

NHS GREATER GLASGOW AND CLYDE JOB DESCRIPTION

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| 1. **JOB IDENTIFICATION** | |
| **Job Title:** | Health Physics Administrative Assistant |
| **Responsible to:** | Head of Health Physics |
| **Department(s):** | Health Physics  Department of Clinical Physics and Bioengineering (DCPB)  Gartnavel Royal Hospital |
| **Directorate:** | Diagnostics |
| **Operating Division** | Acute |
| **Job Reference Number** |  |
| **No. of Job Holders:** | 1 |
| **Last Update (insert date)**: | July 2025 |

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| 1. **JOB PURPOSE**   To provide high quality and comprehensive administrative support to the Head of Health Physics and all staff within Health Physics to ensure the smooth running of the section. | |
| 1. **ROLE OF DEPARTMENT**   The Department of Clinical Physics and Bioengineering (DCPB) provides specialist medical physics and clinical engineering services to NHS Greater Glasgow & Clyde (NHS GGC) and other Health Boards. These include Medical Equipment Management, Clinical Engineering, Core Services (incorporating **Health Physics**, MRI Physics, the Radionuclide Dispensary and PET-Radiopharmaceutical Production Unit), Radiotherapy Physics and Nuclear Medicine. It is one of the largest medical physics and clinical engineering departments in the UK, comprising over 350 staff.  Health Physics provides aregional service comprising a range of highly specialised scientific and technical support services and advice to healthcare establishments utilising radiation in their clinical and other services. This includes twelve major teaching hospitals, a major radiotherapy centre, a large radionuclide dispensary, over 50 other hospitals and health centres and over 250 dental clinics within the eight Health Boards in the West and Borders of Scotland, hospitals run by the Scottish Executive and private organisations for which services are provided on a contractual basis (private dental and veterinary practices).  The Health Physics Section comprises 16.5 whole time equivalent staff (10.5 physicists, 5 technical staff and one administrative assistant). Six consultant grade physicists are registered Radiation Protection Advisers (RPAs, IRR2017), 3 are Laser Protection Advisers (LPAs) and 7.5 physicists are Medical Physics Experts (MPEs) in diagnostic radiology, as required by radiation safety legislation.  The Health Physics section provides comprehensive advice to X-ray, Nuclear Medicine, Radiotherapy departments and Radionuclide Laboratories using ionising radiation and also to a range of other departments using non-ionising radiation sources particularly UV and lasers. The department delivers several courses and lectures throughout the year for students, radiation protection supervisors, radionuclide users, laser protection supervisors and trainees in medical physics (typically 3 full day and 3 half day courses per year).  The services provided by Health Physics enable employers and staff to comply with all relevant radiation legislation and guidance *(\*some examples of relevant regulations and a key to abbreviations used elsewhere in this document are given below)* and to ensure the safety of all patients, staff and visitors who may be exposed to or come into contact with any radiation source.  *\*Ionising Radiations Regulations (IRR) 2017, Ionising Radiation (Medical Exposure) Regulations (IRMER) 2017, Environmental Authorisation (Scotland) Regulations EASR18, REPPIR19, Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 & ADR19,Control of Artificial Optical Radiation (at Work) Regulations 2011 AOR11, Health and Safety at Work Act 1974.* | |
| 1. **ORGANISATIONAL POSITION**     Head of Health Physics  (Line Manager)  Administrative Assistant  (This Post) | |
| 1. **SCOPE AND RANGE**   The postholder:   * provides sole administrative support on a daily basis to the Health Physics Section, which comprises 16.5 whole time equivalent staff (10.5 clinical scientists (physicists), 5 technologists in addition to the postholder) * takes minutes of multiple internal meetings per month and provides and distributes minutes to the team with a typical turnaround time of 3 days. * maintains radiation records and databases under IRMER17, IRR2017 and EASR18 * issues reports generated by the Health Physics section using Q-Pulse * prepares templates, types reports and other documents from written and dictated originals * undertakes administrative arrangements for meetings and courses run by the Health Physics Section, which have typically 40-60 attendees * provides administration and oversight of environmental dose monitoring and radioactive waste returns * maintains staff training records and other Q-Pulse documentation * submitting PECOS orders, generating quotes and liaising with finance as required | |
| 1. **MAIN DUTIES/RESPONSIBILITIES** | |
