

JOB DESCRIPTION

JOB TITLE:	Ultrasound Radiology Assistant
LOCATION:	Airedale General Hospital
GRADE:	Band 3
RESPONSIBLE TO:	Ultrasound Service Lead
ACCOUNTABLE TO:	Radiology Services Manager / clinical Services Manager

We are absolutely committed to ensuring that our patients have the best possible experience within our department. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

ORGANISATIONAL CHART



OVERALL RESPONSIBILITY

To assist the Radiologists, Radiographic and Nursing staff in the smooth running of the Ultrasound, Ante Natal and Breast service, interventional work over all the Airedale sites as required. This will involve greeting patients, changing them into gowns, assisting with the procedure, giving personal care to patients, for example toileting, undertaking necessary clerical work and liaising with wards and clinicians. Taking blood samples to support our Obstetric ultrasound /Pregnancy screening service

Mentoring students/ new members of staff as and when required.

The role is patient focused, service driven and varied.

Patient contact is required.

Computer use is required (RIS system)

To commit to your obligation to do your fair share of additional hours towards the weekend and bank holidays pick lists to enable this to be a fully staffed rota.

Main duties and responsibilities

1. Receiving patients into the department at Airedale.
2. Checking, booking and amending patient details onto the department IT system where required.
3. Co-coordinating patient lists to ensure patients are kept to time.
4. Be responsible for liaising with porters regarding ward patients using electronic system, and verbal communication skills and supporting the portering when required.
5. Checking patient information including identification of patients, preparation for the examination and completion of WHO check lists
6. Recording Weight/Height of patients where appropriate.
7. Confirming examinations on IT system upon completion of the examination.
8. Using Hospital Administration System and Radiology.
9. Information System in line with protocol and following training.
10. Making appointments under guidance from Sonographers
11. Clerical duties including the registration of patients, dealing with enquiries, obtaining previous X-ray and Ultrasound records, use of the departmental computer (RIS system) .In addition, the maintenance of a computerised appointments diary
12. To assist in the care of patients undergoing Ultrasound examinations which will include dealing with poorly and distressed patients, escorting patients and relatives, explaining procedures and assisting with dressing, undressing and toileting where necessary.
13. To maintain high standards of service, quality and patient care and help to promote a caring environment.
14. Assisting with safe moving and handling of patients.
15. Assisting in the x ray rooms, following the service protocol and procedures manual.
16. Caring for patients during and after procedures.

17. To assist Sonographers and Radiologists during Ultrasound sessions including organising the smooth running of sessions, chaperoning during intimate examinations and assisting during biopsies and aspirations. Ensuring patients are aware of next steps after conclusion of the examination.
18. To maintain high standards of cleanliness of equipment, accessories, laundry etc throughout the department and keeping the examination room and patient areas clean, tidy and supplied with disposable items.
19. Taking part in multi-disciplinary team meetings to better service to patients.
To work in accordance with local and national policies.
20. To undertake duties outside of normal working hours if required.
21. Flexibility may be required to work extra hours.
22. To undertake stock control duties as required.
23. To be aware and observe all relevant Directorate, Trust and legislative policies and procedures. These will include Health & Safety at Work, COSHH, Data Protection, Ionising Radiation Regulations, Fire, Control of Infection, Major Accident etc.
24. To be aware that any information regarding patients is strictly confidential and not to be discussed outside the department.
25. Taking part in multi-disciplinary team meetings to better service to patients.
26. To contribute to Departmental Risk Register as appropriate.
27. Ensuring policies and procedures regarding safety are followed.
28. Communicating with patients, particularly regarding delays in service, examination process and general enquires.
29. Answering patient queries.
30. Liaising with ward staff and porters regarding patient transport to department.
31. Taking messages from medical staff regarding requests for examinations.
32. Communicating with radiographers, radiologists and others to ensure smooth running of service.
33. Communicating with team regarding areas of specialty/handover/ annual leave and Rota's.
34. Communication with senior staff regarding stock levels.
35. Organising work in a manner to suit the team in which working. Keeping a flow of patients for practitioners to examine.
36. Provide mentorship to new members of staff.
37. Monitoring stock level, taking part in stock takes.

38. Ensure that mandatory training is up to date.
39. To participate in the appraisal system
40. Collecting patients from the department reception area and directing them to the appropriate waiting / changing area.
41. Ensuring infection control measures are followed in all clinical areas.
42. Collecting and tracking patient notes where relating to patients in department.
43. Ensuring, along with the whole team, the patient journey through the department is a positive experience.
44. Assisting in evaluation of services when required.
45. Staying with patients in examination rooms when radiographic staff are not present.
46. Making sure patients are comfortable, warm and dignified in the waiting areas of the department.
47. Sympathetically dealing with emotional needs of patients and carers pre and post procedures.
48. Practically assisting patients whether in examination room, toileting areas, transport or assisting with dressing.
49. To report to duty conforming to the uniform policy and dress code.
50. Adhere to Trust policies in communications, manner, dress and behavior.
51. Protecting self and others when working in radiation area.
52. Monitoring stocks of disposable equipment in line with needs of the area of work.
53. To ensure effective and efficient use of all resources.
54. To use consumables responsibly, keeping waste to a minimum.
55. To use time effectively and reduce waste.
56. Keeping the areas tidy and cleaning expensive equipment.
57. Cleaning areas or equipment as instructed.
58. Ensuring linen is available, and used linen is removed appropriately.
59. Ensuring all infection control policies are followed in the department including decontamination of surfaces and or equipment.

Right care behaviours

1. Ensure that the safety of the patient and their experience remains the focus of radiology services provided in line with the Trust's 'Right Care' programme
2. Act at all times as an exemplary role model and leader for the radiology staff. Supporting the Trust 'Right Care' Initiative
3. Maintain a working environment which encourages team work, mutual support and excellence in service delivery and reduces risk
4. Lead by example, motivate and support staff
5. Act in an influencing role in contentious areas, regarding role and service changes/developments
6. Achieve objectives set within your PDR
7. Support training and mentor work experience students
8. Attend study/development programmes agreed at annual Personal Development Review and keep updated records of Continual Professional Development and mandatory training
9. Maintain a level of professional confidentiality at all times in relation to patients/visitors and staff
10. Ensure that the safety, care and comfort of patients, visitors and staff are maintained at all times
11. Promote good working relationships with medical and nursing staff, managers, peers and staff both within radiology and throughout the Trust
12. Following the departmental and Trust policies

13. Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

Health & Safety

Whilst at work you must take reasonable care of your own health and safety and of other persons who may be affected by your acts or omissions. You must also co-operate with other members of staff, supervisors or manager to ensure that the requirements or duties imposed by Trust policies concerning Health and Safety are complied with.

Manual Handling

Lift and manoeuvre people, heavy goods and equipment in accordance with manual handling regulations and good practice.

Equal Opportunities

Work within Trust Equal Opportunities policies and promote equality of opportunity at work and equality of access to healthcare, at all times.

Health & Safety

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.

Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

Infection Prevention and Control

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Any other duties necessary for the successful performance of the role.

Restriction on Smoking

The Trust is “Smokefree”. You may not smoke in Trust owned buildings or grounds.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.