

Radiology Assistant

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- Radiology Assistants help care for patients during their visit to the radiology department and support radiographers, sonographers, radiologists, and nurses.
- They help move patients safely, keep areas clean, and make sure equipment is used correctly.
- They record patient details on computer systems and follow all health, safety, and confidentiality rules.
- They work closely with many different staff and may travel to other hospital sites as part of their role.
- They support patients and families, including in difficult or emotional situations, while working as part of a busy team.

Job Description

Job title:	Radiology Assistant
Grade:	2
Site:	The Royal Shrewsbury Hospital with rotation to Whitchurch Hospital
Accountable to:	Lead Superintendent Radiographer
DBS required:	Yes – Enhanced

Main Duties

- 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
- 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 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 participate in rotation to community hospital sites including, Whitchurch, Ludlow, Bridgnorth and Newport.
- 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 always maintain patient confidentiality.
- 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 Responsibilities

- 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 wheelchairs
- 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: ionizing radiation
- Will have to deal with all bodily fluids and odours.

- Contact with aggressive (verbal and physical) patients.
- Potential exposure to infectious diseases

Person Specification

	Essential	Desirable
Qualifications	English and Maths GCSE's Grade 9 – 4 (C or above)/ equivalent	NVQ 3 in Health and Social care
Experience and Knowledge	To have worked in a public facing role Competent in using IT systems	Worked in the public sector
Skills	Demonstrates good communication skills including written and verbal. Has worked as part of a multidisciplinary team. Can evidence good organisational skills	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

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;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- 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;
- 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;
- 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;
- 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 and sensitive 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;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- 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 Trust's Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

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

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels to have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

