

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Echocardiography Department Assistant |
| **Reports to** | Principal Cardiac Physiologist / HoD |
| **Band** | Band 2 |
| **Department/Directorate** | Cardiology / Medicine |

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| **JOB PURPOSE** |
| To work in the hospital’s echocardiography section within the cardiology department operated by the Royal Devon University NHS foundation trust eastern service. To work alongside other senior healthcare scientists within the department assisting them with patients undergoing echocardiography procedures and the day to day running of the echocardiography service. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Echocardiography:**   * To prepare the ultrasound suite before, during and after sessions in line with local guidance and infection control. * Run general maintenance and set up of detailed ultrasound equipment and reporting software. * Transport and assist in-patients to and from the department to the wards and transport * To instruct patients on the intended echocardiography procedures. * To assist those patients who require help with mobility and undressing and dressing for the procedures, to attend to these patient’s personal care and needs as necessary. * To help position the patient for the procedure in accordance with local guidelines. * Prepare clinics and register patients on the hospitals EPR systems. * Liaise with doctors, nurses, ward clerks and other members of staff regarding patients attending the department. * To assist the clinical scientists and the departments admin teams with administrative responsibilities. * To take accurate ECG recordings on a wide range of patient types in a wide variety of hospital settings. * To determine the mobility of ward patients through liaison with ward staff. * To maneuver the ultrasound equipment weighing 200kg to the bedside of immobile ward patients. * Maintain stocks of consumables within the department, i.e gowns, gel, tissue, couch roll, electrodes etc. * To assist with clerical duties in order to maintain the efficiency of the department, thus ensuring that all examinations are performed and reported as quickly as possible. |
| **KEY WORKING RELATIONSHIPS** |
| **Areas of responsibility**:  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** | | * Clinical Scientists / Echocardiographers | * Other patients and relatives | | * Consultants / Doctors | * GPs | | * Nurses and other medical professionals | * Transport services | | * Administrative staff | * Engineers and maintenance staff | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| The post holder will be expected to work as part of the echocardiography department and broader cardio-respiratory team, being responsible for the day-to-day running of the inpatient and outpatient flow under instruction and supervision of the clinical scientists. The post holder will mainly act autonomously planning their own workload and schedule in accordance with the requirements of the service each day, patient transfer and manual handling will be a large component of the role. On the rare occasion there may be exposure to distressing situations and cardiac arrests within the department. The role requires good IT skills and knowledge of the hospital electronic patient record (EPR) system, to obtain work lists, patient clinical details and uploading of diagnostic reports to patients records  The post holder will be expected to follow the standard operational procedures (SOP) for all tests carried out within the service and update the SOP for our individual department specifications when necessary. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder will need excellent communication skills, both verbal and written when dealing with patients, relatives, visitors, clinical staff, consultants, nurses, management, and the wider Cardiology team. They will need to be clear and precise in the information that they provide, they will need to be aware of potential barriers to normal language e.g. hearing and sight impairment. Maintaining confidentially when discussing with patients’ relatives, and partner agency staff. The post holder may also be required to diffuse potential aggression from patients or members of the public on occasion. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post holder must be organised, work using own initiative and manage time effectively for themselves and their immediate team to deal with enquiries, then deciding when it is necessary to refer for advice from senior colleagues. The post holder must be able to judge and assess patient suitability for mobility at the patient bedside and recommend whether patient transfer is safe or not. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plan day to day workload, making sure that all patient’s diagnostic tests are completed in a timely manner, uploaded and finalised on the hospitals EPR. To maintain, uphold and follow the SOPs within the Cardio-Respiratory department. The post holder must be able to organise and maintain patient through flow within the departments by using own initiative and decision making, |
| **PATIENT/CLIENT CARE** |
| Requirement to observe patients’ privacy and dignity. Communication with patients face to face and by telephone is required. Performing and arranging patient transfer from wards to department. Be aware of drip stands, urine bottles and oxygen requirements. The post holder is required to always put the patient as the first priority and at the centre of all activities. |
| **POLICY/SERVICE DEVELOPMENT** |
| Adheres to Trust policies. Contributes to the continuous improvement in the efficiency and effectiveness of the service provided to the clients. Attend and participate in courses and meetings, relating directly to the diagnostic service. Comment on policies and propose changes to working practices that may affect their immediate work. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Receives deliveries and maintains stock levels of consumables.  Report maintenance faults.  To ensure the efficient and effective use of all responses used within the course of one’s own duties, maintaining an awareness of the finical impact and inappropriate use. |
| **HUMAN RESOURCES** |
| Support of new employee integration into the team. The post holder will work as part of a team to deliver specialist training to new staff as required to ensure workforce development and succession planning opportunities are maximised. |
| **INFORMATION RESOURCES** |
| To be responsible inputting, storing and uploading test information onto the EPR.  Managing and organising patients transfers electronically |
| **RESEARCH AND DEVELOPMENT** |
| Audit patient flow, department efficiency. Support senior staff in data collection for research products. |
| **PHYSICAL SKILLS** |
| The post holder must be articulate, able to process and deliver results accurately and within a deadline. The post holder will be required to have to stand for long periods of time. Pushing wheelchairs and manual handling patients for transfer. |
| **PHYSICAL EFFORT** |
| The post holder will be required to sit or stand at a desk / PC for long periods of time. Pushing wheelchairs and medical equipment around the hospital on a daily basis often for extended periods of time and long distances. |
| **MENTAL EFFORT** |
| Prolonged concentration required throughout patient transfers. Can be performed on noisy wards or busy areas. Often can be interrupted whilst performing duties. Use of empathy and emotional intelligence when dealing with difficult situations. Requiring concentration, accuracy and correct policies to be followed. |
| **EMOTIONAL EFFORT** |
| Constant demand for tasks and transfers to be performed in a timely manner. Able to deal with agitated or confused patients. Will work with patients or relatives who have recently received a poor / life changing diagnosis. Dealing with urgent diagnostic test procedures. Dealing with patients, relatives and staff who are distressed anxious or angry. Having good conflict resolution skills to de-escalate highly charged situations. Being able to multitask and adapt to changing situations at short notice. |
| **WORKING CONDITIONS** |
| Work will sometimes be in an area with contained atmospheric pressures i.e., unable to ventilate with open windows even in hot weather, there may be occasions when exposure to bodily fluids may occur. |
| **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  Required to be adaptable to cover and work within other areas of the department at times of need and high demand  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.  Royal Devon University Healthcare NHS Foundation Trust continue to develop our long standing partnership working across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Echocardiography Department Assistant |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Good Standard of Education, Maths and English GCSE (or equivalent)  NVQ Certificate or Diploma in Health and Social Care (or equivalent)  SCST Certificate in ECG  Basic Life Support certificate | E | D  D  D |
| **KNOWLEDGE/SKILLS**  Understanding of the healthcare setting and patient care  Effective interpersonal, organisational and communication skills  Good keyboard, IT skills and telephone skills  Familiar with the use of Epic EPR and Radiology CRIS systems  Ability to manage own workload  Physically able to manually handle patients and perform wheelchair and bed transfers | E  E  E  E  E | D |
| **EXPERIENCE**  Previous experience as an HCA or from a healthcare background  Experience of dealing with patients and the general public  Experience of manual handling and patient transfer  Experience in performing basic cardiovascular diagnostics (i.e. ECG, BP and SPO2 readings) | E  E | D  D |
| **PERSONAL ATTRIBUTES**  Reliability and Flexibility, able to contribute to changing demands of the service  Willing to undertake training relevant to the post  Ability to work within a team under supervision and under instruction of senior team members  Ability to demonstrate a diplomatic caring attitude whilst maintaining confidentiality and patient dignity | E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust  Required to be adaptable to cover and work within other areas of the department at times of need and high demand  Able to travel to other locations as required | E  E  E |  |

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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 | Y/**N** |  |  |  |  |
| Contact with patients | **Y**/N |  |  |  |  |
| Exposure Prone Procedures | **Y**/N |  |  |  |  |
| Blood/body fluids | **Y**/N |  |  |  |  |
| Laboratory specimens | Y/**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) | **Y**/N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/**N** |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | **Y**/N |  |  |  |  |
| Animals | **Y**/N |  |  |  |  |
| Cytotoxic drugs | Y/**N** |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/**N** |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/**N** |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/**N** |  |  |  |  |
| Noise (over 80dBA) | Y/**N** |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/**N** |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | **Y**/N |  |  |  | x |
| Heavy manual handling (>10kg) | **Y**/N |  |  | x |  |
| Driving | Y/**N** |  |  |  |  |
| Food handling | Y/**N** |  |  |  |  |
| Night working | Y/**N** |  |  |  |  |
| Electrical work | Y/**N** |  |  |  |  |
| Physical Effort | **Y**/N |  |  |  | x |
| Mental Effort | **Y**/N |  |  | x |  |
| Emotional Effort | **Y**/N |  | x |  |  |
| Working in isolation | **Y**/N |  | x |  |  |
| Challenging behaviour | **Y**/N |  | x |  |  |