

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Job Description

Job title	Radiographic Assistant
Pay band	2
Directorate	Radiology
Ward/Dept Base	Radiology
Hospital site	Trust wide and satellite sites as required

Essential Requirements:

- GCSEs in English Language and Maths or equivalent.
- Physically able to undertake the duties of the post.
- Good communication and organisational skills.
- Able to work to agreed protocols and standards.
- Team player with a flexible approach to duties.
- Basic IT skills.
- A caring nature.

Desirable requirements:

- Previous experience in a care/healthcare environment.
- NVQ Level 2 in a healthcare related subject.
- CARE Certificate.
- Knowledge of the data protection act and patient confidentiality.
- Knowledge of organisational and health and safety policies.

2 Job Purpose

- To assist the radiographers and undertake a wide range of duties, including patient care, portering and clerical work, involved in providing an imaging service.

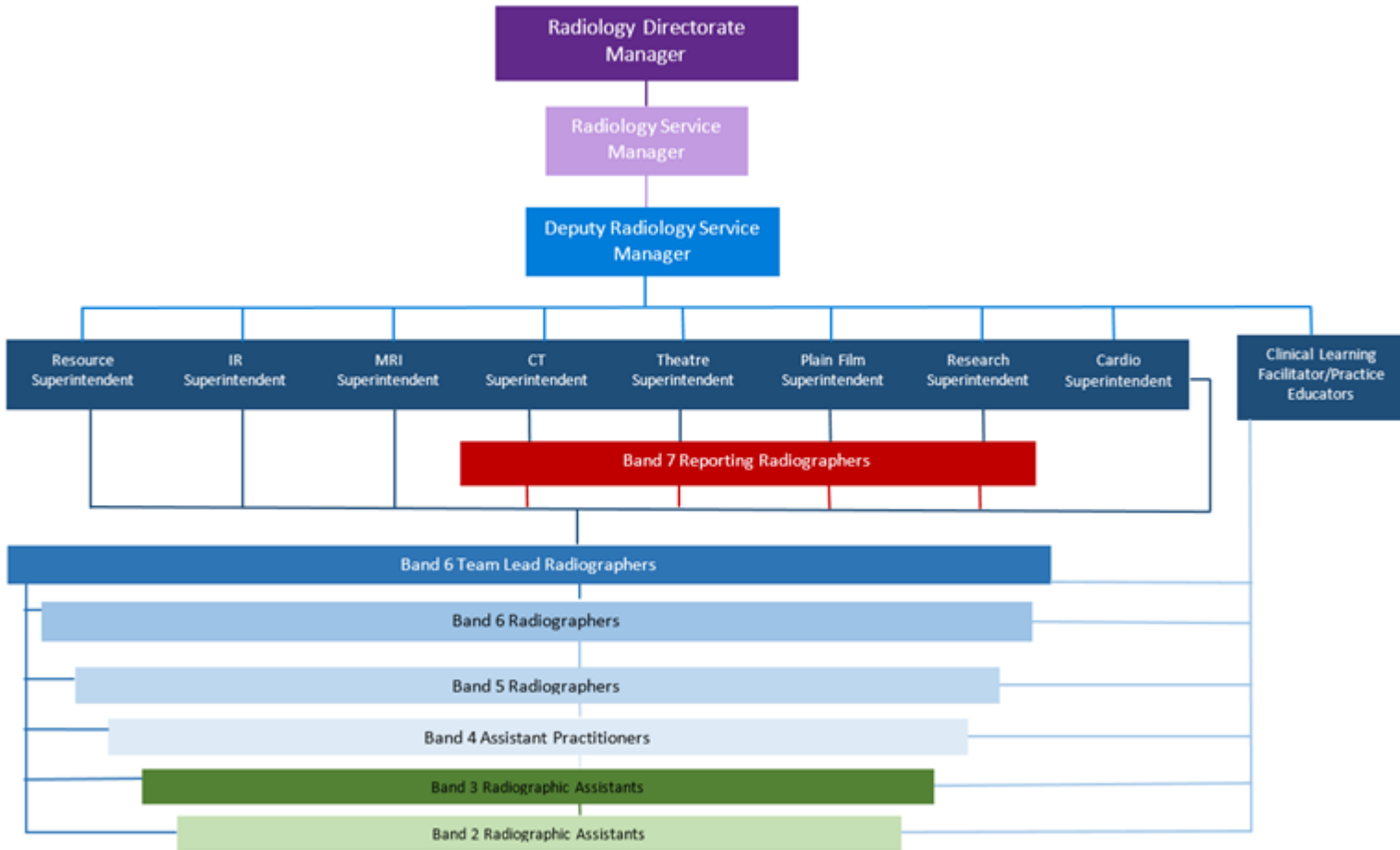
3 Dimensions

- The post will involve rotation around different areas of the imaging department in addition to relevant off site imaging departments when required.

4 Organisational arrangements

Reports to:	Team Lead Radiographer.
Accountable to:	Resources Superintendent Radiographer
Staff for whom responsible:	None

ORGANISATIONAL CHART RADIOLOGY



5 Knowledge Training and Experience

- GCSEs in English Language and Maths
- Required to undertake in-house training
- Health and safety training including moving and handling, CPR and control of infection.
- Required to undertake IT training as relevant to use departmental databases and information systems (Picture Archive Communication System and Radiology Information System), being able to access and retrieve data; complying with data protection and patient confidentiality.
- Digitise and download patient images onto CD when required.
- Training in administrative procedures and competent in some aspects e.g. patient registration.
- Work within, and understand, local rules for radiation protection.

6 Skills

Communication and Relationships

- Explain examination procedure to patient. Respecting patients' right to confidentiality. Ensuring that the patients' religious/cultural/diversity beliefs are not compromised.
- To communicate effectively with patients, relatives and carers, taking into consideration potential barriers to understanding, including language, hostility, age, disability, individual mental or physical needs.
- Liaise with other medical professionals to ensure that the correct patient receives the best possible care in the department.

- Ensure that other staff are aware of any special instructions that the patient may need prior to or following examinations.
- Answer general telephone queries from patients prior to the examination; refer to another member of staff for further information if needed.
- Take messages for senior staff and ensure that they are informed on their return.
- Answer telephone enquiries from staff in other departments; ask for assistance from other staff as needed.

Analytical and Judgemental Skills required for the post

- Use initiative to make senior staff aware of patients potentially needing urgent care.
- Assess the ability of the patient to stand, walk, and transfer or to understand and execute the instructions for the examination.
- Report faults to senior member of staff.
- Report equipment faults if requested by line manager.
- Troubleshoot minor equipment faults, within own limitations.
- Responsibility for ensuring that CR cassettes are cleaned and cleared using appropriate equipment.
- Uses ones own judgement as to levels of stock held in an area.

Planning and Organisational skills required for the post

- Prepare the working environment before each examination to comply with the needs of the patient and the requirements of the radiographic examination.
- Liaise with wards and organise porters for in-patients and urgent extras added to daily workload.
- Provide cover for evening, weekend and bank holiday duties.

Physical dexterity skill requirements

- Assist radiographer/sonographer in positioning patient for examination.
- Ability to manoeuvre mobile x-ray equipment around the hospital when required, working in confined areas.
- Keyboard and mouse skills for data input and retrieval.
- Clean and clear digital radiography plates.
- Shut down computers and radiology work stations and reboot as needed.

7 Key result areas

Patient / Client care

- Collect correctly identified patients from wards and departments and escort, via various modes of transport to the X-ray department when required to do so.
- Call patient from waiting area to appropriate room.
- Introduce yourself and identify your position.
- Introduce others in the room and identify the reason for their being there, gain patients consent for student's etc being in the room.
- Check patient's details are correct.
- Change patient into appropriate gown (explain the reason for this).
- Chaperone and support patient during examination.
- Ensure patient's welfare and safety at all times.
- Inform patients of any delays to service.

- Ensure that the patient understands the nature of the examination and how to obtain the results.
- Ensure infection control policies are adhered to when dealing with patients, and promoting good practice in relation to trust policies e.g. hand washing.
- Give directions to other areas of the hospital as needed.
- Ensure that all equipment is cleaned using the appropriate solutions.
- Answer the patient emergency call system.

Policy and Service Development

- Follow all trust, directorate and departmental policies, protocols and procedures.
- Contributes as a member of the team to service developments.

Financial and Physical Resources

- Check appropriate stock levels.
- Order stock where appropriate i.e. laundry or inform senior member of staff that an order is needed.
- Replenish areas of responsibility from held stock.
- Responsibility for general care and cleaning of departmental equipment, including expensive items.
- Report any defective items or potential hazards to senior staff. Arranging minor repairs through the appropriate channels.

Human Resources

- Supports the training of new assistants in all areas and reports back to senior staff as to current level of competence.
- Communicating changes in practice to other staff.
- Explaining to people on clinical placement, in a manner appropriate to their status, the services provided by the department i.e. work experience or students.
- Deputise when senior member of staff is not available in arranging repairs, report actions to senior member of staff as soon as possible.

Information Resources

- The post holder is expected to take a role in improving, maintaining and promoting data quality throughout the organisation. Ensuring the accuracy of all patient records - paper and computerised are accurate and up to date at all times etc.
- To be familiar with the use of departmental databases and information systems (PACS and RIS), being able to access data; complying with data protection and patient confidentiality.
- Digitize and download patient images onto CD when required.
- Receive, transmit, store and retrieve computer based information
- Enter patients details in the appropriate place i.e. ultrasound diary or portering system (CapMan).
- Print daily work lists and distribute to appropriate area.
- Access computerised work list to gain patient data.
- Assist on reception greeting patients, checking details and booking examinations when required.
- Assist with all clerical duties when required.
- Access e-mail account and print theatre lists.

Research and Development

- Assist in collecting data for audit projects.

8 Freedom to act

- Follows all trust, directorate and departmental protocols and policies.

9 Effort & Environment

Physical

- Frequently walk from work area to offices to collect patient requests.
- Frequently escort patients from the waiting area to the examination room.
- Frequent moderate effort when assisting in moving mobile x-ray equipment to required area.
- Frequently move patients in wheel chairs, beds and trolleys to and from wards and departments.
- Frequently assist patient transfers i.e. pat-slide, in accordance with moving and handling guidelines.
- Support patient in appropriate position for procedure i.e. drainage when required.
- May be required to wear a lead apron weighing 5kg, for periods of up to 4 hours at a time, for radiation protection, when assisting in screening room.
- Collect hard copy images or reports and distribute as appropriate.
- General care, maintenance and cleaning of imaging equipment.
- Collect, deliver and store stock in appropriate area on regular basis i.e. once or twice per day.

Mental

- Frequent concentration required when inputting patient details into radiology system ensuring accuracy.
- Ensure that cassettes are correctly named and annotated before processing, if requested by radiographer.
- Frequently required to multi task.
- Re-call digital images from archive for viewing/print hard copy as needed.
- Continually assess the immediate needs of patients and inform the radiographers to enable prioritisation of patients accordingly i.e. babies in incubators or HDU/ITU patient need to be seen quickly.

Emotional

- Frequently required to deal with distressed or abusive patients or carers.
- Frequently expected to support and reassure patients undergoing interventional or complicated examinations for potentially life threatening conditions or who have been given disturbing results.
- Frequently support and reassure patient undergoing interventional procedures.
- Frequently reassure relatives/carers waiting for patients.
- Frequently assist radiographer imaging trauma patients (when in appropriate area).

Working conditions

- Follow trust policies, protocols and guidelines to minimise risk from exposure to infectious diseases such as COVID, MRSA and hepatitis, and exposure to body fluids, faeces, infectious material and vomit.

- Learn to work within radiation protection guidelines to minimise radiation to self, patients and colleagues.
- Attending to patient's toileting needs including assisting bed bound patients to use bedpans etc. when required.
- Use of chemical spray, which is covered by COSHH guidelines, to clean some pieces of equipment (frequently when in ultrasound).
- Frequently required to dispose of soiled laundry and other waste as appropriate.
- Working within the trusts protocols on harassment, security etc. to minimise the potential exposure to physical and verbal abuse from patients or patients' relatives.

Agreed post holder _____

Date _____

Agreed manager _____

Date _____

The Newcastle upon Tyne NHS Hospitals NHS Foundation Trust

Person Specification

Job Title: Radiographic Assistant

Band: 2

Directorate: Radiology

Department: Radiology

Site: Trust wide and satellite sites as required

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
Qualifications	<ul style="list-style-type: none"> GCSEs in English Language and Maths or equivalent 	<ul style="list-style-type: none"> NVQ Level 2 in a healthcare related subject CARE certificate 	
Knowledge/Experience	<ul style="list-style-type: none"> Able to work to agreed protocols and standards 	<ul style="list-style-type: none"> Knowledge of the Data Protection Act and patient confidentiality Knowledge of organisational and health and safety policies Previous experience working in a care/healthcare environment 	
Skills	<ul style="list-style-type: none"> Good communication/organisational skills Team player Basic IT skills 		
Other Qualities	<ul style="list-style-type: none"> Has a caring nature and a flexible approach to duties Understand and have the ability to perform the physical requirements of the post 	<ul style="list-style-type: none"> Able to demonstrate problem solving and decision making abilities in a practical situation 	

CANDIDATE:

REFERENCE NO:

SIGNED BY:

DATE:

DESIGNATION: