

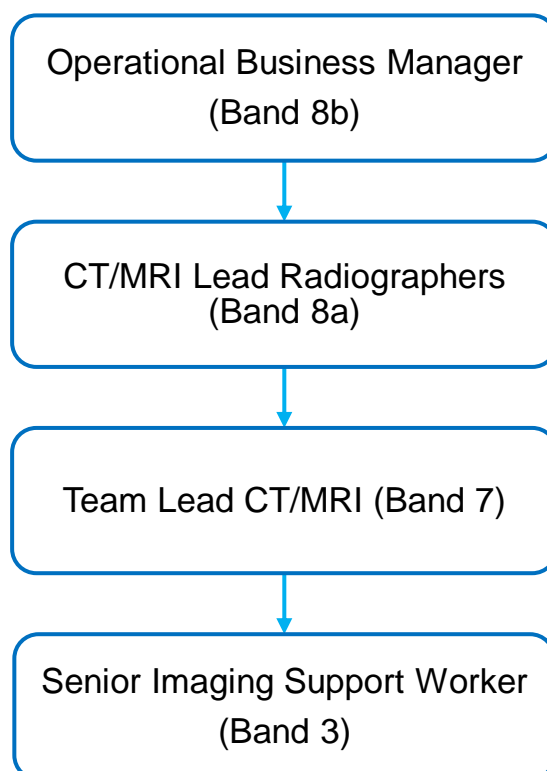
Senior Imaging Support Worker

Diagnostic & Support Services Division

Department of Imaging

Job Title:	Senior Imaging Support Worker
Band:	3 (or band 2 trainee post)
Working hours:	37.5
Responsible to:	CT or MRI Team Lead
Accountable to:	Operational Business Manager

Organisational Chart



Team Vision

To provide a Safe, Caring, Efficient and Quality Mammography Service to our patients.

OUR VALUES

Vision

We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable. We make decisions that are best for long term health and social care outcomes for our communities.

Openness

We communicate clearly to our patients, families and our staff with transparency and honesty. We encourage feedback from everyone to help drive innovation and Improvements.

Integrity

We demonstrate fairness, respect and empathy in our interactions with people We take responsibility for our actions, speaking out and learning from our mistakes.

Compassion

We take a person-centred approach in all our interactions with patients, families and our staff We provide compassionate care and demonstrate understanding to everyone.

Excellence

We put quality and safety at the heart of all our services and processes We continuously improve our standards of healthcare with the patient in mind.

TRAINING POSTS

Candidates who are applying for a trainee position will be supported by the department to achieve competency to fulfil the job description and personal specification of this position. Candidates have their own responsibility to work towards fulfilling all aspects of the job description, as outlined in this document. The process must be undertaken alongside any training requirements, preceptorship program, qualifications, competency assessment and/or probationary periods applicable to the position. The uplift to the advertised banding will take affect once the candidate successfully satisfies all relevant criteria of the post.

JOB PURPOSE:

To work as part of a multidisciplinary team to provide high standards of patient care, assisting the Radiologists and Radiographers in the Clinical area across a wide range of Radiology examinations.

To work under the supervision of a Radiographer/Radiologist qualified in their relevant area

To assure good communications between patients, staff and colleagues are maintained.

DUTIES AND RESPONSIBILITIES

Clinical Responsibilities

1. To assist the Radiologists/Radiographers/Radiology Nurses during patient examinations in the Radiology Department working within the scope of department procedures and practices. This will include moving and handling.

