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| JOB IDENTIFICATION |
| Job Title Radiography Assistant  Responsible to (insert job title): Lead Sonographer Obstetrics  Department(s): Ultrasound Department Ayrshire Maternity Unit  Directorate: Women’s, Children’s and Diagnostics  Operating Division: Ayrshire Maternity Unit  Job Reference:  No of Job Holders: 1  Last Update (insert date): February 2020 |

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| 2. JOB PURPOSE |
| To work in any of the Medical Imaging Departments within NHS Ayrshire & Arran.  Work directly with a team of Consultants, Radiographers/Sonographers, Clerical & admin staff.  In line with future department developments the post holder may be required to work over 7 days.  To assist patients whilst in the department. To direct them to their destination giving them instructions and assistance with their attire when required, and to be mindful of their overall care when in the Department.  To act as a chaperone when required.  To assist the Consultants during ultrasound examinations involving, primarily care of patients during their time in the department.  To assist the Sonographers within different areas of the department as required.  To be computer literate and accurately input patient information to the hospital RIS system. |

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| **3. DIMENSIONS** |
| Care is provided to patients from different areas:  Clinical areas:  Community and Outpatients Areas, In Patient Area, Labour Ward, EPAS and Dayward.  Clinical Provision:  The post holder will work Monday to Sunday 0845- 1645. At all times the assistants will facilitate the smooth transition of the patient through the imaging process.  Sonographers will direct the workload of the post holder, depending on the needs of patients and the department.  There will be a requirement to participate in Public Holiday, Evening and Week-End sessions. Shift work may be required to support the changing needs of the Service. |

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| 4. ORGANISATIONAL POSITION |
| Medical Imaging Services Manager    ↕  Lead Sonographer Obstetrics  ↕  Senior Sonographers  ↕  Radiography Assistant (This Post Holder) |

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| 5. ROLE OF DEPARTMENT |
| The Ultrasound department within Ayrshire Maternity Unit provides:   * As part of the integrated maternity service the Maternity Unit provides onsite normal and specialist care to the women of Ayrshire & Arran. The department delivers approximately 3700 babies per annum * An Ultrasound service for Ayrshire Maternity Hospital. * To provide holistic care to the women of Ayrshire in accordance national and local guidelines. * The unit provides a full obstetric, anaesthetic and midwifery service on a 24-hour basis. * The service provides Ultrasound scans within the Early Pregnancy Assessment Unit (EPAS), the main Ultrasound Department for Anomaly Scans and Growth scans, and also within the Day-care Unit, situated within Crosshouse Hospital. * Ultrasound requests generated by referring clinicians and midwives are processed. Thus providing a comprehensive diagnostic facility for Out Patients, In Patients and patients attending through Accident and Emergency. * A high standard of multidisciplinary collaboration is fundamental to the efficiency of this Service. * Continual monitoring of Clinical Governance issues takes place to ensure best practice, and that high standards are maintained. This involves all staff disciplines. * The Departments are continually challenged to meet waiting time targets, and similarly adapting to meet the ever changing priorities of the Service. |

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| **6. KEY RESULT AREAS** |
| * Carry out assigned tasks in delivering and supporting direct patient care under the direction of Consultants/Sonographers to ensure delivery of a high quality service of patient care. * Co-operate with and maintain good relationships with other disciplines that are attending and treating clients to maximise patient care. * Maintain good relationships and an empathic approach to clients’ carers and relatives and refer them to a midwife for any questions they may have on the clients’ condition or the Lead Sonographer for any suggestions or complaints that they wish to raise. * Work within Divisional policies and procedures to ensure maintenance of safe working practices for patients and colleagues. * Adhere to department and unit procedures for the use of supplies and equipment in order to promote the effective and efficient use of resources. * Maintain stock levels of all supplies and carry out housekeeping duties, to support the smooth running of the ultrasound area. * Participate in personal career development plan to maintain skills and develop personal growth through training and education. * Maintain patient confidentiality at all times * Ensure effective infection control policies and procedures are adhered to by staff, women, partners and visitors. * Venepuncture for CUBS and Quadruple screening and handling of blood bottles and attaching patient information labels when and if required. * Train and Assistant in the office to ensure smooth running of the service. * Ensuring blood samples are given to the correct individual/department to allow them to be given to the courier. |

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| 7a. EQUIPMENT AND MACHINERY |
| * RIS/Badgernet/ PACS systems * Beds and chairs used whenever necessary * To safely clean and take care of delicate hi - tech and expensive Health Board equipment including the very delicate ultrasound probes. * To clean and care for electronic rise and fall couches. |

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| **7b. SYSTEMS** |
| * The Radiology Information System (RIS) is used in all areas of the department for patient registration and recording post examination details for every patient. Only when required to cover * Badgernet system for inputting information following NT screening when and if required. * Switch on ultrasound machines and computer system for the reporting Radiologist and Sonographer. * Datix incident reporting system. * Estates/FES reporting system. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * There is usually a predictive pattern of work for each location and on a daily basis, the Lead Sonographer/Deputy Sonographer, will assign tasks, and / or work locations. * Workload is demand led and generated by the clinical activity and needs of the Service. Post holders will be required to use their initiative as the need arises, whilst participating in an allocated location as part of a rotation. * Generalised review of work is monitored by the line manager, or Senior Sonographer in charge of an Area * A yearly appraisal will be carried out by an assigned Senior member of staff |

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| **9. DECISIONS AND JUDGEMENTS** |
| * To monitor workload within the department work areas and assist in an efficient workflow of patients throughout the department. * Assess a patient’s ability to understand, undress, be responsive, co-operative and communicative for an examination and assist them if required. * Decide if stock levels need replenishment in line with the departmental procedure, planned examinations etc., and advise the departmental person designated for ordering stock. * Ensure that patients are organised in an efficient way and recognising when the neediest patients are attended to first. * When there are adverse outcomes, decide how best to show empathy and to recognising that different people have different needs when upset. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Cleaning up when there has been a significant bleed, or sickness; both the patient and equipment. * Having several demands on one’s attention at the same time * Working constantly in artificial light and a darkened room. * Switching from one type of task or area of the department to another at a moments’ notice. * Dealing with the demands of the department in an organised fashion. * Handling patients when they have been given bad news using care and compassion. * Regularly dealing with angry and aggressive patients sensibly and responsibly, seeking help where necessary. * Reassuring patients of the routine of the ultrasound department and helping them to find answers to their questions. * Ensuring that the department is flowing smoothly to ensure that patients are given the best help possible while in the ultrasound department. * Commence on the venepuncture course to allow NT and Quadruple bloods to be taken from patients. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * The post holder will communicate on a regular basis with the patient, their relatives, the multidisciplinary team within Ultrasound and other staff members involved with the provision of care. * The post holder will communicate face to face and via the telephone. The post holder will have to use empathy when dealing with upset patients when they have been given bad news. * Communicates with other relevant departments such as supplies , estates , porters etc |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical Skills   * To provide physical assistance to patients changing into gowns as often patients have disabilities or the inability to communicate. * To assist Sonographers with positioning patients. * To possess keyboard skills when inputting basic data into the RIS system.   Physical Demands.   * The majority of the working day is spent standing, walking and bending to assist patients. * Assisting patients on and off the couch and preparing them for their examination. * The cleaning and maintenance of Ultrasound equipment regularly which involves bending and lifting. * Transferring heavy case notes to and from the records department in the trolley provided. * Occasionally carrying soiled bags of laundry to the uplift area.   Mental Demands   * Consistent concentration required when working in the Ultrasound Department. * Use caring and diplomatic skills when assessing patients’ needs prior to Ultrasound. * To maintain awareness of any hazards within the department and to alert staff and patients.   Emotional Demands   * Provide assistance and care to pregnant patients attending the department. * Assist Sonographers in high pressure situations. * Care sympathetically for patients who may have received bad news following an examination. * Dealing with angry and aggressive patients. * Dealing with patient anxiety prior to examinations.   Working Conditions   * Exposure to unpleasant odours and bodily fluids frequently throughout the day. * Moving from air conditioned areas to hot examination rooms, with little or no ventilation. * Working constantly in artificial lighting with little or no natural daylight. * Exposure to verbal or physical abuse from some patients. * A risk of physical abuse from patients who may be confused, disorientated, or under the influence of alcohol or drugs. * Exposure to infections. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * A good standard of general education is required. * A Post holder must have excellent communication and interpersonal skills. * Ability to use initiative when required when working within a multidisciplinary team * Effective written and verbal communication skills * Knowledge of infection control * Ability to observe the strict code of confidentiality. * Must be care driver/owner to cover cross site. |