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| * **JOB IDENTIFICATION**

**Job Title:** Band 4 Assistant Practitioner**Responsible to:** Plain Film Modality Leads **Department: Radiology Department** GG&CImaging Services**Directorate:** Diagnostic Directorate |
| **2. JOB PURPOSE** |
| * Provide a prescribed x-ray imaging service to inpatients, outpatients and other imaging areas in NHS Greater Glasgow & Clyde
* To provide radiographic imaging of the appendicular skeleton, axial skeleton, chest and abdomen on a defined patient cohort following standard protocolled examinations or certain limited techniques in Ultrasound/Mammography/ where competence can be evidenced.
* Set appropriate exposure factors resulting in dose within Local DRL as directed by supervising Radiographer.
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| **3. ROLE OF DEPARTMENT** |
|  The Diagnostic Directorate operates a hub and spoke model to provide high quality, efficient and effective radiology service within the directorate to the population of Greater Glasgow and Clyde and areas covered by extra tertiary referrals. The Diagnostic Directorate provides patient centred Radiology Services, while ensuring compliance with Ionising Radiation (Medical Exposure) Regulations 2017 (IRMER 2017) and Ionising Radiation Regulations 2017 (IRR 2017)  |
| **4. ORGANISATIONAL POSITION** |
| Sector Superintendent RadiographerSite Superintendent RadiographerModality LeadCTModality LeadModality LeadGeneralModality LeadInterventionalBand 4 Assistant PractitionersTHIS POSTBand 5 RadiographerBand 6 RadiographerHCSWModality LeadMRI |
| **5. SCOPE AND RANGE** |
| To provide a fully accredited, high quality, cost effective, efficient, patient centred Radiology Service in accordance with the IRMER Regs and all other relevant national and local legislative requirements.**Clinical Areas:** Main Department, Accident & Emergency, Orthopaedics, Mammography and Ultrasound**Clinical Activity:** Imaging departments across GG&C perform in excess of 1,000,000 examinations per year.**Clinical Provision:** GG&C provide service cover 24 hours a day, seven days a week for 365 days a year. |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| **Professional/Leadership:**Provide Support and Supervision of work to new or to less experienced staff.* To promote the role of assistant practitioner and the departmental image.

**Clinical:*** Works autonomously within their scope of practise with indirect supervision of a radiographer for more specialised examinations
* To take good quality radiographs, while exposing patients to the lowest possible radiation dose, and working according to the appropriate written Scheme of Work and Scope of Practice for Assistant Radiographic Practitioner.
* On successful completion of appropriate training, undertake Ultrasound aorta screening and Breast Imaging in accordance with employer scheme of Work
* To undertake the role of Operator under IRMER 2017 regulations and document in line with procedures.
* To work closely with the team to best utilise skills and time management for the best performance of the department
* To keep up to date with latest examination techniques as specified in the Radiology X-Ray Examination Protocol Manual.
* Maintain a high level of expertise in the safe operation of x-ray equipment used by the post holder and manage faults effectively
* Following infection control policies regarding patient contact, equipment cleanliness and personal protection.
* Preparation of the X-ray room, safe use of equipment and making room safe at the end of the day.
* Providing a safe transfer of patient using skills learnt through mandatory training.
* To have good time management skills and use down time to positively improve knowledge and skills in radiography and patient care.
* Assist Colleagues in moving and handling of patients to ensure a safe environment

**Staff Responsibility:** The post holder will be expected to:* Work under indirect supervision in areas where they have gained competency, reporting to the senior radiographers, Modality Lead or Consultant radiologist
* Undertake further training in agreed areas of imaging as the service requires.
* Work under direct supervision in more specialist areas.
* Demonstrate own skills to students and other staff for example, providing support to newly qualified staff or new starts to the organisation on protocols for x-ray examinations.
* To contribute to the department providing high quality, efficient and effective radiology services to the population of Greater Glasgow & Clyde
* Contribute to departmental clinical governance strategy, which ensures a high standard of care for patients undergoing radiological examination and promotes multidisciplinary team working within their scope.
* To support Modality leads in providing an environment where training and education needs are met both their own and those of less experienced colleagues for example, trainee band 5 Radiographers and Assistant Practitioner
* Participate in the direction and supervision of Health Care Support Workers.

