

**JOB DESCRIPTION**

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| **JOB DETAILS** | |
| **Job Title** | Trainee Assistant Practitioner - Dual Energy X-ray Absorptiometry (DXA) |
| **Reports to** | Lead DXA Radiographer |
| **Band** | Band 3 Training Post/ Band 4 on Completion of Foundation degree course (FdSc) |
| **Department/Directorate** | DXA Scanning Department/Radiology/Clinical Support and Specialist Services |

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| **JOB PURPOSE** |
| To support Registered Practitioners in their duties and contribute to the holistic care of patients as part of a Multi-Disciplinary team  Works under the guidance of a Registered Practitioner  Responsible for delivering effective, specialised, high quality care and carrying out specific clinical tasks, ensuring the area of work runs smoothly and efficiently  Work within the boundaries of existing competence, adhering to the Ionising Radiation (Medical Exposure) Regulations 2017 (IRMER 2017), The Ionising Radiation Regulations 2017 (IRR 2017) and the Royal Devon Radiation Safety Policy.  Delivers high standards of compassionate, dignified care, managing time, tasks and resources effectively  Undertakes training, assessment and facilitation of peers and other staff as required  Ensures that the environment is clean, safe, tidy and welcoming for patients and visitors  To undertake rotational work within the department as / when required. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| To work as part of a team responsible for providing an efficient imaging service in North Devon, but primarily working in the DXA Department of the Diagnostic Imaging department.  To ensure that the IRR 2017, IRMER 2017 and associated codes of practice and guidance notes together with the Health and Safety at Work etc Act 1974 are understood and adhered to in respect of staff, patients and members of the public.  To perform a range of DXA imaging procedures as detailed within the scheme of work within the DXA department under the supervision/ guidance of a qualified radiographer at all times.  Be responsible for autonomously carrying out a full range of patient investigations using the DXA scanner, including:   * Ensure patients meet the criteria to receive a DXA Scan. Where appropriate, ensure the patient has completed the Bone Density questionnaire. * Explain the investigation and its purpose to patients, relatives and carers. * Obtain additional clinical history and complete patient information sheets as appropriate. * Scan patients and assess the resulting images for adequacy, according to departmental procedures. * Analyse scans using specialised computer software, ensuring that regions of interest are correctly selected and that any artefacts which may possibly reduce the reliability of the result are identified. * Provide lifestyle advice to patients * Be responsible for preparing data from scans carried out on the DXA scanner for reporting by the senior clinical team. * Assess the scan images for unusual features which could affect normal interpretation and comment on these, when appropriate, in the report. * Undertake the training required to become competent in a limited area of radiography under the direction and supervision of a qualified radiographer.   There will be an expectation to complete the Royal Osteoporosis Society National Training Scheme for Bone Densitometry Certificate of Competence which is accessible after 1-year full time or two years part time experience working in DXA.  To operate DXA equipment and immediately report any fault errors to the supervising radiographer.  To make appropriate entries in the fault log.  To undertake the training and processes involved, and once qualified obtain, official Accreditation as an Assistant Practitioner from the Society of Radiographers.  Carry out quality assurance tests on DXA scanner and record the outcome of these tests, according to departmental / Trust procedures.  Participate in clinical governance in Bone Densitometry. Support and maintain a culture of sound clinical governance within the service, and support Trust compliance with Standards for Better Health.  Support DXA Radiographers, Extended, Advanced and Consultant Practitioners in their role  Contribute to developing and improving the service, working with other staff to achieve this.  Participate in supporting training of any new members of the DXA team.  Participating in audit and research carried out by the service. |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis  In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Radiographers | * Patients, Relatives, Carers | | * Radiologists |  | | * Radiology Department Assistants |  | | * Radiology Managers * Radiology Nurses * Radiology Nursing Assistant Practitioners * Porters * Ward Staff – all levels * Consultants * Rheumatologists |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Adhere to professional and organisational standards of practice, policies and procedures and work within guidelines under the supervision of a qualified Health and Care Professions Council (HCPC Registered) radiographer.    Work alone at times in a variety of settings, under the direction of the Registered Practitioner with access to support and supervision.    May be required to take decisions alone and then escalate to the Radiographers. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| This role requires excellent communication skills including verbal, written and use of IT  Able to exchange information with patients/clients requiring support, tact and reassurance.  Form professional relationships with patients/clients and communicates and cooperates with them in a way that respects their views, autonomy and culture.  Constructively manage barriers to effective communication and works cooperatively with patients and team members.  Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate.    Understand the safeguarding adult’s issues and act within the guidance of the policy to keep adults within their care safe.  Able to keep accurate contemporaneous documentation using and supporting the organisation’s documentation.  Report effectively to the relevant team on patients’ progress.  Communicate with other staff and agencies as appropriate in written and oral format to report on patient progress.  Attend meetings and feedback relevant information.  Assist in obtaining valid patient consent and work within a legal framework with patients who lack capacity to consent to treatment.  To provide patients with an explanation of the DXA scan prior to commencing the examination.  To provide lifestyle advice to patients.  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.  To communicate effectively, empathically and persuasively with patients who are anxious or suffering from claustrophobia.  To give advice to other healthcare workers and professionals on DXA imaging as well as 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. |
