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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Radiology Department Assistant Supervisor** |
| **Band:** | **Band 4** |
| **Responsible To:** | **Radiology Lead Nurse** |
| **Accountable To:** | **Principal Radiographer** |
| **Section/Department/Directorate:** | **Interventional Radiology/ Radiology/Planned Care Division** |

**Job Purpose:**

The post holder will be responsible for the day-to-day management of the Radiology department assistants (RDA) staff and for ensuring the smooth running of the department in relation to its RDA functions. The post holder will ensure that the RDA team are allocated appropriately across all imaging modalities to ensure the efficiency of service at all times.

To support the delivery of a high-quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NDDH Values.

Be responsible for delivering effective, specialised, high quality care and carrying out specific clinical tasks, ensuring the area of work runs smoothly and efficiently

Works under the guidance of a Registered Practitioner

Works within the boundaries of existing competence, adhering to the Ionising Radiation (Medical Exposure) Regulations 2017 (IRMER 2017), the NDHT Radiation Safety Policy and national and local standard operating procedures/protocols

Delivers high standards of compassionate, dignified care, managing their time, tasks and resources effectively

Undertakes training, assessment and facilitation of peers and other staff as required

To support Registered Practitioners in their duties and contribute to the holistic care of patients as part of a Multi-Disciplinary team

To ensure that the environment is clean, safe, tidy and welcoming for patients and visitors