**Governance:*** Actively participate in the technical and patient focused aspects of the department’s audit programme.
* Adhere to organisational and National policy regulations governing:

Clinical GovernanceQuality Assurance ProgrammeConfidentiality and Data Protection Health and SafetyAdults with Incapacity COSHH Clinical EffectivenessOther mandatory learning**Information Resources and Skills:*** Access the internet, e-mail and Hospital intranet with relevance to personal and professional development and departmental business
* Regularly use computer software programmes such as Microsoft Word and Excel to create documents and tables. e.g. for Quality assurance and audit purposes
* In put & Access patient data using following tools:
	+ Radiology Information System (RIS)
	+ Digital Image acquisition
	+ PACS
	+ Q Pulse for document control of: IRMER documents, NHSGGC radiation policies, MR policies and procedures, asset management and downtime recording, and other policies.
	+ DATIX

**Educational:*** Participate in mandatory training and actively pursue continuous professional development keeping an up to date personal record.
* Maintain knowledge of technological advances in methods of diagnostic imaging in order to promote a culture of continuous improvement within the department.
* Develop knowledge and understanding within an evidenced–based framework and transfer to situations encountered in practice
* Attend PDP interviews with Clinical lead, & undertake regular clinical audit of own work, and gather data for departmental audit.
* Required to demonstrate own skills to students and other staff as required for example support less experience staff through a protocol or series of imaging techniques.
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| **7a. EQUIPMENT AND MACHINERY** |
| Safe use of equipment for a variety of specialised investigative and diagnostic imaging equipment is utilised which comprise of multifunctional controls. The equipment is operator dependent and requires specific skills to achieve images of diagnostic quality. The equipment used in the post of Assistant Practitioner will range £70,000 to £300,000, this will vary depending on the hard and software elements of the equipment. Post holders use the majority of the equipment relevant to their department/site/training/competency. Below is a list of Radiology equipment:* General purpose x-ray equipment (includes x-ray tubes, tables, operator consoles)
* Dental Radiography Units
* Digital Radiography Systems (Computed Radiography (CR) / Digital Radiography (DR)).
* Digital fluoroscopy units
* Mobile x-ray units
* Mobile image intensifiers
* Manual Handling Aids: Mechanical patient hoists, PAT slides, GLIDE sheets
* Immobilisation devices
* Protective equipment, incl. Lead rubber aprons
* Suction, Oxygen, emergency drugs tray
* Personal Computers
* Label printers
* Ultrasound equipment
* Carry out Quality Assurance test on equipment as required. (Daily, Weekly, Monthly.)
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| **7b. SYSTEMS** |
| * CRIS
* PACS
* Q Pulse
* DATIX
* Clinical Portal and Track Care
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| **8. DECISIONS AND JUDGEMENTS** |
| * Demands for diagnostic imaging are generated by the specific service needs of each clinical area. Radiographers will be available to consult on a daily basis and provide direct and indirect supervision and training when required
* Senior Staff will delegate other non-clinical tasks
* The appropriate line manager will undertake appraisal in order to agree an annual performance development plan
* Delegated responsibility of monitoring consumables and advise radiographic staff when supplies need replenishing
* Occasionally patients who are taken ill in the care of the assistant practitioner a decision must be made whether to call for immediate assistance, the nurse or radiographic staff
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| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| **Daily contact with:****Patients:*** Provide information by explanation of often complex procedures, listening to the patient’s requirements in order to encourage compliance with the imaging process.
* Ensure well-being of patients
* Provide assistance and reassurance to patients awaiting examinations.

**Relatives / Carers:*** Provide reassurance and receive information
* Ask for assistance with, and instruct in methods of immobilisation, maintaining Radiation Protection.

**Radiographic staff:*** Participate in Clinical handover when transferring patient care to colleagues.
* Liaising with Radiologists, Nursing and clerical staff on a daily basis
* Consult radiography staff for advice
* Develop awareness of current divisional issues and impart information to colleagues
* Work closely within the multidisciplinary team
* Liaise with portering staff with respect to patient movement

**Medical Staff and other Health Care Professionals:*** Liaise with medical and nursing staff e.g. to ensure correct patients arrive at allocated time, are correctly prepared for examination and the appropriate mode of transport is used.
* Seek help and advice with patients in pain or who are immobile
* Assist nurses who are working in the X-Ray department if required.
* External agencies – community health care practitioners/ Scottish Ambulance Service/Social Work

**Information Technology Department:*** Resolving IT problems with personal computers
* Resolving Hospital Network problems

**PACS/CRIS Manager:*** PACS amendment process/Exam codes linked to patient info/examination time

**Non NHS Staff:*** Equipment Manufacturers
* Engineers
* Equipment Sales Representatives
* Company Support Staff
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| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:** * To accurately manoeuvre patients into position demands a high degree of accuracy with a narrow margin for error to minimise radiation dose
* Have the expertise to safely handle and operate heavy, specialised, expensive equipment.
* Highly developed hand to eye coordination is required when manipulating imaging equipment.
* Positioning patients for examination requires the operator to manipulate equipment whilst constantly assessing the condition and needs of the patient.
* Transferring and positioning patients for all radiological examinations demands an on-going high level of physical strength and fitness.

**Physical Demands:*** Maintain a level of physical fitness to frequently move imaging equipment throughout three dimensions during all shifts.
* Daily transfer of up to 75% of in-patients from trolleys, beds and chairs onto imaging tables requires the use of safe moving and handling skills. This may include the use of mechanical aids when required, to ensure patient and staff safety.
* Carry large image plates, detectors, to and from the imaging facility to the CR Reader or imaging unit.
* Required to be on feet all day, wearing heavy lead coat during relevant procedures (can weigh up to 7kgs)
* Frequently push/pull patient trolleys and chairs.
* Wear protective lead gowns weighing 3-5 kg when operating mobile equipment and during other procedures.

**Mental Demands:*** Concentration is required when assessing patient’s condition and performing examinations
* Multitasking in an environment where there may be frequent interruptions

**Emotional Demands:*** Whilst performing imaging examinations, care and understanding is required when dealing with patients who may be anxious, distressed or/and have significant co morbidities.

**Daily Working Conditions:*** Occasional exposure to unpleasant odours, uncontained body fluids and infections.
* Occasional exposure to verbal abuse from patients/ carers
* Occasional risk of physical abuse from patients/ carers who may suffer from impaired cognition
* Be required to wear heavy lead rubber aprons.
* Risk of exposure to scattered Ionising Radiation.
* Moving from cold air-conditioned areas to hot air conditions in the working areas.
* Working constantly in artificial lighting with little or no natural daylight.
* Periods of time spent in front of VDU’s processing data.
* Working with equipment that has constant low-level noise.
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| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * To be able to multitask between using highly specialised equipment and dealing with frequent interruptions for advice/information on any aspect of the service provided.
* Working in a busy department where workload can increase at short notice depending on urgency & capacity.
* Working with patients with mixed abilities and language barriers, including anxious patients, those with impaired cognitive function, those who are non-verbal and those who English is a second language.
* Exposure to cases where the patient's prognosis is poor.
* Combining training in new techniques or newly procured equipment with normal patient workload.
* Keeping up to date with Continuing Professional Development and ever changing technology therefore always improving the service provided.
* Knowing limitations to self, role, & knowledge & knowing when to ask for help
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| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| **Essential:*** Higher National Certificate in Assistant Practitioner Diagnostic Imaging or equivalent, plus:
* Evidence of significant clinical training in Diagnostic Imaging equivalent to HND level -including completion and sign-off of training portfolio demonstrating experience and competency, to undertake the radiographic procedures required of the Assistant Practitioner role.
* Experience in CR/DR and PACS
* Good communication skills
* Ability to follow instructions and a willingness to learn
* willing to work within a multidisciplinary team
* An enthusiastic and caring nature
* Good interpersonal skills
* Ability to carry out delegated responsibilities within a dynamic clinical environment
* Recognising ones limitations.
* Have awareness of equality and diversity needs.
* Previous experience working in a health care environment.
* Experience in CR and PACS
* Basic keyboard skills
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