| **ANALYTICAL/JUDGEMENTAL 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  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 acquire knowledge and learn to apply this in a practical setting e.g. assessing the patient’s clinical need and level of cooperation (especially elderly and trauma patients), prior to performing any DXA procedures in order to ensure the highest possible quality diagnostic image is produced at first attempt with minimal risk to the patient.  To use all equipment in accordance with manufacturer’s instructions, recognising and reporting faults occurring to DXA or any other equipment to a senior radiographer in that area.  To liaise and discuss requests with supervising radiographers to ensure appropriate clinical procedures are performed within departmental protocols and national guidelines. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will be expected to:  Be able to plan and successfully undertake the academic components of the Royal Osteoporosis Society- National Training Scheme for Bone Densitometry Certificate of Competence and the Foundation Degree in Science (FdSc) 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 x-ray rooms and facilities.  Prioritise own tasks under the appropriate delegation of the registered practitioner.  To actively participate in departmental meetings.  Undertake regular Quality Assurance (QA) and Quality Control (QC) testing of all protective equipment used in the department. |
| **PATIENT/CLIENT CARE** |
| To work within a clearly defined accountability framework.  To demonstrate clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio relevant to the service specification.  To recognise and appropriately address risk factors to patients/clients and carers within their healthcare setting and feedback appropriately to the registered practitioner  To ensure that the department’s identification policy is adhered to and that all patients are correctly identified prior to undergoing irradiation.  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.  To perform DXA scans as determined by the scope of work, under the supervision of a qualified radiographer.  The post holder will also assist radiographers, clinical and nursing staff by preparing rooms, equipment and patients prior to imaging examinations where necessary. |
| **POLICY/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. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder has no budgetary responsibilities but is responsible for the safe and correct use of expensive image acquisition 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. |
| **HUMAN RESOURCES** |
| Supervising, assisting and supporting peers, including bank and agency staff in the clinical area.  Maintaining own professional development and attending training, including all mandatory training to enhance the role within the clinical area.  Be prepared to share knowledge and experience both formally and informally.  Take a flexible approach in supporting colleagues during times of workload pressures.  Participate in supporting the training and induction of other staff/students as appropriate.  Participate in supervision and appraisal process, identifying own areas of development, & undertaking relevant activities to meet objectives set in Personal Development Plan.  Keep a record of own training and development, maintain a portfolio, working to sustain acquired competencies for the post. |
| **INFORMATION RESOURCES** |
| Inputting, storing and providing information on relevant IT systems and patient records.  Accurately completing and maintaining effective patient records including confidentiality issues.  To be able to work with the departments’ PACS system and Radiology Information (CRIS) system.  Prepare and use computer spreadsheets for the presentation and analysis of data. |
| **RESEARCH AND DEVELOPMENT** |
| The post holder will be required to contribute to developing his / her own team’s evidenced based practice including research.  To engage in active participation in data collection for audit and quality assurance purposes.  Ensure that investigations undertaken as part of approved research studies adhere to agreed protocols where required, data is correctly prepared for transfer to investigators and required records are maintained.  Participate in clinical audit work as required, working closely with clinicians and other healthcare professionals |
| **PHYSICAL SKILLS** |
| A range of clinical skills including; dexterity and accuracy for DXA imaging.  Ability to undertake training to provide high quality diagnostic images within the defined scope of practice.  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. |
| **PHYSICAL EFFORT** |
| Daily work involves frequent sitting/standing, walking, moving equipment and manual handling.    Imaging procedures may necessitate working in restricted positions or limited space.  Moving & handling of patients and equipment in order to perform diagnostic imaging procedures. The post holder will learn to position / transfer and manoeuvre the patients’ body in order to obtain high quality, diagnostic images.  Undertake training to use and manipulate DXA equipment on a daily basis to produce diagnostic images.  Manual dexterity and ability to move and position disabled patients |
| **MENTAL EFFORT** |
| 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 postholder’s knowledge and skills.  There will be periods of occasional intense concentration when assisting radiographers and radiologists in dealing with very ill, critical or badly injured patients.  Must be able to produce high quality images or contribute to scan room procedures as standard on patients with variable levels of mobility and understanding.  Must be willing to undertake the training involved in this post in order to become a qualified Assistant Practitioner. Being able to undertake some study in own time whilst continuing to work within the DXA Department.  Maintain an up-to-date knowledge of own specialist area.  Maintain continuing professional development to standards defined by the relevant professional and regulatory bodies.  Maintain registration with the appropriate professional or voluntary body, where appropriate.  Work in an unpredictable pattern when required  Read and decipher patient information.  Help patients to make appropriate choices.  Help to encourage / motivate patients for positioning and image acquisition.  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.  Application of sophisticated test/measurement equipment to afford high precision measurements  Able to concentrate frequently when subject to unpredictable working patterns  Ability to work under pressure and meet reasonable deadlines  Able to extract history from patient.  Able to deal frequently with emotionally demanding patients  Able to communicate with patients with learning disabilities, mental health problems and children |
| **EMOTIONAL EFFORT** |
| There will be occasional periods of emotional intensity when assisting radiographers and radiologists in dealing with very ill, critical or badly injured patients in the emergency department, fluoroscopy or cross-sectional imaging rooms. 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** |
| Frequent contact with bodily fluids, infection and unpleasant smells. Occasional aggressive behaviour / verbal abuse from patients and relatives (more likely when working in the Accident and Emergency Department).  Due to risks from ionising radiation, the post holder must adhere to the IRR 2017, IRMER 2017 and associated codes of practice and guidance notes, and the Health and Safety at Work etc Act 1974. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  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. |

**PERSON SPECIFICATION**

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| **Job Title** | Trainee Assistant Practitioner - Dual Energy X-ray Absorptiometry (DXA) |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Foundation Degree Programme/ Training will be provided in Foundation Degree in Science.  Royal Osteoporosis Society National Training Scheme for Bone Densitometry Certificate of Competence to be undertaken during training period.  Level 3 qualification (e.g. NVQ 3, QCF 3)  GCSE English and Maths grade C/4 or above / Pass grade in Functional Skills (Level 2) Maths and English.  Willingness / commitment to undertake the training required for this post. | **√**  **√**  **√**  **√**  **√** |  |
| **KNOWLEDGE/SKILLS**  Good Knowledge of the Radiology Management system.  Knowledge of relevant national standards, e.g IR(ME)R 2017, IRR 2017 and associated codes of practice  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.  Health, safety and risk awareness.  Safeguarding and MCA understanding.  Demonstrates a commitment to lifelong learning.  Knowledge / understanding of promoting patient’s independence. | **√**  **√**  **√** | **√**  **√**  **√**  **√**  **√**  **√**  **√** |
| **EXPERIENCE**  Proven experience of working in an appropriate health care setting.  Previous experience of working within a Radiology Department.  Experience of working directly with patients providing care or treatment interventions.  Experience of training others in technical skills/life skills | **√**  **√** | **√**  **√** |

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| **PERSONAL ATTRIBUTES**  Good hand/eye co-ordination skills and aptitude for precision  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/organisation 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. | **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√** | **√** |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by 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. | **√**  **√**  **√**  **√** |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y |  |  |  |  |
| Blood/body fluids | Y |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  |  |
| Animals | Y |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | Y |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | Y |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  |  |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |