

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Rotational Radiographic Departmental Assistant (Band 3) (Annex U is applicable to this role)
Responsible to:	Radiography Team Leader
Department:	Radiology
Directorate:	Diagnostic Services
Operating Division:	Acute Services
Job Reference:	228462
No of Job Holders:	10

2. JOB PURPOSE

To assist Radiographers and Radiologists during Radiographic, Mammographic, MRI, CT, Radionuclide, Ultrasound and Fluoroscopic examinations, providing direct specialist clinical support, maintenance of specialist equipment and the imaging environment in order to ensure a high quality of service to patients.

3. DIMENSIONS

Clinical Areas

Radiology Departments at Edinburgh Royal Infirmary (ERI), Lauriston Building, Mid Lothian Community Hospital Dental and Primary Care.

Clinical Activity:

The Radiology department will image on average 274,000 patients per year

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.

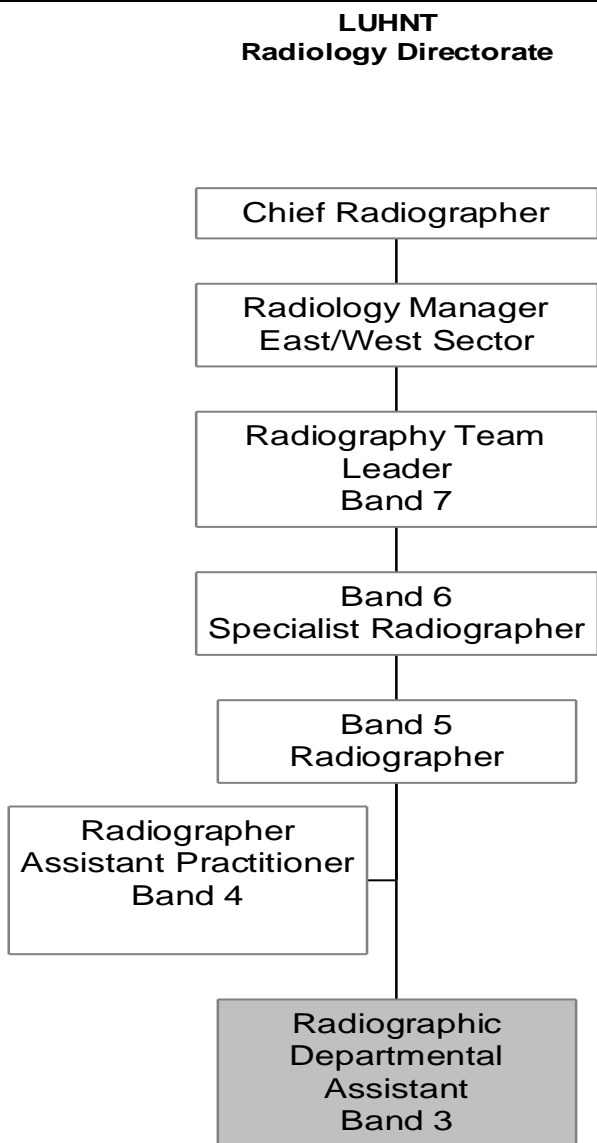
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4. ORGANISATIONAL POSITION



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. Prepare sterile trolley and sterile field for Radiologist prior to interventional procedure being performed.
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, neurology or paediatric patients, carers & relatives.
7. Acquire knowledge of all additional emergency procedures specific to CT / MRI / RNI Department due to the restricted / controlled areas of work.
8. Regularly (approx once a week on average) handle patient's valuables when removed for an x-ray examination, store such valuables and make sure that they are returned to the patient after the examination.
9. Perform QA testing & assist in gathering information for audit.
10. Administrative and clerical duties include, answering the telephone, photocopying, assisting the reception staff and booking appointments if required.
11. Retrieval and filing of previous hard copy imaging; organise film store and cull films when required (DCN).
12. 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.

13. 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.
14. 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.
15. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

CT

1. Preparation & administration of oral contrast medium for CT scanning as directed by Radiographers.
2. Appropriate removal of IV cannulae as directed by the radiographers/staff nurses in line with department protocol/ Health & Safety / Infection Control policies.
3. Load the electronic injector with IV contrast in line with departmental policy (RHSC + DCN).
4. Ensure appropriate care of patients post administration of IV contrast medium as per department protocol.

MRI

1. Use MRI Safety screening forms to check for contraindications to the procedure before allowing patients/staff to enter the secure MRI unit as directed by the specific MRI protocols.
2. Liaise with ward staff prior to patient leaving the ward, with reference to MRI safety, infection control and patient's needs, to ensure patients are not sent to the department inappropriately.
3. Recognize the need for orbits x-rays prior to MR scanning and bring to the attention of radiographic staff.

Fluoroscopy

1. Be able to provide patients with relevant information on over 20 screening procedures undertaken in fluoroscopy rooms.
2. Appropriate insertion and removal of rectal catheters.
3. Stoma care pre and post contrast examinations.

Radionuclide Imaging (ERI & RHSC)

1. Be aware of the possible radiation risks a patient poses after undergoing a RNI as the high

doses radioactive isotopes can leave them radioactive for a few hours after the examination. The RDA must be able to explain to the patient/carers/family/staff that the patient must stay away from young children or sick/elderly people until the radiation within them has returned to safe levels.

2. Assist with procedures involving radioactive isotopes e.g. thyroid clinics and heart stress scanning, which requires the RDA to monitor the patients ECG (echocardiogram), oxygen saturation and Blood pressure whilst they undergo exercise to stress the heart, alerting the radiologist/radiographer if the patient becomes unwell during examination. (ERI).

Mammography (WGH)

1. Assist Radiologists during breast ultrasound procedures and guided breast biopsy/localisation procedures and to provide direct care to the symptomatic breast patients.
2. Assist Mammographers during stereotactic breast biopsy/localisation procedures and to provide direct care to the patient as required.

To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

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

CT scanning table and gantry – to aid patients on and off the table before and after examination.

MRI scanning table, coils & gantry – to aid patients on and off the table before and after examination.

RNI scanning table(ERI + RHSC) - to aid patients on and off the table before and after examination.

ECG Machine (ERI)_– understand and document patient ECG, oxygen saturation and blood pressure during an RNI Heart stress scan.

Mobile image intensifier – assist the radiographer in the transport of this mobile but large equipment.

Injection pump (RHSC + DCN) – used to deliver high pressure intra venous injection of contrast media during CT and MRI scanning – load with IV contrast in line with departmental policy.

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).

Specialist mammography positioning chair with Trendelenberg facility (WGH).

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 MRI safety rules in the delivery of patient care i.e. maintaining the restricted access to MRI areas at all times.

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.

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

Clear and precise explanation of complex radiographic (CT, MRI, Fluoroscopy, RNI and mammography) procedures to patients prior to specialist examinations to ensure understanding and compliance.

Dealing with newly diagnosed cancer patients and their partners / carers / parents and offering appropriate emotional support & advice when required.

Dealing with patients undergoing investigative procedures for diagnosis of cancer.

RHSC

Dealing with seriously or terminally ill children.

Dealing with distressed children and parents / guardians.

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.

Empathy & encouragement to comply with oral contrast administration is essential to the resultant quality of scans produced.

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.

Liaise 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.

Assist nurses who are working in the X-Ray department if required.

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.

Frequent wearing of heavy lead rubber aprons for prolonged periods in accordance with Local Rules.

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

Frequent light to moderate lifting during clinical duties.

Mental

Frequent requirement for long periods of concentration and accuracy while operating equipment.

Maintaining standards and composure whilst working in an often busy department.

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, 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

Completion of in-house training competency framework. (Minimum 18 months, to become fully competent in the full range of competencies required to undertake role).
Previous experience of working in a healthcare setting or other public environment.
Basic computer and 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: