Job Reference Number ……………………………………

**NHS TAYSIDE – AGENDA FOR CHANGE**

**JOB DESCRIPTION**

**CAJE Number SC06-2593a**

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| 1. **JOB IDENTIFICATION** | Job Title | Clinical support worker |
|  | Department(s)/Location | Vascular Laboratory |
|  | Number of job holders | 1 |
| **JOB PURPOSE**  The Vascular Laboratory provides diagnostic specialist vascular imaging assessments and a range of other specialist non-invasive vascular assessments across Tayside and Fife. With the main base in Ninewells, the laboratory operates a hub and spoke service with a significant commitment to a full vascular laboratory service in Fife – Victoria, Kirkcaldy. Satellite cover is also provided for PRI. It also provides diagnostic vascular cover for theatre, A/E and emergency ward admissions.  The laboratory provides a wide range of specialist ultrasound investigations and a wide range of other specialist non invasive vascular assessments. It produces clinically relevant and accurate diagnostic reports for each patient.  The purpose of this post is to support the accredited vascular scientists within the vascular service, undertaking basic assessments, chaperoning, administrative and housekeeping duties as allocated.  To undertake some routine clinical physiological tests and procedures on patients, to ensure that test results are reliable and to report to the senior vascular physiologists | | |
| **ORGANISATIONAL POSITION**  Head of Vascular and Respiratory  Lab Manager Clinical Vascular Scientist  0.6WTE Secretarial Fife  Secretarial staff (Tayside) 1.0 WTE  Tayside / Fife  3.0WTE Senior Clinical  vascular Scientist  Senior Clinical physiologist  1.0 WTE Band 6,  **1.0 WTE Clinical support worker band 3 ( This post)**  Clinical Vascular Physiologist  1.0WTE band 5 | | |
| SCOPE AND RANGE  This post is based within the Vascular Laboratory as part surgical directorate  The post holder will support the both the diagnostic and administrative element of the vascular laboratory service as well as participating with supervision in the routine clinical physiological tests  The post is subject to Healthcare Support Worker Regulation  The vascular laboratory carries out approximately 14,000 tests per annum across all sites.  There may a requirement to support staff at across all sites ( Tayside and Fife) | | |

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| **MAIN DUTIES / RESPONSIBILITIES**  **Induction Standards and Code of Conduct:**  Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers in Scotland” 2009 and with the Code of Conduct for healthcare Support Workers.  To provide specialist vascular assessments for patients across Tayside and Fife presenting signs and symptoms of vascular disease.  To provide a high quality, safe and supportive environment for the patients, meeting the identified physical and psychosocial needs.  Patient Care (70% of time)  Clinical Support worker:  Supports the clinical vascular Scientists throughout complex diagnostic tests, providing chaperoning etc  Assists the clinical physiologists by preparing both the patient and the examination room prior to assessments  Provides clinical technical services to patients (e.g. assists with routine standard diagnostic tests on patients), and undertakes ankle / brachial pressure indices (ABPIs) with supervision, ensuring that test results are accurately recorded and entered into the vascular laboratory database  Prioritises their own allocated workload  The post holder must support the provision of a wide range of specialist Non Invasive Assessments (NIVA) for Tayside and Fife to include:  Ankle Brachial Pressure Indices  Exercise testing  Segmental pressures  ADMINISTRATION (20% of time)  Assists with booking vascular laboratory appointments for patients on surveillance programmes  Assists with completing the NHS Cleaning Schedules records for the clinical areas within the vascular laboratory  Undertakes allocated administrative and clerical duties  The postholder is fully conversant with the current vascular database (CRIS. ICE )  Participates in the Personal Development and Performance Review system to promote personal and service developments.  Participates in relevant team meetings  HEALTH AND SAFETY (10% of time)  Perform housekeeping duties in designated clinical areas to ensure that the environment is suitable and safe for staff and patients.  Is familiar with policies relating to infection control and assists with implementing these policies. |
| **COMMUNICATIONS AND RELATIONSHIPS**  The postholder;  must have good communication skills with patients, relatives and carers, as the postholder provides and receives highly complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or reassurance skills are required**.**  The postholder must be able to maintain an effective working relationship with staff from all sectors Surgery and Orthopaedic, Trust and University.  **Internal Communication links:**  Medical Staff  Nursing Staff  Radiology staff  Vascular lab staff  Admin staff  Health and safety  Risk management  **External Communication links:**  Patients, carers and relatives  Community Health Practitioners  General practitioners |
| **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  **GENERAL**  Effective Verbal and written communication skills  Experience of interacting with general public.  Organisational and initiative skills.  Previous experience in relevant occupation e.g. Health / Care / Voluntary sector.  . Good team worker   * Ability to clearly and accurately convey relevant clinical information to appropriate medical staff. * Understanding of hospital and primary care environment, and fully conversant with local and national guidelines regarding patient confidentiality   Understanding of commonly used medical terminology as applied to vascular assessments **Knowledge**  1. Good standard of general education. Keyboard skills. You will be trained on specific software databases. 2. .   Basic knowledge of vascular anatomy and pathology and aetiology of vascular disease.  Good knowledge of safety issues including safe use of ultrasound, basic electrical safety, data protection, infection control, CPR andmanual handling/lifting techniques.  Conversant in current documentation regarding moving and handling and CPR Training Previous experience of working in a clinical environment would be an advantage.  The postholder will be expected to have gained knowledge to at least the level of SVQ2 once training is completed. There will be significant in–house training and an appraisal system to monitor progress.  The postholder should be willing to participate in further training as required  The postholder must comply with the national “Mandatory Induction Standards for Healthcare Support Workers in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers **Experience** The post holder after a minimum of 2 years supervised training will be expected to be able to assist with the following duties  Ankle-brachial pressure indices.  Exercise Testing  Segmental pressures **Clinical skills** Excellent patient handling skills  Good communication skills  Ability to work under minimal supervision  Ability to take a relevant patient history and apply the information to follow the appropriate protocol.  Ability to respond calmly and competently, but with vital speed, in the event of patient problems occurring during an investigation, notably how to perform CPR and to know when to refer the patient for an immediate clinical opinion.  Ability to work to agreed protocols and procedures.  Ability to work under regular pressure.  A knowledge of relative and absolute contraindications to investigations  Must maintain confidentiality and dignity of the patient at all times |
| **SYSTEMS AND EQUIPMENT**  Responsible for the safe use of the equipment within the vascular all of which require specific training  Responsible for input of basic reports in the vascular laboratory database  Equipment used:      Doppler ( Curently Parkes)  Sphygmomanometer  Moving and handling equipment  Trolleys  Wheelchairs  Glidesheets  Electronic/ manual beds      **Systems:**  Maintenace of accurate patient records and reports  Vascular laboratory administration system  General hospital reports system  **Responsibility for Records Management**  reliable All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| **PHYSICAL DEMANDS OF THE JOB**  **Physical effort:**  The majority of vascular patient are physically limited ( amputation, stroke, post operative etc) and require significant physical effort to transfer from trolleys and wheelchairs.  Significant assistance for patients with dressing and undressing e.g. stroke patients  Removing and re applying wound dressings  Supporting and assisting patient on treadmill tests  Cleaning of machines and examination couches/ changing linen on couches  Frequent pushing trolleys and wheelchairs  Frequent moving ultrasound equipment  Constant standing for periods of up to 30minutes for the duration of some assessments.  **Mental effort:**  Assessments require intense concentration for short periods in order to analyse and interpret the audible signals.  Able to utilise complex computer software required for these assessments  **Emotional effort:**  Communication with verbally /physically abusive patients  Communication of complex issues with the multidisciplinary team  Communication with all staff and supporting their needs  Personal / interpersonal stressors  **Working conditions:**  Significant exposure to body fluids and odours (weeping wounds, gangrenous toes /feet, ulcers etc)  Risk of infection or cross infection  Excessive heat in clinical areas due to heat output from equipment.  Ergonomics |
| **DECISIONS AND JUDGEMENTS**  Clinical support workers are responsible for carrying out tasks, including assisting with basic tests on patients, in a safe and effective manner. Decisions may include:  Prioritising own workload from delegated tasks  Giving advice to patients / carers within level of competency.  How to approach and communicate with patient and carers.  When to seek support or guidance from a qualified member of staff  What to feedback to other staff  Takes full accountability/responsibility for own actions/decisions.  Works with minimal supervision and is responsible for management of their own workload within each day.  Issues a factual report for each patient.  Is able to alter patient appointment times to adjust the workload. Analytical and judgement skills required for the post *Examples of facts and situations that the post holder is expected to understand and act on include the following:*  Using the verbal history and notes on the request form to **decide on** the appropriate assessment and knowing when to consult with senior Clinical vascular scientist if information or clarification is required**.**  Using measurements to calculate ratios  Assisting with prioritising the workload, especially of inpatients.  Patient related  Assessment must be made of patient status and suitability for a particular investigation, including assessing patient safety during treadmill testing.  Judging the need to remove clothing and bandaging in order that adequate and necessary information may be obtained.  Determining when an assessment should be stopped, based on observable clinical indicators. |
| **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  Balancing the competing demands of a variety of clinical physiologists.  Adhering to a set timetable when working across several clinical areas.  Working with different staff with varying degrees of experience  Undertaking a physical, mentally and emotionally demanding job, whilst at the same time taking care to safeguard their own health and safety as well as that of colleagues and patients.  Take responsibility for health and safety within their working area, and for moving and handling of patients when required  Take responsibility for infection control within their working area  Dealing with heavy workloads on a daily basis due to large clinical demand or unusual disease  profiles  To maintain good communication channels between members of the multidisciplinary team  Addressing the equality and diversity needs of patients and staff. |
| **JOB DESCRIPTION AGREEMENT**  The job description will need to be signed off using the attached sheet by each postholder to whom the job description applies. |

Job Reference Number.

JOB DESCRIPTION AND ESSENTIAL ADDITIONAL INFORMATION FORM – SIGNATURE OF AGREEMENT

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| Post Title |  |
| **Reference Number** |  |

The attached job description and essential additional information will be used as part of the Agenda for Change assimilation exercise and therefore the job matching panel may wish to seek further clarification on any issues contained within the documents. Should this be necessary please identify an appropriate Manager and Staff representative who can be contacted.

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| **Responsible Manager** |  |
| **Contact No.** |  |
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| **Staff Representative** |  |
| **Contact No.** |  |

I/we the undersigned agree the attached document is an accurate reflection of the requirements of the post. The essential additional information provides accurate information of additional job related factors.

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| Signed:- (Manager) |  |

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| Staff Members: |  |  |
| NAME  (BLOCK CAPITALS PLEASE) | SIGNED | POST NO.  (Official use only) |
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