

BWRDD IECHYD PRIFYSGOL BETSI CADWALADR **DISGRIFIAD SWYDD**

MANYLION Y SWYDD

Teitl y Swydd:	Cynorthwydd i'r Radiograffydd
Gradd:	Band 2
Oriau Gwaith:	I'w benderfynu yn y cyfweiliad
Grŵp Rhaglen Glinigol:	Radioleg
Safle:	Wrecsam Maelor

TREFNIADAU SEFYDLIADOL

Yn atebol i:	Rheolwr Gwasanaethau Radioleg
Adrodd i:	Radiograffydd Goruchwyliol

PWRPAS Y SWYDD

Helpu'r radiograffwyr, radiolegwyr ac aelodau eraill o'r tîm radioleg aml ddisgyblaethol drwy wneud dyletswyddau heb fod yn rhai radiograffeg sy'n cynnwys gofalu am, paratoi a rheoli cleifion sy'n dod i gael triniaethau radiolegol, dyletswyddau derbynfa a chleryddol a phrosesu delweddau fel bo angen.

CRYNODEB O'R SWYDD

Dyletswyddau a chyfrifoldebau

- Cyfarfod a derbyn cleifion sy'n cyrraedd, gwirio pwy ydyn nhw yn unol â gofynion deddfwriaethol, gwneud cleifion yn gyfforddus a sicrhau eu bod yn deall beth sy'n digwydd yn ystod eu hymweliad.
- Helpu efo dyletswyddau cleryddol a sicrhau fod manylion cleifion/archwiliadau yn cael eu rhoi yn gywir ar System Reoli Radioleg cyn i archwiliadau ddigwydd.
- Hebrwng cleifion a/neu rai sy'n ddibynol arnynt o fewn yr adran ac i fannau eraill yn yr ysbyty fel bo'r gofyn.
- Hebrwng cleifion i driniaethau delweddu.
- Gofalu am anghenion cleifion a rhoi sylw i'w lles yn unol ag arferion gweithio diogel.
- Helpu'r radiograffydd i drosglwyddo a symud cleifion ac offer yn defnyddio technegau trafod â llaw.
- Prosesu/chwalu casetiau delweddu ar PACS a throsglwyddo delweddau i CD os a phan fo angen.
- Sicrhau fod ystafelloedd archwilio yn cael eu cadw'n lân a thaclus, gyda digon o stoc.
- Cydymffurfio â'r Ddeddf Diogelu Data, y Ddeddf Mynediad at Gofnodion Iechyd a deddfwriaeth a gyhoeddwyd ynglŷn â data cyfrinachol bob amser.
- Cysylltu â staff nyrsio a phorthorion i helpu i ddarparu gwasanaeth effeithlon wedi ei ganolbwyntio ar y claf, e.e. paratoi cleifion at archwiliadau radiolegol a threfniadau trosglwyddo cleifion.
- Ateb y ffôn a delio ag ymholiadau gan gleifion, gofalcwyr, gwarcheidwaid, clinigwyr a staff gofal iechyd eraill.
- Cymryd negeseuon i staff radioleg pan fo hynny'n briodol gan sicrhau fod yr wybodaeth yn gywir ac yn cael ei ailadrodd ar amser.
- Cyfathrebu â chleifion fel bo'r gofyn i drefnu a/neu gadarnhau apwyntiadau radioleg.
- Bod yn gyfarwydd â radiograffeg gyfrifiadurol a digidol a'r System Archifo Lluniau a Chyfathrebu (PACS)
- Cymryd rhan mewn casglu gwybodaeth/data ar gyfer archwiliadau'r adran pan fo angen.

- Cymryd rhan mewn hyfforddi cynorthwyywr newydd/cymhorthyddion, mentora fel bo'n briodol.
- Tawelu sefyllfaoedd, ymdrin â gwrthdaro ac ymddygiad ymosodol drwy ddefnyddio gwybodaeth, hyfforddiant a phrofiad.
- Cydymffurfio â holl bolisiâu a gweithdrefnau statudol ac adrannol yn cynnwys:
 - Rheoliadau Ioneiddio Ymbelydredd (Amlygiad Meddygol) 2000 (IRMER)
 - Rheoliadau Ioneiddio Ymbelydredd (IRR) 99 e.e. gwisgo ffedogau plwm ac offer amddiffynol personol arall fel sy'n briodol i'r maes gwaith rheoledig.
- Cydnabod a chefnogi cydraddoldeb, amrywiaeth a hawliau cleifion a chydweithwyr yn unol â pholisi BIPBC.
- Yn dibynnu ar oriau craidd y swydd, ymrwymo i ddarparu gwasanaeth y tu allan i oriau yn cynnwys Gwyliau Banc os a phan fo angen.
- Gwneud dyletswyddau eraill o fewn y GRhG Radioleg sy'n briodol i'r swydd.

CYFFREDINOL

Rheoli Risg

Elfen safonol o rôl a chyfrifoldeb holl staff Bwrdd Iechyd Prifysgol Betsi Cadwaladr yw eu bod yn cyflawni rôl weithredol o ran rheoli risg yn eu holl waith. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, gweithredu'n briodol a rhoi gwybod am bob digwyddiad, digwyddiadau y bu ond y dim iddynt ddigwydd a pheryglon.

Rheoli Cofnodion

Fel gweithiwr i Fwrdd Iechyd Prifysgol Betsi Cadwaladr, rydych yn gyfreithiol gyfrifol am yr holl gofnodion yr ydych yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'ch gwaith ym Mwrdd Iechyd Prifysgol Betsi Cadwaladr (gan gynnwys iechyd cleientiaid, ariannol, personol a gweinyddol). Mae'n bosibl bydd y cofnodion hyn ar ffurf papur, electronig neu ddelweddau pelydr-x. Ystyrir bob cofnod yn rhai cyhoeddus (o dan Ddeddf Cofnodion Cyhoeddus 1958). Dylech ymgynghori â'ch rheolwr os oes unrhyw amheuaeth ynghylch rheolaeth gywir y cofnodion yr ydych chi'n gweithio â nhw.

Gofynion Iechyd a Diogelwch

Mae gan holl weithwyr Bwrdd Iechyd Prifysgol Betsi Cadwaladr ddyletswydd gofal statudol am eu diogelwch personol eu hunain ac eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu diffyg gweithredoedd. Gofynnir i weithiwyd cydweithredu â rheolwyr i alluogi Bwrdd Iechyd Prifysgol Betsi Cadwaladr i fodloni ei ddyletswyddau cyfreithiol ei hun a rhoi gwybod am unrhyw amgylchiadau all gyfaddawdu iechyd, diogelwch a lles y rhai a affeithir gan weithredoedd Bwrdd Iechyd Prifysgol Betsi Cadwaladr.

Cyfrinachedd A Diogelwch Gwybodaeth

Fel un a gyflogir gan Fwrdd Iechyd Prifysgol Betsi Cadwaladr, mae gofyn i chi gynnal cyfrinachedd yr holl gofnodion sydd gan Fwrdd Iechyd Prifysgol Betsi Cadwaladr, boed yn gofnodion cleifion neu wybodaeth gan Fwrdd Iechyd Prifysgol Betsi Cadwaladr. Mae'r ddyletswydd hon yn para am gyfnod amhendiant a bydd yn parhau ar ôl i chi adael Bwrdd Iechyd Prifysgol Betsi Cadwaladr.

Gwnewch yn siŵr eich bod yn ymwybodol o ac yn cadw at y safonau a ddisgrifir ym mholisiâu Bwrdd Iechyd Prifysgol Betsi Cadwaladr ar gyfer diogelwch gwybodaeth a thechnoleg gwybodaeth.

Gallu

Rydych yn gyfrifol am gyfyngu eich camau i'r hyn y teimlwch y gallwch ei wneud. Os oes gennych unrhyw amheuaeth am eich gallu yn ystod eich dyletswyddau dylech gael gair â'ch rheolwr llinell/goruchwyliwr ar unwaith.

BETSI CADWALADR UNIVERSITY HEALTH BOARD
JOB DESCRIPTION

JOB DETAILS

Job Title:	Radiographic Assistant
Job Grade:	Band 2
Hours of Work:	To be determined at interview
Clinical Programme Group:	Radiology
Base:	Wrexham Maelor

ORGANISATIONAL ARRANGEMENTS

Accountable To:	Radiology Service Manager
Reports To:	Supervising Radiographer

JOB PURPOSE

To assist the radiographers, radiologists and other members of the radiology multi disciplinary team by carrying out non-radiographic duties which include the care, preparation and management of patients presenting for radiological procedures, reception and clerical duties and the processing of images as required.

JOB SUMMARY

Duties and Responsibilities

- Meet and receive patients on arrival, checking patient identification in accordance with legislative requirements, make patients comfortable and ensure that they have an understanding of events during their visit.
- Assist with clerical duties whilst ensuring patient/examination details are entered accurately onto the Radiology Management System prior to examinations being undertaken.
- Accompany patients and/or dependants within the department or any other areas in the hospital as required.
- Chaperone patients during imaging procedures.
- Care for the patient's needs and attend to their welfare in accordance with safe working practice.
- Assist the radiographer to transfer and position patients and equipment using appropriate manual handling techniques.
- Process/erase imaging cassettes on PACS and transfer of images to CDs as and when required.
- Ensure that examination rooms are kept clean, tidy and appropriately stocked in the area of duty.
- Comply with the Data Protection Act, Access to Health Records Act and legislation issued in relation to confidential data at all times.
- Liaise with nursing and portering staff to assist in the provision of an efficient patient centred service, e.g. patient preparation for radiological examinations and patient transfer arrangements
- Answer telephone calls and deal with enquiries from patients, carers, guardians, clinicians and other healthcare staff.
- Take messages as required for radiology staff ensuring information is accurate and relayed in a timely manner.
- Communicate with patients as required to arrange and/or confirm radiology appointments.

- Be conversant with the use of computerised and digital radiography and the 'Picture, Archiving, Communication System' (PACS).
- Participate in the collection of information/data for departmental audit as and when required.
- Participate in the training of new assistants/helpers, acting as mentors as appropriate.
- Defuse situations, dealing with conflict and aggression through knowledge, training and experience.
- Comply with all statutory and departmental policies and procedures including:
 - Ionising radiation (Medical Exposure) Regulations 2000 (IRMER)
 - Ionising radiation Regulations (IRR) 99, e.g. wearing of lead aprons and other personal protective equipment as appropriate to the controlled area of work.
- Recognise and support the equality, diversity and rights of patients and colleagues in line with BCUHB policy.
- Dependant on the core hours of the post, commit to the provision of an out of hours service including Bank Holidays as and when required.
- Undertake other duties within the Radiology CPG that are appropriate to the role.

GENERAL

Risk management

It is a standard element of the role and responsibility of all staff of the Betsi Cadwaladr University Health Board that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management

As an employee of the Betsi Cadwaladr University Health Board, you are legally responsible for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the Betsi Cadwaladr University Health Board. The records may be paper, electronic or x-ray images. All such records are considered public records (under the Public records Act 1958). You should consult your manager if you have any doubt as to the correct management of records with which you work.

Health and Safety Requirements

All employees of the Betsi Cadwaladr University Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Betsi Cadwaladr University Health Board to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Betsi Cadwaladr University Health Board undertakings.

Confidentiality and Information Security

As a Betsi Cadwaladr University Health Board employee you are required to uphold the confidentiality of all records held by the Betsi Cadwaladr University Health Board, whether patient records or Betsi Cadwaladr University Health Board information. This duty lasts indefinitely and will continue after you leave the Betsi Cadwaladr University Health Board employment.

Please ensure that you are aware of and adhere to the standards described in the Betsi Cadwaladr University Health Board policy for information security and information technology.

Competence

You are responsible for limiting your actions to those, which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager/supervisor.