****

JOB DESCRIPTION

|  |
| --- |
| **JOB DETAILS**  |
| **Job Title**  | Radiographic Assistant |
| **Reports to**  | Superintendent Radiographer |
| **Band**  | 2 |
| **Department/Directorate**  | Specialist Services |

|  |
| --- |
| **JOB PURPOSE**  |
| The post holder will be a part of a multidisciplinary team within the Department of Medical Imaging, at the Royal Devon University Healthcare NHS Foundation Trust Exeter site and the Devon Diagnostic Centre NHS Nightingale assisting in the provision of high-level care to patients undergoing diagnostic imaging procedures. The expected duties are:* To maintain good working relationships with all other wards and departments.
* To assist the radiographers/ sonographers and radiologists to carry out their day to day duties.
* To work in any area of the department as required.
* To offer support to the Imaging Support Team as and when required.
* To participate in shift working, extended working day, and weekend rotas as appropriate.
 |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Communication*** To meet and greet patients, relatives and visitors to the department escorting them where necessary to the appropriate area of the department.
* To work and communicate effectively with other members of the staff to provide an efficient service to the Trust and to work as part of a multidisciplinary team.
* To liaise with wards and other departments within the Trust as and when necessary, including the communication of arrangements of patients’ appointments, preparation etc.
* To report to line managers incidences of verbal complaints received, or incidences of verbal or physical aggression or abuse.

**Professional & Clinical*** To maintain a high standard of professional conduct and appearance at all times.
* After a suitable period of induction and training to assist other staff carry out their duties in all areas of the department as required, under the supervision of senior trained staff.
* To observe, help and reassure patients during their stay within the department, reporting any significant events to a member of trained staff.
* To be caring, alert and attentive at all times, to patients, relatives and visitors and to other staffs’ emotional and physical requirements; for example, assisting patients with toiletry needs, as and when appropriate.
* To assist in the transfer of patients on and off the examination tables, using mechanical lifting aids where necessary.
* To care for the children of patients whilst the parent is undergoing an imaging examination.
* Understand the use of the Medical Imaging Information System, and use it to enter the appropriate information required in an accurate and timely manner, as required.
* To work in the Patient Archiving and Communication Room (PACS), producing CD’s of duplicate images, uploading CD’s on to the PACS system.
* To be familiar with and adhere to all departmental clinical documentation procedures.
* To perform specific basic operations of specialised imaging equipment in Ultrasound (including procedures involving paediatric and musculo-skeletal patients) under the direct supervision of the radiographic / radiological staff.
* To provide a patient portering service within the department at all times and on occasions, to and from wards, as required.
* To restock clinical areas of the department with ‘consumable’ items from the storerooms, reporting shortages to the appropriate member of staff.
* To assist staff in performing interventional imaging procedures such as drainages and aspirations and to take samples to the Pathology department when required.
* To adhere to the Trust uniform policy at all times.

**Quality systems and organisational / operational objectives** * To bring to the attention of the Superintendent Radiographers or other senior staff and the Medical Imaging engineers any equipment malfunction or faults.
* To be responsible for weekly checks and cleaning of stretchers and wheelchairs used within the department.
* To perform daily checks to ensure that the oxygen and suction equipment is functioning satisfactorily and that emergency call bells are in full working order.
* To have a flexible approach to working hours and be prepared to participate in weekend and evening working if required.
* To be prepared to carry out any duties appropriate for the role and grade in any area of the department.

**Training, education and personal development*** To undertake such training as may be required in order to maintain the required levels of competency in all aspects of the duties required, with particular reference to the operation of patient handling equipment.
* To be aware of and adhere to all relevant Trust-wide and departmental policies and procedures and to undertake such mandatory training as required. Particular reference is made to the following policies: Patient identification procedures, Control of Infection, Risk Management, Fire, Cardiac arrest, Manual handling and Local Rules for Radiation Protection.
* To seek help if adversely affected by anything seen during day to day duties e.g. major trauma and critically ill patients, particularly children.

