

JOB DESCRIPTION

JOB DETAILS

Job Title:	Radiology Department Assistant
Department:	Radiology Departments across Trafford Hospitals
Directorate:	Radiology
Hours:	Full time (37.5 hours per week)
Band:	3
Line Manager:	Radiology Site Lead Trafford
Responsible to:	Radiology Site Lead Trafford
Responsible for:	No direct line management responsibilities

OVERALL JOB SUMMARY

To contribute to the delivery of a high-quality Radiology service across the Trafford Hospitals which includes Altrincham General and CT/MR at Withington Community Hospital

To ensure the general welfare, safety and comfort of patients at all times and to assist Radiographers and Consultant Radiologists during clinical examinations. To maintain a safe, clean working environment and ensure that modality areas are well stocked with consumables at all times. To perform a range of clerical/administrative duties following training and assessment including intravenous cannulation.

DUTIES AND RESPONSIBILITIES

1. To explain dressing/undressing requirements to patients and to assist if necessary
2. To physically assist patients onto and off the examination couch
3. To assist in manual handling including pushing trolleys/beds/chairs
4. Confidently able to assist colleagues with the use of manual handling aids such as the hoist
5. To attend to the patients needs when undergoing lengthy procedures
6. To liaise with the ward staff and porters for arrangement of the transport of patients to and from the department
7. To assist in the laying out of supplies in line with ANTT policies and room preparation for specialised procedures
8. Inline with protocols and under direct supervision/instruction from Radiographers/Radiologists prepare pharmaceutical products e.g. Barium sulphate/oral bowel preparations

9. Take delivery of new stock, checking off goods received against delivery note and place in storeroom ensuring efficient stock rotation
10. To give clear explanations of the procedure prior to the examination taking place, patients/clients may have a physical or mental impairment.
11. To complete first check of the CT/MR checklists prior to examination.
12. Competent in all modality areas. Completed and signed off on all competencies for each specific modality allowing for autonomous working.
13. To provide reassurance and support to patients and carers/family before, during and after radiological procedures
14. Inline with protocols and under indirect supervision/instruction from Radiographers using ANTT, insert and remove venflons and dispose of them in the correct way
15. Completed in-house training for use of Posiflush syringes and confidently use under the supervision of radiographers
16. To report any concern regarding patient care to a qualified member of staff
17. To maintain high standards of cleanliness throughout the working environment i.e all rooms, changing cubicles and equipment, following the Trust Infection control policies
18. Manage the laundry within the department, ensuring that stock levels are maintained and soiled laundry is dealt with and removed correctly. Liaise with the Laundry Department regarding any problems with supply.
19. Under direct supervision/instruction from Radiologists/Radiographers ensure specimen samples are collated and taken to path lab.
20. To appropriately clean instruments used in procedures and take to sterile services department
21. To clean and care for Imaging equipment in accordance with manufacturers guidance
22. To ensure the effective and efficient use of consumables
23. To participate in a regular staff appraisal scheme
24. Completion or monthly Infection control environmental audits
25. Inputting of data to database for the monthly patient experience questionnaires
26. To comply with all relevant statutes and department policies
27. To assist on the reception desk when required, checking in patients and answering telephone enquiries.
28. Booking plain film appointments as and when required to support the administration team.
29. To accurately input all relevant patient details as acquired from the referring request form, onto the Radiology Information System
30. To answer the telephone and to competently and professionally deal with any queries
31. Competent and confident in the use of HIVE and Sectra
32. Under direct supervision to complete post examination procedures on both HIVE and Sectra systems
33. . To maintain and update all relevant records
34. To maintain health, safety and security and report any concerns to a qualified member of staff
35. An awareness of patients/relatives/staff equality, diversity and rights.
36. To carry out duties as and when required in order to ensure the smooth running of the Radiology Department

Communication & Working Relationships:

- Ensure effective communications with patients of all ages and physical and mental abilities to facilitate cooperation and provide reassurance to achieve a satisfactory and diagnostic examination at the first attempt.
- Liaise with all patients, health professionals and non-clinical staff regarding patient care, explaining clearly and concisely where and when they will receive results.
- Liaise with other healthcare professionals and medical staff to ensure efficient and effective patient care. This may involve the use of complex information when discussing the patient's condition or images required to achieve the correct diagnosis.
- You will be expected to maintain a working relationship with the hospital wide multidisciplinary team.

All Job Holders are required to:

- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential and mandatory training.
- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the Data Protection Act 1998.
- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.
- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.
- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

Note:

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Manchester University Hospitals NHS Foundation Trust policies, procedures & guidelines.