2. Following appropriate training and competency assessment is able to perform basic radiology procedures e.g. insert and remove IV cannula.
3. To maintain competency of IV cannulation – complete annual audit.
4. To maintain Aseptic Non-Touch Technique (ANTT) mandatory training compliance.
5. To be responsible for the care and comfort of the patient whilst in the Department and throughout their examination.
6. To prepare and assist with general and specialised procedures e.g. Ultrasound guided biopsies/drainages.
7. To record all relevant information relating to patient attendances. This will include input of data into relevant computer systems, including CRIS, and any other media or systems as appropriate.
8. To ensure the highest standards of patient care are maintained at all times.
9. To maintain patient privacy, dignity and respect
10. To inform the Radiologist/Radiographer/Radiology nurse of any changes in the patient's physical condition or situation, and any significant factors relevant to the patient.
11. To be aware of the radiation protection implications within the Radiology Department.
12. To adhere to departmental local rules and IR(ME)R procedures where appropriate.
13. Ability to be able to work within confined spaces i.e.: bend, crouch, stretch, twist upper & lower body, push and pull equipment.
14. Frequent requirement for moderate effort to be exerted over multiple short periods throughout the day.
15. Frequent requirement for concentration with an unpredictable workload.
16. Ability to concentrate under pressure.
17. Ability to cope with occasional exposure to verbal abuse
18. Ability to cope with the demands of anxious patients.
19. To work within the scope of their practice and to escalate or seek help when the situation requires input/advice from a senior colleague.

Planning & Organisational Skills

1. To prioritise own workload and organise and perform own work effectively and efficiently.
2. To liaise with portering, radiographers, sonographers and ward staff to ensure in-patients are examined in a timely manner.
3. To assist with the management of patient lists ensuring an efficient, robust service delivery.

4. To prepare the examination room including set up of sterile trolleys for biopsies/drainages if and when required.
5. To maintain a clean and safe area of work. This will involve cleaning of ancillary equipment.
6. To perform general housekeeping duties to maintain a pleasant environment for patients waiting for examination.
7. To deputise for the Lead Assistant as appropriate.

Communication Skills

1. To communicate with patients, relatives, carers, and other health care professionals to ensure patients are well prepared for the examinations they undergo.
2. To attend staff meetings and receive Team Brief on a monthly basis.
3. To keep up-to-date with all internal communications.
4. To report any breakdowns or faults to the relevant Service Lead.

Clinical Governance

1. To attend all mandatory and statutory training sessions and complete all e-learning modules as required by the Trust.
2. To support people's equality, diversity and rights.
3. To follow and comply with all Trust and Departmental Policies, Procedures, Protocols, and Guidelines, reporting to senior staff any difficulties experienced in complying with these and assisting in identifying any changes that may be required.
4. All employees must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults
5. To assist in the induction and departmental training of new staff.

Health, Safety and Security

1. All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
2. To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.
3. All employees must comply with all relevant policies, procedures and training in relation to fire safety and attend fire safety training on an annual basis.

Confidentiality

1. Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality

1. All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
2. Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability

1. You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control

1. To maintain compliance with mandatory training modules for infection, prevention and control and aseptic non-touch technique (ANTT).
2. To prevent the spread of infection by adopting measures appropriate to the situation, and participating in education of staff, patients and carers.
3. To contribute to environmental audits and implementation of action plans.
4. To comply with policies for the correct disposal of clinical and other waste, sharps and soiled linen and ensure all staff adhere to these policies.
5. To maintain standards of cleanliness and hand hygiene.
6. All employees must comply with all relevant policies, procedures and training on infection prevention and control
7. To maintain a high level of environmental quality by complying with infection control policies and ensuring that all imaging and processing equipment is cleaned to a standard appropriate for the examination of clients.
8. To maintain high standards in appearance, hygiene, manner, punctuality, attendance and competence.

Safeguarding Children and Vulnerable Adults

1. You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality

1. You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.
2. All employees are to ensure they work within the Trust's Equal Opportunities Policy and accept everyone has a right to their distinct identity.
3. All employees must treat everyone with dignity and respect, and to ensure that what all our customers (patients/carers/visitors/staff) tell us is valued by reporting it back into the organisation.
4. All employees to be responsible for promoting and participating in the achievement of the departmental Equality and Diversity Action Plan.

Training

1. To take responsibility for your own and your staff's development.
2. All employees have a duty to attend all mandatory training sessions as required by the Trust.
3. Any other general requirements as appropriate to the post and location

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

Prepared by: Marc Selby – Deputy Operational Business Manager, Radiology
Craig Raymond – CT Team Lead Radiographer

**Date
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