#### JOB DESCRIPTION

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| 1. Job Details | |
| Job Holder: |  |
| Job Title: | Radiology Department Assistant |
| Responsible to: | Radiology Nurse Team Leader and Superintendent Radiographer |
| Grade: | Band 3 (AFC) |
| Unit: | Radiology |
| Location: | NDDH |

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| **2. Job Purpose** |
| To work in any of the diagnostic Imaging departments operated by the Northern Devon Healthcare Trust. To work alongside other healthcare professionals within these departments assisting them with patients undergoing a range of body imaging procedures. To maintain all aspects of the processing equipment and consumables. |

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| **3. Dimensions** |
| The Imaging Department performs 69,000 imaging investigations per annum in a variety of clinical settings. Radiology Department Assistants actively participate in out of hours cover for the MRI Scanner and support/clerical duties at the weekends on a rota basis. |

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| **4. Organisational Chart** |
| Clinical Services General Manager/Deputy General Manager  ↓  Radiology Nurse Team Leader & Superintendent Radiographer (Senior Radiographers)  ↓ Radiology Department Assistant |

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| **5. Main Tasks/Duties and Areas of Responsibility** |
| General Responsibilities  * To undertake work in any of the imaging departments operated by the Northern Devon Healthcare Trust * To always have a professional manner and attitude, neatness of appearance and to be punctual, thereby upholding the reputation of the department, directorate and Trust * To work under the direct supervision of other healthcare professionals within the departments * To ensure that the patients’ care and comfort are maintained to the highest standard possible at all times * To prepare patients as necessary, e.g. Undressing, dressing, taking to the toilet. Preparation for ultrasound/interventional procedures * To prepare the ultrasound suite before, during and after sessions * To maintain patient privacy, dignity and confidentiality at all times * To perform as a responsible member of the radiology team and ensuring that confidentiality is maintained off duty with regards departmental issues * Assist radiographer, radiologists and nursing staff with patient care during imaging procedures * Assist the radiology porters in the transfer of patients to and from the ward areas * Ensure that all patient and clinical areas are kept clean and tidy, assisting in the restocking of patient gowns/dressing gowns and the safe disposal of linen * Undertake basic cleaning and maintenance of the processing equipment, including arranging the safe disposal of fixer waste and silver recovery * Carry out stock control/ordering of processing chemicals and films and participate in the end of year stocktake/audit process  Service Development  * To show flexibility and adaptability to any changes with regards workload carried out in any of the imaging areas, including evening, weekend and bank holiday rotas * To participate in the weekend and Bank Holiday rota * Support staff and patients within the MRI/CT Suites * To perform IV cannulation * To participate in the delivery of the ERCP service in Radiology |

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| **5. Main Tasks/Duties and Areas of Responsibility** |
| **Health & Safety**   * To work accordingly to the Ionising Radiation (Medical Exposures) Regulations 2000, COSHH and Health & Safety at Work Acts. * To work in accordance with all Trust policies, which include:     Confidentiality and Data Protection  Moving and Manual Handling  Security  Fire, Health and Safety  Disciplinary and Grievance Procedures  Major Incident Plans  Infection Control & management of high risk patients  Control of Substances Hazardous to Health   * To take all reasonable precautions to maintain the security of all persons within the hospital, of all equipment and hospital buildings * To undertake any other duties as considered necessary by the Radiology Sister, Superintendent or Radiology Services Manager in order to meet an effective and efficient Diagnostic Imaging Service. * To assist in the moving & manual handling of patients’ in wheelchairs, beds and trolleys  Clerical Duties  * To operate the Radiology Information System according to agreed policies * Accurate input of patient information into the Radiology Information System * General assistance to the departmental clerical staff, i.e. film filing, answering the telephone and covering the patient reception areas * To assist with clerical duties in order to maintain the efficiency of the imaging   department, thus ensuring that all examinations are reported as quickly as  possible   * Participate in the rota to provide clerical support during the weekends * To arrange own cover at weekends and Bank Holidays if time off or annual leave is required. If sickness occurs during this time please inform the Radiology Administration Manager |

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| **5. Main Tasks/Duties and Areas of Responsibility** Personal and People Development  * Should possess an ongoing proactive, flexible and inter-professional approach to practice * Should be responsible for maintaining a personal portfolio demonstrating on-going learning and an individual learning plan as discussed at appraisal * Will be required to engage in reflective practice, including clinical supervision and Continuing Professional Development * Will be able to access and apply an evidence based approach to current practice * Participate in the annual appraisal system carried out within the Trust * Identify own training programme that is work related and linked directly to service need or improvement |

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| **6. Communication and Working Relationships** |
| * To be able to liase, collaborate and negotiate safely, effectively and sensitively in a professional manner with other staff, patients’ and their carers. * Be able to support patients’ who may be distressed or anxious following an examination or after receiving bad news * Be aware and have a basic understanding of ones own body language and facial expressions (non verbal communication), thus avoiding misinterpretation and communication difficulties * Develop personal self awareness through engagement in Clinical Supervision process and contribute to improving group/team dynamics and the development of co-operative team working |

**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.

**CARE CERTIFICATE**

It is a Trust requirement that as part of your new role you complete the Care Certificate programme provided by Northern Devon Healthcare NHS Trust. You will be allocated 12 weeks in which to complete the programme, and will be provided with the necessary support and opportunities in order to achieve this.

If there are extenuating circumstances preventing you from achieving the Care Certificate within 12 weeks of commencing employment with the Trust your line manager in discussion with you should identify this and request an extension from Workforce Development.

Please note that your appointment and continuation of employment with the Trust is conditional upon completion of the Care Certificate Programme, within 12 weeks of your commencement with the Trust.    If you do not successfully complete the programme within the 12 week time frame and an extension has not been approved, your employment with the Trust may be terminated.

**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 PROFILE**

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| Job Title: | Radiology Department Assistant |
| Grade: | Band 3 (AFC) |
| Department: | Radiology |

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| CRITERIA REQUIRED | ESSENTIAL |
| Qualifications & Training | GCSE / O Levels to include English/Maths  Relevant NVQ level 2/3 qualification (desirable)  Completion of the Care Certificate programme provided by NDHT, within 12 weeks of commencing in post |
| Specific Knowledge & Skills | Used to working with the general public  Ability to work by oneself as well as in a team  Previous NHS experience and / or Radiology environment desirable |
| Special Experience | Computer / word processing skills  Aware of own personal limits with regards skills and knowledge  Customer Care Skills  Ability to prioritise work and use own initiative.  Adaptable and enthusiastic |
| Physical Skills & Effort | Able to exert moderate physical effort required in moving and handling patients in wheel chairs, on trolleys, beds or x-ray tables.  Ability to move processing stock and films around the departments  Support patients in MRI/CT/Ultrasound Suites |
| Emotional Effort | Ability to support patients’ undergoing invasive procedures who are extremely anxious or distressed  Occasionally assist other staff with a patient death |
| Mental Effort | Supporting patients following diagnosis of disease requires staff to provide more empathy and support in order to meet the individual needs of the patient.  Concentration and emotional support are required to carry out specialist procedures and intimate examinations i.e. breast clinic and ultrasound. |
| Requirements due to Working Environment | Exposure to chemicals & processing fluids during cleaning and maintaining processors  Ionising Radiation – be able to understand and apply IR(ME)R guidelines to clinical practice |

SENIOR OFFICER / HEAD OF DEPARTMENT

Signature……………………………………………….. Date……………………….

Title……………………………………………………………………………………..

POSTHOLDER

Signature……………………………………………….. Date……………………….

NORTH DEVON HEALTHCARE NHS TRUST TERMS & CONDITIONS OF SERVICE APPLY