 **Other Responsibilities*** To take part in regular performance appraisal
* To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling
* To contribute to and work within a safe working environment
* The post holder is 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
* To attend and participate in such departmental meetings as deemed necessary by the Radiology Services Manager.
* To provide advice and guidance and help with training of newly appointed assistants in the performance of their duties.
 |
| **KEY WORKING RELATIONSHIPS**  |
| The Department of Medical Imaging carries out approximately 300,000 examinations per year, and is staffed by a multidisciplinary team of approximately 200 staff members.* Superintendent Radiographers
* Radiology Services Manager
* Departmental Nursing Staff
* Consultant Radiologists
* Departmental administrative, clerical and support staff
* Radiographers/ Sonographers
 |
| **ORGANISATIONAL CHART**  |
| Radiology Services Manager Lead Superintendent Radiographer Radiology Assistant |
| **FREEDOM TO ACT**  |
| This role requires some autonomy and independent working under protocol. The post-holder should be able to assist to manage the patient flow through the area they are working for both booked patients and ad-hoc work via ED, outpatients and inpatient wards.  |
| **COMMUNICATION/RELATIONSHIP SKILLS**  |
| The post-holder will be expected to have good communication and interpersonal skills. They will be liaising with patients and their family members, gaining positive identification, explaining the procedure and providing information on attaining results as part of the after-care process. Imaging appointments can be a source of apprehension for patients, so compassionate care is essential.The post-holder will also develop good working relationships with the rest of the imaging team, administrative staff and the wider multidisciplinary team. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post-holder will be expected to exercise good judgement on how to manage difficult or complex examinations when they arise. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will be expected to support their colleagues to ensure imaging is performed safely and in a timely manner. Taking part in daily room check-lists, stock takes and ensuring the continuing good operation of each department is a shared organisational skill across the imaging departments. |
| **PATIENT/CLIENT CARE**  |
| Radiography is a direct, front-line patient-facing role. The post-holder will be meeting patients every day. There is direct patient contact, so excellent interpersonal skills and the ability to provide compassionate and safe care is essential. |
| **POLICY/SERVICE DEVELOPMENT**  |
| The post-holder will work within departmental protocols. The post-holder will take part in departmental audit as part of service improvement and development. |
| **FINANCIAL/PHYSICAL RESOURCES**  |
|  N/A |
| **HUMAN RESOURCES**  |
| The post-holder may be asked to use their experience and expertise to provide support, guidance and training to junior staff. |
| **INFORMATION RESOURCES**  |
| The post-holder will use a variety of IT systems in the performance of their day-to-day work including; CRIS, PACS, EPIC. They will be required to use these systems to accurately record examination information, dose information and to ensure the safe arrival of images to the PACS system. |
| **RESEARCH AND DEVELOPMENT**  |
| The post-holder will take part in departmental audit, including but not limited to; TLD wear and monitoring and daily room check-lists. The post holder will work to support the University of Exeter research team when working at the Mireille Gillings Neuroimaging Centre. |
| **PHYSICAL SKILLS** |
| The post-holder will need to be able to move and position imaging equipment under the guidance of a radiographer and assist to position patients.  |
| **PHYSICAL EFFORT** |
| Patients from inpatient units or arriving by transport will be arriving to the department in chairs, beds or trolleys and will require safe manual handling. |
| **MENTAL EFFORT** |
| The post-holder will be required to concentrate for long periods of time. Patients attending for imaging procedures could have a variety of mobility issues or complex needs, meaning that the post-holder will have to use mental effort to assess the situation and produce the best outcome. The workloads can be unpredictable and so the post-holder will need to use their experience and skills to adapt and overcome challenges when they arise. |
| **EMOTIONAL EFFORT** |
| The role can require emotional effort. A variety of patients are seen in the imaging departments and this encompasses a wide spectrum of ill-health and significant, urgent or unexpected findings do occur. Likewise, patients who are attending as a result of injury or trauma can be distressed and so the post-holder will need to use emotional effort to support those patients and their relatives whilst delivering optimal care. |
| **WORKING CONDITIONS** |
| Post-holder will be expected to comply with IRR and IRMER regulations due the nature of working in a controlled area.  |
| **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 (DSE) if appropriate to role.
 |
| **DISCLOSRE 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, the Trust reserves the right to insist on changes to your job description after consultation with you.The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.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.The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection. |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Radiographic Assistant- Band 2 |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **At Recruitment** | **At 2nd PDR Gateway** |
| **QUALIFICATION/ SPECIAL TRAINING**Literacy and Numeracy at GCSE Grade C or above Basic I.T. skillsGood general education | **E****E****E** |  **E** **E** **E** |
| **KNOWLEDGE / SKILLS**Ability to communicate clearly and concisely with a wide range of staff, patients and visitorsTo be able to understand and follow instructionsTo be able to demonstrate a basic knowledge of IT skills To be able to work within a multidisciplinary teamTo have a flexible approach to working patternsTo be able to understand and maintain confidentiality | **E****E****E****E****E****E** | **E****E****E****E****E****E** |
| **EXPERIENCE**Some experience of working unsupervised as a member of a multidisciplinary team Experience of working with patientsUnderstanding and compassion for patients and their visitors. | **E****D****E** | **E****E****E** |
| **PERSONAL ATTRIBUTES**Be enthusiastic, motivated and organisedBe of smart, professional appearance with a good standard of personal hygieneFlexible approach to duties and ability to participate in shift / extended day and on-call working schedulesAbility to communicate well with all grades and disciplines of staff, patients and relativesBe reflective in thinking and outlook and be able to cope with multiple demands during the working day | **E****E****E****E****E** | **E****E****E****E****E** |
| **OTHER REQUIREMENTS**Be prepared to deal with distressing and emotional situations on a daily basis, for example, badly injured, or intoxicated patients; patients and relatives who may be aggressive or abusiveTo be physically able to safely and competently position and manoeuvre patients and equipment as a routine part of the daily duties, including wheelchairs, beds and stretchers | **E****E** | **E****E** |

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