To undertake rotational work within the department as/if required

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| **Overview of Essential Responsibilities:**  1. Manage the day-to-day running of the RDA staff and resolving any issues that may arise  2. Monitor the staff workloads and allocate work according to staffing levels and adjust these during periods of sickness or unexpected changes in workload.  3. Manage RDA staff sickness in line with Trust HR policies, undertaking return to work interviews. To liaise with the Lead Nurse Radiology, in issues of sickness and phased returns to work.  4. Identification of training needs and to provide opportunities for staff to undergo relevant training.  5. Undertake mandatory training on a regular basis, ensuring that the RDA staffs also complies with the requirements for mandatory training and adhere to the Health and safety at Work Act.  6. Ensure that all imaging modalities are allocated RDA staff to cover their operational service hours and ensure training is provided and recorded for all staff.  7. To chair RDA staff meetings in the absence of the Lead Radiology Nurse, working together to produce the agenda and transcribe the minutes of the monthly RDA meetings including dissemination of the Trust team brief and cascade of RGM meeting minutes.  8. Train new RDA and bank staff on the job and ensure that progress is monitored. Ensure a mentor is appointed and the RDA induction programme is successfully completed.  9. To undertake probationary review meetings.  **Responsibility for Patient and Client Care**  1. To always work within clearly defined accountability framework.  2. To demonstrate clinical competence developed through continual professional development, reflective practice and maintain a skills portfolio relevant to the service specification.  3. To recognise and appropriately address risk factors to patients/clients and carers within their healthcare setting and feedback appropriately to the registered practitioner  4. To report any incidents, untoward incidents, complaints and near misses to self, patients or carers to the appropriate professional within the stated timescales and record these on datix.  5. To ensure that the department’s identification policy is adhered to and that all patients are correctly identified prior to undergoing an examination.  6. The post holder will also act as a scrub role for Interventional procedures, assist the nursing staff by preparing rooms, equipment and patients in pre procedure intraop and post procedure for interventional Procedures where necessary.  **Service Development**  1. To assist the Lead Radiology Nurse in service development proposals and advise on practical aspects of implementation.  **Operational Issues**  1. To assist the Lead Radiology Nurse in ensuring that the appropriate arrangements are made to investigate and respond to all complaints concerning the RDA team of the Directorate in conjunction with the Governance team.  2. Ensure assistance is offered to support projects as and when required in line with current workload levels and time scales to aid in the completion of these projects.  3. To practice within the Caldicott code of practice when issuing patient information to staff both within the hospital and from other organisation.    4. Maintain clinical competency matrix for all RDA staff.  5. To record and maintain HealthRoster and ESR records in terms of sickness and rostering.  6. To have day-to-day oversight and maintain rosters in a timely manner on HealthRoster.  7. On a daily basis, ensure the staff are appropriately distributed dependent on service need.  **Governance**  1. Be responsible for ensuring RDA staff undertake cleaning and stock checks appropriately.  2. Lead as an effective role model in terms of delivery of high standards of clinical practice   1. Ensure all RDA staff practice professionally, and undertake cleaning, and safety tasks as appropriate to support safe patient care. 2. Adhere to governance processes within the department and undertake audit and review as required.   **Communication and Relationship Skills**   1. This role requires excellent communication skills including verbal, written and use of IT 2. Able to exchange information with patients/clients requiring support, tact and reassurance. 3. Form professional relationships with patients/clients and communicates and cooperates with them in a way that respects their views, autonomy and culture. 4. Constructively manage barriers to effective communication and works cooperatively with patients and team members. 5. Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate. 6. Understand the safeguarding adult’s issues and act within the guidance of the policy to keep adults within their care safe. 7. Able to keep accurate contemporaneous documentation using and supporting the organisation’s documentation. 8. Report effectively to the relevant team on patients’ progress. 9. Communicate with other staff and agencies as appropriate in written and oral format to report on patient progress. 10. Attend meetings and feedback relevant information. 11. Assist in obtaining valid patient consent and work within a legal framework with patients who lack capacity to consent to treatment. 12. To communicate effectively, empathically and persuasively with patients in order to facilitate accurate positioning of patients and obtain diagnostic images. This will include dealing with patients (and their relatives or carers) who may have communication difficulties e.g. deafness or who speak a foreign language. 13. To give advice to other healthcare workers and professionals on general radiation protection issues and be able to explain the general risks of radiation to patients whilst knowing when to defer to a qualified radiographer. 14. Practice a high level of tact, diplomacy and persuasive skills while dealing with all forms of enquiries from staff within the Trust, outside the hospital and patients in a confidential manner whilst understanding the need for patient confidentiality at all times, either in person or over the telephone. 15. Provide an essential point of contact between patients, other Trust staff and staff outside the hospital with the Radiology team 16. Manage one’s own daily workload. Ability to work flexibly as the needs of the department require.     **IT Skills**  1. Have a good working knowledge of all Microsoft Office applications.  2. To have a good working knowledge of all IT applications in Radiology and to undertake further training when required.  3. To provide the department with a pro-active lead role. |
| **Context:**  1. To act as a role model for other staff members  2. Contributes to the management of a safe working environment by minimising clinical risk  3. Compiles comprehensive records of care delivery as per best practice principles  4. Records patient information accurately using Trust software systems  5. Utilises highly complex, specialist equipment to provide treatment, where required  6. Lone working as required in accordance with Trust policy and procedures.  7. As part of the multi-disciplinary team, they will provide a key role in providing care and support to individuals as specified in a written care or service plan, in a range of environments.  8. Enable and empower individuals to develop, sustain and improve their overall health and wellbeing |
| The **RDA Supervisor** will be based within the Radiology Department at the North Devon District Hospital.  The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Key Working Relationships:**  To establish effective communications amongst all staff within the service thus creating conditions conductive to good patient care.   |  |  |  | | --- | --- | --- | | **To work collaboratively with:** | **Frequent** | **As Required** | | Radiologists |  | x | | Radiology Nurses/Sister | x |  | | Assistant Practitioners | x |  | | Radiographers | x | ~~x~~ | | Radiology Department Assistants | x |  | | Radiology Managers |  | x | | Specialist Nurses |  | x | | Porters | x | ~~x~~ | | Ward Staff all levels |  | x | | Radiology Clerical Staff |  | x | | Patients, relatives and carers | x |  | | Consultants |  | x | | Operating Department Practitioners |  | x |   The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. | |
| **Organisational Chart:** |
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| **Analytical and Judgement Skills**  Carries out delegated assessment of patients and their condition and monitors the patient’s response to intervention.  Undertake delegated risk assessments providing accurate feedback to the team as necessary e.g. in relation to lone working.  elegated nt team on patients’ ps as approrpaite. r memebrs of teh ircumstnaces  Recognise the need for further advice, guidance and support as appropriate.  To use all equipment in accordance with manufacturer’s instructions, recognising and reporting faults occurring to anyequipment to Radiology Lead Nurse  **Planning and Organisational Skills**  The post holder will be expected to:  To be able to plan and successfully undertake the academic components of a training programme and / or Foundation Degree course, whilst continuing to achieve clinical competencies  To assist staff to ensure the department is working effectively at all times by contributing towards good control of workflow and maximising the use of all available facilities.  Support the planning, implementing and evaluating programmes of care for individual patients.  Work without direct supervision of the registered practitioner in the implementation of programmes of care and evaluate the effectiveness of interventions and feedback appropriately.  Prioritise own tasks under the appropriate delegation of the registered practitioner.  Liaise with other providers regarding care provision.  **Physical Skills**  A range of clinical skills including; dexterity and accuracy for Assisting with Interventional Radiology and Endoscopic procedures.  Insertion and removal of IV cannula’s including; testing for patency.  To move and manoeuvre expensive, Endoscopic equipment within the Radiology/Endoscopy Departments.  Be able to help to move patients using a range of manual handling aids and hoists as required.  To use Radiography systems in accordance with departmental protocols ensuring patient data and images are correctly inputted and correlated.  **Responsibility for Policy and Service Development**  To work to Trust Policies, Procedures and Standard Operating Procedures (SOP).  To maintain Trust Standards of Clinical Governance.  To support Professional Standards of Practice  The post holder will work in accordance with departmental policies, protocols and procedures.  **Responsibility for Financial and Physical Resources**  The post holder has no budgetary responsibilities but is responsible for the safe and correct use of expensive equipment.  Support the efficient use of resources including; maintaining stocks and supplies and ordering equipment & resources as agreed or directed.  Ensure safe and efficient use of stock and equipment including; ensuring equipment is checked appropriately and any defects reported    Demonstrate and instruct the use of equipment to ensure safety.  **Responsibility for Research and Development**  Contribute to developing own and team evidenced based practice including research and involvement in the audit process.  To engage in active participation in data collection for audit and quality assurance purposes.  **Decision Making**  Adhere to professional and organisational standards of practice, and work with in guidelines.    Work alone at times in a variety of settings, under the direction of the Registered Practitioner with access to support and supervision.    Work within organisational Policies, Procedures and Standard Operating procedures (SOP)  May be required to take decisions alone and then escalate to the Lead Radiology Nurse.  **Physical Effort**  Walks, stands most of shift.  Regularly working in lead coats, standing for long periods of time.  Pushes and pulls surgical equipment, contrast injector, trolleys, endoscopy equipment or wheelchairs.  Manoeuvring patients into position on X-ray table/bed or couch.  Transferring of patients to Wards/other departments post procedure.  Good hand/eye co-ordination for manipulation and management of clinical consumables e.g. guide-wires.  **Mental Effort**  Work in an unpredictable pattern when required  Read and decipher patient information.  Help patients to make appropriate choices.  Help motivate patients.  The post holder will sometimes be expected to cover the duties of colleagues in posts of the same pay band or lower and within the range of the post holders knowledge and skills.  There will be periods of occasional intense concentration when assisting radiographers, nurses and radiologists in dealing with very ill, critical or badly injured patients.  Have the ability to communicate with the appropriate response and manner to both patients and carers/family during emotional times.  Ability to use and concentrate for long periods using IT.  **Emotional Effort**  Frequently supporting patients undergoing Interventional/Endoscopic procedures for diagnosis and/or treatment of diseases such as cancer.  Occasional contact with patients receiving bad news and deals with distressed patients and relatives.  Occasional exposure to face to face physical and verbal aggression.  Caring for patients undergoing interventional procedures and their families, carers and friends. This may include supporting patients, relatives and carers in dealing with emotional circumstances.  Working with patients with mental health, learning disabilities and challenging behaviour.  Ability to cope and deal with areas of conflict.  **Working Conditions**  Frequently working with Ionising Radiation requiring wearing lead coats for prolonged periods.  Frequently involved in the 1st stage of decontamination of endoscopes.  Occasional exposure to aggressive behaviour.  Frequent contact with body fluids, infection and unpleasant smells.  Due to risks from ionising radiation, the post holder must adhere to the Ionising Radiation Regulations 2017, IRMER 2017 and associated codes of practice and guidance notes, and the Health and Safety at Work Act. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**RDA Supervisor**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Foundation Degree, NVQ4  Evidence of continuining professional development  Willingness / commitment to undertake training. | E  E  E |  |  |  |
| KNOWLEDGE/SKILLS:  Sound knowledge of a range of clinical presentations and how to escalate concerns.  Knowledge of correct assessments of patients and their condition and monitors the patient’s response to intervention.  Knowledge of accountability, relevant SOP’s policies and importance of patient documentation.  Knowledge of client conditions related to the setting.  IV Cannulation competency  Health, safety and risk awareness.  Safeguarding and MCA understanding.  Demonstrates a commitment to lifelong learning.  Knowledge / understanding of promoting patient’s independence. | E  E  E  E  E  E  D |  |  |  |
| EXPERIENCE:  Experience of managing and supervising groups of staff  Experience of training staff  Proven experience of working in an appropriate health care setting.  Experience of working directly with patients providing care or treatment interventions.  Knowledge of or Experience of working in a radiology setting | E  E  D  D |  |  |  |
| PERSONAL REQUIREMENTS:  Good communication skills, written and verbal.  Ability to work autonomously.  Ability to work under pressure and with flexibility.  Empathetic and demonstrates patient focus.  Able to manage own emotions and cope in sometimes difficult situations with patients or their relatives.  Basic computer skills.  Understand the need for professional conduct.  Demonstrate understanding of the boundaries of their existing competence and authority levels for delegation of tasks.  Competent listening and observation skills.  Positive interpersonal skills.  Good co-ordination/organization skills.  Ability to work positively and professionally as part of a team.  Able to contribute to the training of other staff/students.  Willingness/commitment to undertake training.  Understands and demonstrates commitment to the Trust’s values. | E  E  E  E  E  E  E  E  E  E  E  E  D  E  E |  |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  To be willing to work throughout the Trust.  Flexible working re working in a range of clinical settings and environments and shift patterns.  Able to travel to meet needs of the job  Able to manage the moving and handling duties required of working with patients in various settings.  Dextrous and accurate for nursing interventions. | E  D  E  D  E  E |  |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients | X | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids | X | Dusty Environment |  | VDU Use | X |
| Radiation | x | Challenging Behaviour | x | Manual Handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |
| Cytotoxic drugs |  | Night working |  |  |  |