| **General administrative duties include:**   1. Provide a high quality, comprehensive administrative support for consultant, scientific and technical staff within Health Physics 2. Responsible for dealing with email, telephone, Teams and face-to-face enquiries from a wide range of health care staff. Provide information and direct, prioritise and resolve queries to ensure efficiency and effectiveness of service delivery 3. Undertake reception duties for visitors 4. Maintain Health Physics calendars and admin email account 5. Maintain supply of stationery items and consumables 6. Collect and distribute post, general photocopying and filing 7. Provide occasional cross-cover for other DCPB admin staff   Specific duties include:   1. Maintain the Health Physics electronic calendar:    * allocate rotas for Duty RPA/MPE and Duty Clinical Scientist    * ensure Health Physics internal group meeting dates are added to the electronic calendar and staff invited    * record annual leave / study leave / routine survey work in the electronic calendar.    * report any staff sickness absence to DCPB Admin.    * maintain absence control spreadsheet 2. Health Physics reports:    * Check all Health Physics reports for correct equipment data, personnel and admin information    * Distribute all Health Physics survey reports electronically via Q-Pulse or email.    * Maintain job tracking system to show when reports are distributed. 3. Organisation of Health Physics meetings (Section / RPA-MPE Forum / RWA / IT / Non-Ionising Group):    * request reports and discussion items in advance of meetings.    * prepare agendas, action lists and discussion items in advance of each of the HP internal meetings.    * take the minutes during meetings    * prepare draft minutes and update action lists; circulate to all Health Physics staff once approved by Chairperson of the relevant HP Group. 4. Generate reminders to staff on a weekly basis of outstanding equipment reports, incidents and other relevant systems 5. Extract, collate and summarise data to enable preparation of standard reports on key performance indicators 6. Forward expenses claim receipts to NHS GGC Expenses Department (once approved by Head of Department). 7. Maintain record of notifiable radiation incidents and of closure reports from the relevant regulators (HSE, HIS). 8. Maintain up-to-date contact lists of all relevant local staff within NHS GGC and the West of Scotland, such as Chief Executives, IRMER Leads, Clinical Service Managers, Imaging Service Managers, RPSs, LPSs, Private Dental Practices 9. Type letters, reports, protocols, work instructions, protection/equipment specifications, risk assessments, dose reports, etc (both audio and long-hand) in agreed formats 10. Process and receipt of all Health Physics orders through the PECOS online ordering system 11. Arrange courier collections for equipment calibrations, etc (raise order for this through PECOS prior to booking a collection) 12. Monitor the requirements of Private Dental Practices, send out Service Level Agreement renewals every three years and arrange for routine survey visits to be carried out 3-yearly 13. Keep photocopier stocked up with paper/staples, etc. Report any faults with the photocopier to supplier. Replacement toner cartridges are sent automatically when toner cartridges are replaced   **Lecture course organisation duties include**:   1. Administer practical arrangements relating to planning and organisation of a range of meetings and events organised annually by the Section. Numbers attending courses are 40-60 persons (typically 3 full day and 3 half-day courses per year). 2. Distribution of handouts/notes/course evaluation electronically to all participants 3. Preparation and distribution of certificates following attendance at courses run by Health Physics 4. Ensure lists of attendees are kept up-to-date 5. Summarise course evaluation returns 6. Prepare programme for FRCR Physics course which is run annually   Radioactive Waste Disposal:   1. Annually (usually beginning of January) contact all Radionuclide users to request their annual radioactive waste disposal figures for the previous year. 2. Convert this information into an Excel spreadsheet for onward transmission to SEPA following by approval Head of Health Physics.   **Personal and environmental radiation monitoring**:   1. Radionuclide dispensary personal monitoring:    * Monthly distribution of radiation monitors (finger stalls) to classified staff within the Radionuclide Dispensary 2. Primary role in Health Physics personal monitoring:    * Bi-monthly distribution of body dosemeters to Health Physics staff and return of same to ADS.    * Extract results from ADS database and forward these to Health Physics RPS    * Using ADS system, request additional badges for new staff/cancel badges for staff leaving or transferring to another department/hospital    * Forward high dose reports received to the appropriate radiation protection adviser 3. Key role in administrative arrangements for classified persons    * Maintain continuity of contracts for specialist personal dosimeters (e.g. finger stalls) – raising orders for annual renewals and following these through to completion.    * Maintain the system for monitoring arrangements for classified persons across NHS GGC, including sourcing radiation passbooks, registering new staff with the ADS, collating the information required for annual review by an appointed doctor and generating compliance reports. 4. Key role in the organisation of the environmental monitoring programme:    * Plan the locations for routine environmental monitoring    * Discuss with the RPA to ensure the correct locations are noted for monitoring    * Prepare the packs required for environmental monitoring, including the forms required, correct number of monitors and a note of the locations needed    * Monitor the environmental monitors in use and inform technical manager when the monitors are due down    * Keep CONTROL monitors separate and return one CONTROL with every batch of monitors to ADS    * Following environmental monitoring, ensure monitors are returned to ADS for readout.    * Extract dose results from the ADS system and circulated to relevant RPAs / Clinical Scientists     **Information Systems and Databases**:   1. Update and maintain several databases, including:    * Several X-ray modality databases    * Classified persons monitoring system    * IRR17 Hospital Registrations & Consents issued by HSE    * Health Physics income    * Private dental/other customers for which Health Physics staff provide RP service 2. Maintain the Routine Survey Programme and the non-routine Job Sheet allocation list on a weekly basis and produce reports as required 3. Maintain systems in place to monitor KPIs related to Health Physics service provision 4. Input of radioactive waste data for hospitals throughout the region into an Excel spreadsheet for onward transmission to the Scottish Environment Protection Agency (SEPA) 5. Input data into databases and assist in data input during database development   **Finance and Physical Resources**:   1. Responsible for maintaining stationery stock control, ordering via PECOS 2. Keep track of expenditure for Endowment Funds 3. Send information to the Finance Department re services provided by Health Physics to external organisations, in order that the Finance Department can prepare and issue invoices on our behalf (as required). 4. Arrange for quotations for Critical Examinations (CEs) to be sent to suppliers. Maintain system to monitor critical exams and co-ordinate billing through the Finance department.   **Other Duties**:   1. Act as co-ordinator during planned and unplanned radiation exercises (once or twice per year) under NAIR (National Arrangements for Incidents involving Radiation) and emergency response plans. 2. Update/amend contact details contained in NHS Greater Glasgow Contingency Plan for dealing with major radiation incidents, in collaboration with DCPB staff 3. Report faults/defects within Health Physics on the Gartnavel Royal online portal, FM First and follow-up if necessary 4. Undertake audit of own work | |
| 1. **SYSTEMS AND EQUIPMENT**   General purpose and specialised commercial software packages are used extensively on a daily basis. Packages include MS Teams, Microsoft Office (Word, Excel, PowerPoint, Access) used for producing reports, data analysis (including macro development and programming), data storage, preparation of talks and lectures. Access and Delphi based database systems are used for data storage, retrieval and reporting for survey measurements, equipment inventory, equipment calibration, radioactive waste disposal records and producing patient treatment plans. The post requires a high degree of accuracy and competence in the use of   1. Personal computer 2. Audio transcription equipment 3. Photocopier/scanner 4. Telephone/Answering machine 5. Office filing systems 6. Handling of radiation monitoring dosimeters   Commercial Software   1. Microsoft Teams and SharePoint 2. Microsoft Office (Word, Access, Excel, Powerpoint) 3. Microsoft Outlook 4. Q-Pulse 5. Pecos   Databases including (data entry and retrieval):   1. X-ray 2. Dental 3. Laser 4. Contamination Monitor 5. Radioactive waste records 6. Personal monitoring 7. Classified persons | |
| 1. **DECISIONS AND JUDGEMENTS**   The postholder:   * + is not directly supervised and has freedom to act on their own initiative when prioritising their own workload with frequent interruptions   + is expected to take independent action and be self-motivated regarding their daily duties and responsibilities   + proposes changes to administrative arrangements for Health Physics to improve efficiency   + decides when to seek advice from other members of the multi-disciplinary team as appropriate   + makes judgements about timing of document preparation to ensure that arrangements are in place in good time for meetings, courses, lectures and other deadlines | |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**   The postholder receives complex information on a wide range of topics, including information on radiation equipment installations, radiation surveys, arrangements for courses organised by Health Physics, and changes in schedules for tests, meetings and surveys, and communicates this to those involved   1. Communicates by telephone, e-mail and Teams with staff throughout