

Job Description

Job Title	Radiographic Assistant
Band	Band 2
Managerial Reporting Responsibility	To the Radiology Clinical Services Manager (RCSM) through the Lead Radiographer(s) and Deputy RCSM
Professional Reporting Responsibility	Clinical Lead Radiographer(s)
Job Purpose	<ul style="list-style-type: none"> • To assist Radiographers, Consultant Radiologists and other staff working with all sections of the West Berkshire Radiology Department (to include General X-Ray, CT and MRI) as required • To assist in the provision of high quality patient care for all patients attending the department, ensuring seamless delivery of services within the designated work area • To provide high quality fundamental care to patients under the supervision of a Registered Practitioner, providing assistance, individualised care and support to patients attending the Radiology Department • To support the Radiographer(s) working at the spoke facilities through the provision of both clerical and technical assistance • To carry out a range of clerical and administrative duties as required.

PRINCIPLE RESPONSIBILITIES

Clinical & Technical Responsibilities

1. Greets patients arriving within the department, directing or escorting them to the appropriate sub-waiting area(s). Undertakes preliminary documentation and PID checks
2. Assists in the care of patients attending the Radiology Department; to include assisting patients onto the imaging table, assisting with patient positioning, chaperoning, escorting patients and providing assistance with undressing/dressing as required
3. Undertakes patient cannulation following an appropriate period of training and competency assessment
4. Prepares and administers oral contrast media following an appropriate period of training and competency assessment
5. Assists Radiographers and other staff with moving patients and provides support to those clients with special needs
6. Liaises with portering services and assists with general portering duties as required. Collects and returns patients from and to wards and other departments using wheelchairs, beds or trolleys as appropriate.
7. Displays an appropriate understanding of imaging procedures and departmental practice, allowing the delivery of effective and confident patient support throughout the examination or procedure
8. Assists in the routine recording of information and in the capture and transfer of digital images, as required
9. Assists the Consultant Radiologists / Radiographer(s) / Sonographer(s) in the care of patients undergoing procedures and/or treatments. Provides the patient with physical and physiological support during the procedure
10. Ensures appropriate levels of stock and consumables are maintained within clinical areas
11. Maintains high standards of cleanliness in X-Ray rooms, changing cubicles and waiting areas; to include provision of clean linen, blue rolls etc. Ensures duties are performed in a timely and efficient manner
12. Assist with the care and cleaning of equipment and accessories as required. Observes duty of care to self and others when operating equipment
13. Ensures equipment is well cared for reporting any breakdowns, faults or problems to a senior member of staff
14. Communicates effectively with patients to ensure maximum cooperation and provides direct care, both physical and psychological

15. Explains procedures and examinations to patients, following a period of training and supervision, ensuring any information provided is appropriate to role
16. Demonstrates the ability to recognise and report any changes or concerns in relation to patient wellbeing. Is aware of the process for reporting and recording incidents, escalating any adverse events as appropriate
17. Prepares beverages and / or snacks for patients when required

Administrative Responsibilities:

18. Maintains patient confidentiality, ensuring adherence to the Trust Data Protection policy
19. Registers patients and schedules appointments on the Radiology Information System, ensuring a high standard of data quality
20. Receives telephone calls to the department; responds to queries from patients and health care professionals, referring to the Radiographer for advice as appropriate

Teaching & training:

21. Provides on the job training and support to new employees in specific duties, as appropriate to role
22. Participates in the Trust Personal Development / Appraisal Programme '*Values in Action*' working to address own training and development needs. To include attendance on mandatory training courses relevant to role
23. Demonstrates a commitment to continued personal development. Undertakes additional training as required to ensure the role and responsibilities of the Radiographic Assistant evolve and develop in line with service needs

General Role responsibilities:

24. Acts in the best interest of patients at all times
25. Is fully conversant with departmental policies and procedures including Health & Safety, risk management and Standard Operating Procedures. Ensures personal performance complies with relevant standards
26. Communicates effectively and respectfully with patients, their relatives or carers and with other staff groups. These include clinicians and other healthcare professionals, administrative staff and porters

27. Is able to adapt communication methods as required for patients with hearing impairment, speech difficulties etc. Seeks support and guidance from senior staff as required
28. Demonstrates good understanding of the possible reasons for complaints. Consistently works in a manner that minimises such events. Recognises and reports possible concerns to a senior staff member in a timely and appropriate manner
29. Is aware of the boundaries and remit of own role and is able to seek appropriate assistance or support as required
30. Addresses basic queries from patient or their relatives / careers. Is able to direct patients to relevant information sources or refer to a Registered Practitioner as appropriate
31. Works as an effective multidisciplinary team member demonstrating understanding of the role of team work in the delivery of high quality care
32. Demonstrates good time management and organisational skills, taking appropriate responsibility for own work activities
33. Is aware of the confidential nature of the work. Complies with the requirement to practice within data protection and confidentiality guidelines and policies. Follows local codes of practice to ensure appropriate action is taken to safeguard confidential information
34. Demonstrates understanding of and adherence to IR(ME)R and IRR99 policies and guidelines. Ensures safety of self, staff and patients/visitors with regard to the use of ionising radiation.
35. Displays and maintains an appropriate level of IT skills. Is able to input and/or access data on EPR/RIS and PACS.
36. Undertakes clerical duties including scheduling patient appointments and registering patients on EPR/RIS. Ensures a high standard of data quality at all times
37. Performs telephone duties that include making and receiving calls to and from the department. Is able to verbally transmit information in an appropriate and professional manner and to answer general queries from health care professionals, patients and their representatives

This job description is not exhaustive and will be subject to periodic review in association with the post-holder.

PERSON SPECIFICATION**Radiographic Assistant**

ESSENTIAL	DESIRABLE
Education, Qualifications & Training	
No formal qualifications required	Successful completion of Trust's Band 2 Developmental Passport
Good general level of education with sound numeracy and literacy skills	
Experience	
No previous experience required but must demonstrate a flexible approach to new working practices and a willingness to learn	Previous experience of working within relevant specialty.
	Experience as Health Care Assistant within an acute hospital environment or equivalent setting.
	Previous training in and experience of cannulation
Skills, Knowledge & Abilities	
Demonstrates the ability to communicate clearly and effectively	Evidence of previous involvement in supporting the development of other staff.
Demonstrates an empathetic, caring and sensitive approach to patients, relatives and carers	Willing to undertake further education as and when required or identified by the department
Ability to place the patient at the centre of care. Effective patient advocate	
Flexible approach to teamworking. Able to work effectively both as part of a team and on own initiative	
Shows motivation in developing new skills and knowledge. Embraces change and innovation positively and with enthusiasm	
Demonstrates excellent understanding of personal accountability and role boundaries	
Demonstrates willingness to contribute to the support and development of others	
Other	
Good level of IT skills	
Excellent timekeeping and a flexible approach to work. Able to participate with a rotating shift pattern	

Good attendance record in previous posts or during training	
Able to meet the physical demands of the job such as moving and handling patients and assembling, operating and maintaining clinical equipment	
Willingness to work across hospital sites as required meeting the demands of the service.	
Professional demeanour and dress	
Assessed as fit to perform role by Occupational Health	

POLICIES AND PROCEDURES

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust.

Confidentiality

Your attention is drawn to the confidential aspects of this post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms, must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal.

You should also be aware that regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damage.

Equality of Opportunity and Diversity

The Royal Berkshire NHS Foundation Trust operates an Equality of Opportunity and Diversity policy. The policy aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination, or is disadvantaged by any conditions or requirements which cannot be justified.

Fire

You are required to comply with the agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

Health and Safety at Work Act

You are required to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to cooperate with the Trust to ensure that statutory and departmental safety regulations are followed.

Medical Questionnaire

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. You may also be required to undergo medical examinations in the future and/or at intervals stipulated by the employing Trust.

Smoking Policy

The Royal Berkshire NHS Foundation Trust has a *Smoke Free* policy. Smoking is not permitted in any of the Trust's properties or in Trust grounds.

Infection Control

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/uniform code, and for clinical staff, aseptic technique.
- ii) Be aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- iii) Participate in mandatory training and annual updates.