**NUCLEAR MEDICINE and PET-CT, WEST GLASGOW**

# JOB IDENTIFICATION

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| **Job Title** | Nuclear Medicine Imaging Assistant |
| **Responsible To:** | Imaging Services Manager |
| **Department(s):** | Nuclear Medicine and PET-CT |
| **Directorate:**  | Diagnostics |

# JOB PURPOSE

To assist Technologists, Radiographers, Physicists, medical and nursing staff before, during and after PET-CT and Nuclear Medicine examinations, providing direct care to the patient. Maintain associated equipment; undertake administrative duties and any other duties as allocated by the Imaging Services Manager in order to ensure a high quality of service to the patients.

# Role of the Department

Nuclear Medicine in Glasgow is delivered in four separate departments. The departments are supported by a centralised Radioisotope Dispensary which also supports Nuclear Medicine in four other Health Boards in the West of Scotland. PET is supported by an on-site Cyclotron and Radiopharmaceutical production unit. Paediatric Nuclear Medicine in Glasgow is delivered by Radiology at the Royal Hospital for Children on the same campus as the Queen Elizabeth University Hospital.

All the departments provide a wide program of teaching and on-site training to a range of staff groups, including medical staff, and each of them has a programme of ongoing scientific research specific to their area of specialism and participates in the general research work of the hospitals they serve, providing input to a range of clinical trials

This post is offered in the NW sector.

The NW Sector Department of Nuclear Medicine provides a nuclear medicine service at Gartnavel General Hospital (GGH). It also provides a PET service for the West of Scotland at the Beatson Oncology Center (on the same campus as GGH). The department is the principal centre for Radionuclide therapies and all inpatient therapies are performed here. A range of complex therapies are administered with patients being referred from all over Scotland.

The sector has 2 dual head Gamma Cameras, 1 SPECT/CT scanner and 2 PET/CT scanners and associated equipment. It has also has 3 dedicated inpatient therapy rooms.

Both the PET and general Nuclear Medicine services see between 4000 and 6000 patients each per year while in-patient therapy service has 4 isolation rooms which are in almost constant use.

The department employs 32 staff split between Technologists / Radiographers, physicists, and support staff and is supported by Radiologists, Nuclear Medicine Physicians and Oncologists.

# Organisational position

Consultant Clinical Scientist

Head of Department

Section Manager

**Imaging assistant**

**(THIS POST)**

Imaging service managers

# Scope and Range

**Clinical areas**: Nuclear Medicine, PET-CT

**Clinical provision:**  0800 to 2000, 365 days per annum.

**Potential hours worked:** 5 days of 7day week including Public Holidays

**Staff Responsibility**:

Under supervision of a Technologist / Radiographer / Physicist provide a high quality safe and supportive environment in order to care for patients and respond to their needs.

1. A list of duties and responsibilities will be assigned by the Imaging Services Manager and may be changed depending on the requirements of the service
2. Radiographers/technologists/physicists will be available to consult on a daily basis and provide direct supervision and training when required.
3. The Imaging Services Manager will undertake appraisal in order to agree an annual performance development plan.
4. Participate in the induction and training of new Radiographic Assistants

# Key result areas

## Clinical:

## To work within Radiation protection guide lines in accordance with the Local Rules and. Ionising Radiation Medical Exposure Regulations IR(ME)R 2017 to ensure that the correct patient receives the correct examination with the minimum radiation dose.

1. Prepare the examination rooms for different types of examination, ensuring rooms are kept clean and tidy and stocked with supplies.
2. Assist moving and handling of patients to ensure a safe environment.
3. To assist and chaperone patients during imaging examinations when required.
4. Assist patients with activities of daily living i.e. toileting, incontinence, catheter care or arranging for refreshments when necessary.
5. Work safely in an environment in which radionuclides are present in patients
6. Monitor stock levels for consumables and change laundry when required.
7. Comply with waste disposal policy i.e. clinical, domestic and laundry disposal on a daily basis
8. Work as part of a team to ensure effective communication and delivery of care.
9. Liaise with fellow health care workers and referring clinicians to provide a high quality imaging service to patients.
10. Assist in the preparation of sterile trolleys/equipment where necessary and to assist medical staff during a sterile procedure. E.g. biopsy, intra-cavity probes
11. Undertake IV cannulation after appropriate training.
12. After training assist in the removal of IV cannulation devices and apply pressure to the area.
13. Taking of blood samples required for NM procedures.
14. Transferring radionuclide’s and blood samples to and from WOSCC required for GFR procedures.
15. Adhere to the organisational Infection control policy and procedures and act as a role model in the maintenance of a safe environment
16. Co-operate with and maintain good relationships with other disciplines that are attending and treating clients to maximise patient care.
17. Maintain accurate patient records, check patients ID and input accurate information into the Radiology Information System, including post processing when required
18. Organise portering services under direction. Assist the porter if required.
19. To participate in the departmental Quality Assurance programme.

**Clerical:**

1. To assist with the collection and distribution of referral cards, notes etc and ensure that patients and paperwork are directed to the appropriate department.
2. To participate in entering patient information from the request card into the Radiology Information System.
3. Assist A/C staff in patient liaison activities, e.g. issuing patient appointments and patient preparation as directed by radiographic/nursing/medical staff.

**General :**

Comply and contribute to implementation of departmental and professional policies and procedures such as:

* + Health and Safety including Risk Assessment, COSHH, Fire Regulations, Infection Control and Clinical Effectiveness
	+ Radiation Protection Local Rules, Ionising Radiations Regulations (IRR) 2017 and IR(ME)R 2017
	+ Divisional Policies regarding No Smoking Policy, Grievance Procedure and Disciplinary Procedure.

## Educational:

Participate in mandatory training and seek personal development under the guidance of the Imaging Services Manager.

In house training will be given to enhance skills in Health Care and IT

# Equipment, systems and machinery

Radiographic Assistants must operate, clean, maintain and report faults if required on a daily basis:

* Label printers
* IT equipment
* Moving and handling equipment (hoist, Arjo and Oxford)
* Equipment for Suctioning
* Fire fighting equipment
* Electric bed frames
* Therapy mattresses
* Clinimatic
* Changing medical gas cylinders including flow meters/gauges

## Ancillary Equipment

* Patient hoists
* Immobilisation devices such as foam pads and bucky bands
* dressing trolleys
* Constantly moving patients on chairs and trolleys
* Examination couches
* commodes
* patient transport/transfer trolleys

## Computer Systems

* Radiology Information System ( RIS) – to register patient details
* Access the Internet and Trust Intranet for personal and professional development.

# Decisions and judgement

1. Prioritise departmental duties appropriately depending on service needs.
2. Asses patients ability to undress and assist them if necessary
3. Demonstrates the ability to acknowledge changes in patient’s condition and report them to the registered nurse/radiographer.
4. Decide if stock levels need replenished in line with departmental procedures and advise accordingly
5. If any fault is identified within a processor/piece of equipment decide on course of action in order to continue use and inform the relevant staff accordingly

# MOST CHALLENGING /DIFFICULT PARTS OF THE JOB

1. Ensuring personal and patient safety during moving and handling procedures
2. Prioritising workload with demands coming from many areas of the department
3. Assisting with patients and carers in stressful and demanding situations
4. Correctly identify patients using departmental protocols and IR(ME)R regulations.
5. Dealing with unsealed radionuclides in a safe manner
6. Dealing, in a safe manner, with patients who have been administered radionuclides

# COMMUNICATION AND RELATIONSHIPS

**Patients:**

1. Provide information by explanation of often complex procedures.
2. Know the requirements in all areas in order to encourage compliance with the imaging examination
3. Provide assistance and reassurance to patients awaiting examinations
4. Respect confidential information obtained in the course of duty.

## Relatives / Carers

1. Provide reassurance and receive information about patients individual needs
2. Ask for assistance with , and instruct in methods of immobilisation while maintaining radiation protection

## Departmental Staff

1. Consult radiography/technology/physics staff for advice
2. Pass on all information relating to patient transfer and any relevant information
3. Seek help and advice with patients in pain or who are immobile
4. Pass on all information relating to patient transfer and any relevant information/report changes/concerns in patient condition

## Clerical Staff

1. Liaise with clerical staff for previous films, patient demographics.
2. Assist with sending out patient appointments and appropriate examination preparation

## Ward Staff

1. Arranging correct mode of transport via telephone updating ward with appointment time or specific preparation/ instructions.

## Portering Staff

1. Liase with porters and ward staff to ensure safe patient transfer to and from the department.

# PHYSICAL, MENTAL AND EMOTIONAL DEMANDS

## Physical Skills

* Provide assistance to patients who require changing into gowns. Patients may often have disabilities and inability to communicate
* Assist in positioning patients when required.
* Possess keyboard skills for the entry of data into the RIS system

## Physical Demands

* The majority of the day is spent standing, walking and bending to assist patients.
* Cleaning equipment regularly and changing mattress sheets involves bending and lifting.
* Frequent transfer of patients from trolleys, beds and chairs onto scanning tables requires safe lifting (moving) and handling skills.
* Able to use mechanical lifting aids when required

## Mental Demands

* If equipment should malfunction during use, evaluate the situation and report to the relevant departmental staff.
* Use caring and diplomatic skills when assessing patients needs prior to examination
* Dealing safely with unsealed radionuclides

## Emotional Demands

* Provide assistance and care to terminally ill patients awaiting radiological examinations
* Assist in dealing with critically injured patients
* Deal with patients and carers who may be irrational or upset due to postponed examination or having to wait longer for examination due to unforeseen delays.

## Working Conditions

* Exposure to unpleasant odours and body fluids frequently throughout the day
* Moving from warm air conditions to cold conditions during the working day
* Working constantly in artificial lighting with little or no natural daylight.
* Exposure to verbal abuse from some patients
* Exposure to radionuclides
* There is a risk of physical abuse from patients who may be disorientated and confused.