the NHS network (e,g, Consultant Clinical Scientists, Clinical Consultants, Clinical Directors, Lead Radiologists, Superintendent Radiographers, Clinical Technologists, Supplies Staff, Finance Department staff, Admin and Clerical staff and Domestic staff) 2. Receives information of a sensitive and confidential nature that require tact and discretion, i.e. radiation incident reports, dose reports, risk assessments, etc (involving both staff and patients) which are passed to relevant Health Physics staff for follow-up 3. Receives complex information on radioactive waste disposals for many different radionuclides and several different waste types. This information is entered directly into a management system and discussed with relevant staff 4. Receives communications from those wishing to attend courses, keeps records and circulates information on arrangements for courses as it becomes available 5. Communicates directly with equipment manufacturers/suppliers/outside agencies, private dental   practices, via email, telephone and face-to-face   1. Communicates with Education Centres in a variety of hospitals, in making arrangements for planned lecture courses 2. Acts as co-ordinator during planned/unplanned radiation incidents under NAIR (National Arrangements for Incidents involving Radiation) 3. First point of contact for staff/visitors to the Health Physics Section | |
| 1. **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS**   OF THE JOB  **Physical:**   * Requirement to input at a computer keyboard for majority of the working day requiring a high degree of speed and accuracy * Occasional requirement to lift items weighing up to 5 kilos, e.g. box of photocopying paper * 80% of work is computer based therefore sitting in a restricted position for this proportion of duties, as well as standing and walking on a daily basis   **Emotional:**   * Dealing with conflicting staff priorities, often with short deadlines * Dealing with sensitive, clinical information when preparing radiation dose reports, radiation risk assessments and environmental impact assessments (involving both patients and staff)     **Mental**:   * Frequent requirement for concentration, with an unpredictable workload and frequent interruption   to answer email, telephone, Teams and face-to-face queries   * Ability to adapt to changing work patterns and deal with frequent interruptions which will require the postholder to respond to requests and focus on a different task or activity * Concentration required when taking minutes, transcribing notes, filing and dealing with enquiries * Concentration required when maintaining Health Physics systems * Meeting deadlines for minutes, reports, course handouts and other documentation   **Working Conditions**:   * Continuous use of VDU | |
| 1. **MOST CHALLENGING / DIFFICULT PARTS OF THE JOB** 2. Multi-tasking involving answering emails / telephone / Teams messages and carrying out reception duties while trying to concentrate on tasks 3. Concentration required, completing all tasks with accuracy and efficiency within strict deadlines with high level of interruptions 4. Prioritising workload and queries, as appropriate, to ensure efficient and effective service delivery 5. Dealing with all levels of staff groups, setting different priorities and getting the job done | |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  |  |  | | --- | --- | | Knowledge, Training and Skills |  | | Essential   * HNC or equivalent with significant relevant practical experience of office work * Advanced keyboard skills * Proficient in use of a variety of specialised software packages inc. Microsoft Office (Word, Excel, Access), MS Teams, SharePoint, Q-Pulse, PECOS * Minute and note taking * Excellent organisational skills, and verbal and written communication skills * Flexible approach and an understanding of the principles of good teamwork | Desirable   * Understanding of the range of medical and technical terminology used in Health Physics * Audio touch-typing skills * Basic knowledge of the departments using radiation within hospitals and the applications * Knowledge of range of services provided by the Health Physics section * Relevant training courses, e.g. computer courses | | **Experience** |  | | Essential   * Preparation of minutes, letters and reports containing highly complex scientific and technical information * Able to manage time, adapt to changes and prioritise work at short notice due to unpredictable workloads and frequent interruptions * Good practical and communication skills |  | | **Ability** |  | | Essential   * Ability to work to deadlines * Ability to work on own initiative * Ability to work as part of a team * Ability to adapt to new tasks required as section service is expanded to meet changes in legislative requirements and in new medical imaging technology * Ability to plan arrangements for meetings, courses and events |  | | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each jobholder to whom the job description applies.  **Job Holder’s Signature:**  **Head of Department Signature:** | **Date:**  **Date:** |