentiality.

ORGANISATIONAL POSITION:

Radiology Clinical Director
Radiology Centre Manager
Lead Superintendent Radiographer
Superintendent Radiographers
Senior Radiographers and Nurses
Radiographers
Assistant Practitioners
Radiology Assistants (Post Holder)

MAIN DUTIES AND RESPONSIBILITIES

- Care for patients, carers, visitors, and relatives during their visit to the Department.
- To act as chaperone in line with Trust policy.
- To help with the movement of patients in the examination rooms
- To use the Radiology information system (CRIS) to record the patients Radiology episode.
- To comply with the Trusts policies
- To maintain associated records, both paper and electronic
- To ensure equipment is used correctly and any faults or concerns are reported to senior staff.
- To liaise with a wide range of staff caring for the patient- including medical staff, ward staff, staff from other departments
- To participate in the departments out of hour's service.
- To assist with audit projects as required.

- To dispose of any clinical sharps bins and clinical waste to the appropriate areas in line with trust policy.
- To participate in the departments out of hour's service.
- To be responsible for complying with Health & Safety policy, agreed policies and procedures of the Radiology Department, the local rules under IRMER (ionising radiation law) and the agreed policies and procedures of the Trust.
- To maintain a high standard of cleanliness within the whole of the X-Ray Department.

To help with the movement of patients in the examination rooms

- To maintain patient confidentiality at all times.
- To work as part of a team.
- To be responsible for complying with Health & Safety policy, agreed policies and procedures of the Radiology Department, the local rules under IRMER (ionising radiation law) and the agreed policies and procedures of the Trust.

SCOPE AND RESPONSIBILITY.

- To check that the patient is fit to travel to the department, and arrange any change with the radiographer in charge of the work area.
- To assess if patient needs to return to ward/clinic if his /her condition changes during the journey to the department.

SYSTEMS AND EQUIPMENT

To have knowledge in the use of:

- Computerised radiology information system (CRIS)
- Computerised hospital patient information system (SEMAHELIX)
- Computerised PAC System for patient identification and image retrieval
- Beds, trolleys and wheel chairs
- Patient handling/moving equipment (manual and motorized)
- Patient examination preparation trolleys
- Oxygen cylinders/ suction
- The site and position of the patient resuscitation equipment,
- Equipment that may come attached to a patient from the ward e.g. IV infusion pump, catheter bags etc.
- To be familiar with the Trust procedure for medical emergencies.

DECISIONS, JUDGEMENTS AND FREEDOM TO ACT

Help to prioritise work list in conjunction with Radiologists and radiographers.

Work within departmental policies, procedures and guidelines

COMMUNICATION AND RELATIONSHIPS

Will be required to liaise with-

- All Radiology departmental staff e.g. Radiologists, Radiographers, nurses, assistant practitioners, X-ray assistants, clerical staff and students.
- Patients their relatives and visitors.

Will be required to-

- Confirm with the patient (or carer if patient not capable) their identity and any previous attendance to radiology.
- Communicate instructions regarding post procedure care to patients.
- Where appropriate, communicate to relatives/parents what is about a procedure and how they can help.

Discuss and communicate with other staff in the department -

- Relevant patient history in keeping with the confidentiality policy.
- Any equipment faults.

PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE POST

Mental demands:

- To deal with a demanding and often unpredictable workload.
- Frequent interruptions to answer queries.
- Verbal and direct physical contact with all patients
- To maintain confidentiality.

Physical Demands:

- Transport of patients between clinical areas.
- Manual handling tasks.
- Frequent pushing of trolleys, beds and wheelchairs.
- Standing for long periods of time.

Emotional demands:

- Empathy for both patients and relatives.
- Exposure to distressing situations, working with the terminally ill and trauma victims.
- Dealing with difficult and distressed patients.
- Dealing with children and patients with learning difficulties.
- Safeguarding issues.

WORKING CONDITIONS

- Working in an environment that is potentially hazardous if correct working practice is not adhered to: ionising radiation
- Have to deal with all bodily fluids and odours.
- Contact with aggressive (verbal and physical) patients.
- Potential exposure to infectious diseases.

SMOKING POLICY

SaTH NHS Trust has a smoke-free policy. Smoking is not allowed in or on any of the trust's grounds or premises or in any Trust-owned or leased pool vehicle. Applicants should be aware that it may not be possible to smoke throughout working hours.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and

- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.

As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

TERMS and CONDITIONS:

These are in accordance with the Agenda for Change Terms and conditions

To undertake any other relevant duties that may be required.

This job description will be reviewed at intervals with the post holder

JOB DESCRIPTION AGREEMENT

MANAGER	POSTHOLDER
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: