

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Radiographic Departmental Assistant (Static)(Band 2)
Responsible to:	Radiography Team Leader
Department:	Primary Care Radiology : Leith CTC, East Lothian Community Hospital and Lauriston
Directorate:	Diagnostic Services
Operating Division:	DATCCX
Job Reference:	018145
No of Job Holders:	

2. JOB PURPOSE

To assist Radiologists/Radiographers during specialist radiographic procedures and ultrasound examinations, providing direct care, maintenance of equipment and administrative duties in order to ensure a high quality of service to patients whilst following the IR (ME) R 2017 (Ionising radiation [medical exposure] regulations) and the European Federation of Societies for Ultrasound in Medicine and Biology (EFSUMB) and electrical safety regulations at all times.

3. DIMENSIONS

Clinical Areas

This post is based at Leith Community Treatment Centre. On occasion employee may be required to work at one of the other Primary Care sites.

The post is primarily to support our Ultrasound service

Clinical Activity:

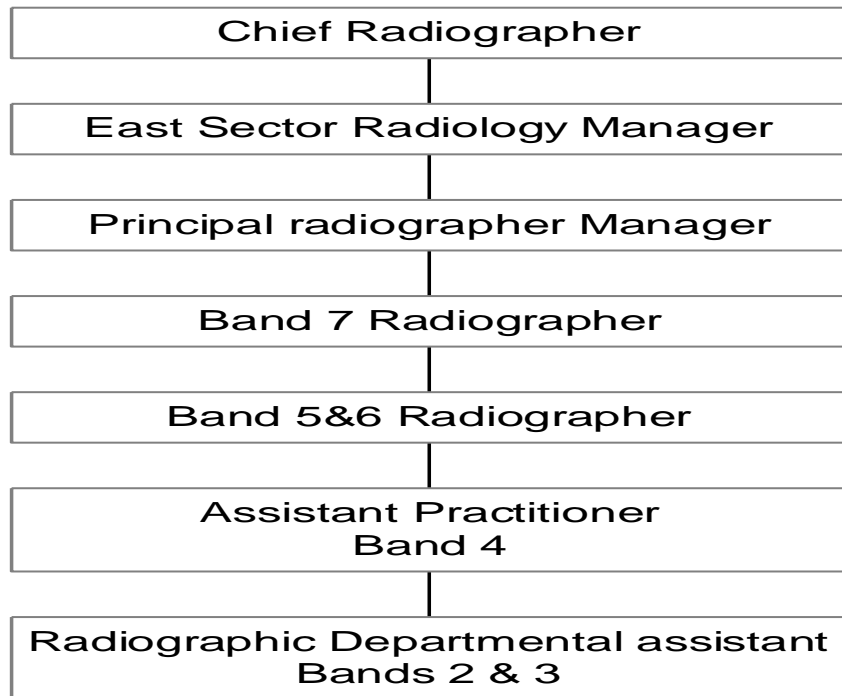
To support medical staff and sonographers during booked ultrasound lists

Staff Responsibility: Radiographers / radiologists will direct the workload of the post holder depending on the patient and department needs. Assist in the training and induction of a new member of staff.

The post is employed within NHS Lothian and there is a requirement to work flexibly across Lothian to meet service demands.

4. ORGANISATIONAL POSITION

**LOTHIAN
Radiology Directorate**



Key:

----- represents professional accountability

5. ROLE OF DEPARTMENTS

To provide high quality, efficient and effective Radiology services to the population Lothian and South East Scotland.

The departmental clinical governance strategy ensures a high standard of care for patients undergoing radiological examination and promotes multidisciplinary team working.

Provide an environment suitable for the training and education of Student radiographers on clinical placement.

6. KEY RESULT AREAS

1. Assist in the care of patients for multiple types of examination including transfer of patients, escorting patients and relatives and assisting radiologists/radiographers with difficult and or complex patients.
2. Provide reassurance to patients by way of clear explanation as to the nature of an examination, including where there may be barriers to understanding i.e. patients with learning difficulties, neurological conditions and paediatric patients.
3. Prepare the examination rooms for different types of examination, ensuring rooms are kept clean and tidy and stocked with supplies.
4. Monitor stock levels for consumables and change laundry when required. Ensure clean gowns are available for patients at all times.
5. Adapt and quickly respond to changes in patients' condition requiring additional nursing/radiographic support.
6. Provide empathy/care & compassion to all patients with an understanding of the additional emotional demands of the oncology and obstetric patients, carers & relatives.
7. Regularly (approx once a week on average) handle patient's valuables when removed for an x-ray or ultrasound examination store such valuables and make sure that they are returned to the patient after the examination.
8. Administrative and clerical duties include, answering the telephone, photocopying, assisting the reception staff and booking appointments if required.
9. Act as a chaperone if required for the patients and clinicians benefit.
10. Have knowledge of and work within the strict guidelines for radiation protection at all times including IR (ME) R 2017. Ensuring patient, staff and own safety whilst observing LUHD policies in respect of patient care, Health and Safety and Radiation Protection.
11. Keep up to date with NHS Lothian policy and local procedure changes especially with regards to the strict guidelines for radiation protection including IR (ME) R 2017.
12. There is a regular requirement to train new staff members and supervise junior members of staff, in all aspects of the post including knowledge of procedures and policies, sterile trolley preparation and other knowledge essential to do the job.

Fluoroscopy (RIE)

1. Be able to provide patients with relevant information on screening procedures undertaken in fluoroscopy rooms.
2. Preparation & administration of oral contrast medium for screening room lists (barium swallow/follow through) as directed by radiographers/radiologists.

3. After adequate training, prepare for and assist with different types examinations some of which are non-routine including Sterile Hysterosalpingograms (female reproductive organ imaging) and non-sterile Barium Enemas (Large bowel imaging) ensuring rooms are kept clean and tidy and stocked with supplies.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role:

Competent in the use of hoists, Pat-Slides and all other manual handling equipment used in the department.

Basic functions on selected imaging equipment (i.e. Ultrasound machines /selected fluoroscopy units).

Ultrasound examination couch.

Laser imager and keypad image storage facility.

Patient trolleys and wheelchairs.

Macerator.

PC.

Portable oxygen.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of system which will be used when undertaking the role:

Trak (Radiology Information System) – access, enter and update patient data.

Archive patient data / films as per departmental protocol on PACS (Picture Archiving and Communication System).

Risk assessment and incident reporting systems.

Access the Internet and Trust intranet for relevant information for personal and professional development within statutory guidelines.

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

Demands for diagnostic imaging are generated by the specific service needs of each clinical area from within and out with each hospital site. Radiologists and radiographers will be available to consult on a daily basis and provide direct supervision and training when required.

Senior Radiographers will delegate other non-clinical tasks.

A Senior Radiographer will undertake appraisal in order to agree an annual performance development plan.

9. DECISIONS AND JUDGEMENTS

Prioritising daily workload in departments - Forward planning to ensure maximum throughput and ensure the smooth running of lists by making short term adjustments, re-arranging lists to accommodate urgent requests, patients that are late or turned up unprepared.

To use initiative and work independently when dealing with routine matters in area of work e.g. answering telephone enquiries and directing patients. Radiographers will be available for consultation with non-routine matters.

Using knowledge & understanding of the radiation protection guidelines ensuring patient, staff and own safety at all times.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Ensuring personal safety and that of the patient with regards to radiation protection.

Ensuring personal safety and that of the patient during lifting and handling procedures.

Understanding the needs of individual members of staff and patients who may have communication, cognitive or mobility issues.

Coping with the emotional impact on patients when bad news has been given e.g. foetal demise (Ultrasound).

Prioritising workload with demands coming from many areas of the department.

11. COMMUNICATIONS AND RELATIONSHIPS

Patients

Provide information by explanation of often complex procedures, listening to the patient's requirements in order to encourage compliance with the imaging process.

Provide assistance and reassurance to patients awaiting examinations or undergoing invasive procedures.

Consider the well-being of patients prior to, during and on completion of various examinations. Ensure that system of how results are obtained is fully understood by patients.

Relatives/Carers

Provide reassurance and receive information.

Ask for assistance with, and instruct in methods of immobilisation, maintaining Radiation Protection.

Radiography Staff (internal/external)

Consult Radiography Staff for advice.

Pass on information relating to patient transfer to colleagues.

Liase with multi disciplinary team to ensure procedures are followed safely and effectively.

Work closely with A&C and portering staff.

External (other)

Deal with telephone queries from external sources – other hospitals, other companies.

Direct any person who presents at reception to the appropriate place.

Medical Staff/Nurse Practitioners

Seek help and advice with patients in pain or who are immobile.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

The majority of the working day is spent standing, walking and bending to assist with patient transfer onto tables / scanners.

Assist, when needed, the Radiographers in the manipulation and positioning of patients, providing immobilisation when required.

Be able to work at speed when assisting with radiographs for a critically injured patient often prior to emergency surgery (RIE).

Movement and manoeuvring of patients from trolleys/chairs on to the ultrasound table and back.

Handling of x-ray cassettes, film magazines, laundry, sharps bins and clinical waste bags.

Frequent light to moderate lifting during clinical duties.

Mental

Maintaining standards and composure whilst working in an often busy and dealing with interruptions by patients, relatives and multidisciplinary team.

Frequent requirement for long periods of concentration whilst assisting with invasive procedures to ensure accuracy and to minimise procedure time for the patient.

Emotional

Frequent exposure to distressing circumstances.

Daily exposure to the patients awaiting cancer diagnosis and/or undergoing treatment.

Environmental

Risk of exposure to ionising radiation.

Frequent exposure to body fluids: blood, nipple discharge, sweat, locally advanced breast cancers, excrement, and urine.
Occasional exposure to verbal and physical abuse from patients/carers, which can be in lone working conditions with little support.
Frequent exposure to patients who may have infectious diseases e.g. HIV, Hepatitis, MRSA, C Difficile.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Previous experience of working in a healthcare setting or other public environment.
In house training (3 months) will be provided to enhance skills and meet written competencies in health care and IT.
Basic computer and QWERTY keyboard skills.
Team Worker.
An enthusiastic and caring nature.
Be able to work using own initiative.
Be thoroughly familiar with NHS Lothian policies and local procedures with particular regard to COSHH, MRI Local Safety Rules, IR (ME) R 2000 and Manual Handling and infection control.

14. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date: