

# Recruitment information pack



PERSONALISED CAREER DEVELOPMENT

SUPPORTIVE TEAM

ROTATIONS AND TRANSFERS



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# WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

# OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

# OUR HOSPITALS

## Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

### **Charing Cross Hospital, Hammersmith.**

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for

**Reach your potential in hospitals that make history**

Charing Cross | Hammersmith | St Mary's |  
Queen Charlotte's & Chelsea | Western Eye

neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

### **Hammersmith Hospital, Acton**

Hammersmith Hospital is a specialist hospital renowned for its strong research connections and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

### **Queen Charlotte's & Chelsea Hospital, Acton**

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

### **St Mary's Hospital, Paddington**

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

### **Western Eye**

Text to come

## **WHY JOIN US?**

### **Reach your potential through outstanding learning and development opportunities**

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

### **Experience the rich heritage of hospitals that have made history**

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

### **Draw on huge expertise as part of a strong international community**

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

### **Reach your potential in hospitals that make history**

Charing Cross | Hammersmith | St Mary's |  
Queen Charlotte's & Chelsea | Western Eye

## Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

## Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

## Conduct research here

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

## Access brilliant benefits and enjoy a new social life

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

# JOB DESCRIPTION

Job Title	<b>Imaging Assistant – Interventional Radiology (IR)</b>
Band	<b>Band 3</b>
Directorate/ Department	<b>WCCS</b>
Division	<b>Imaging</b>
Location of work	<b>Charing Cross Hospital</b>
Hours	<b>37.5 hours/week</b>
Reports to	<b>Modality Lead Radiographer</b>
Accountable to	<b>Clinical Services Manager</b>

## 1. Job purpose

- Enables effective patient care and undertakes important clerical, administrative and housekeeping tasks to support the delivery of IR services
- Provides educational support to their junior team members
- Provides patient care and support before, during and after IR procedures

## 2. Key stakeholders

- Major working relationships with all Imaging staff
- Liaison with other clinical professionals, support staff, patients, carers and their relatives
- Liaison with other agencies, transport (porters/London Ambulance Service), NHS supplies etc.

## 3. Key areas of responsibility

- Assist with patient care whilst supporting the professional team
- Communicate effectively and support the smooth running of the service
- Maintain a safe working environment
- Perform clerical duties
- Stock and equipment maintenance
- Personal development

## 4. General Responsibilities

### Maintain a clean and safe environment in the IR department

- Decontaminating and cleaning dedicated IR and Ultrasound equipment, accessories and environment
- Ensuring their own safety in restricted and controlled areas (radiation safety) and being aware of the safety of others
- Managing blood and body fluid spills
- Maintaining sharps bins/disposal
- Checking electrical equipment, such as accessory equipment switches, ensuring battery operated equipment is working, and PAT test dates are maintained
- Cleaning and moving ultrasound and IR machines, to facilitate service efficiency and effectiveness
- Participation in departmental wide cleaning workarounds, hand hygiene assessments and maintaining associated records

### Manage stock and consumables in the IR department

- Checking deliveries, completing paperwork and store correctly using service-defined stock rotation methods
- Following systems to manage linen, stock and non-stock items
- Maintaining stock and equipment within imaging rooms
- Managing stock expiry dates in imaging rooms and storage areas, including contrast agent
- Escalating stock issues and shortages

### Manage data

- Supporting patients and staff with referral, appointing and reporting systems for various patient pathways, for example emergency department patients, screening clients, GP referrals and in-patients
- Proficient usage of the radiology information system for the purpose of patient identification
- Inputting, accessing or amending patient and other data (such as audit data) on radiology management systems, portering systems, picture archive and communication systems (PACS)
- Checking availability of reports/images (previously printing and sending reports)

- Complying with national and local requirements relating to data protection and confidentiality
- Completing examination data on radiology management systems as per protocol, and checking images on PACS
- Accessing trust pathology systems, such as CERNER, to check patient results pre-procedure.
- Making results available for clinician review, flagging results if unavailable to ensure efficiency.
- Administering CERNER orders for day case admissions and their outcomes

## **Documentation**

- Managing patient documentation, such as correspondence, patient notes, pre-examination paperwork, patient images as per local and national policy and procedures (GDPR)
- Participation in the team to ensure that WHO checklists, where appropriate, are completed in full
- Managing documentation of pathology samples and their tracking via CERNER and signing out book

## **Communicate**

- Understanding and recognising roles and responsibilities within the clinical imaging team
- Liaising with patient transport services and supporting patient transfers
- Taking messages, answering or referring queries
- Meeting and greeting patients and relatives
- Initial confirmation of patient identity and maintaining confidentiality at all times
- Identifying requirements for translator/ hearing or other support service
- Ensure all patient appointments are kept to time to aid in the smooth running of the unit
- Performing LMP/patient ID checks, highlighting queries or anomalies that require resolution ahead of examination
- Recognising the limits of their scope of practice and raising concerns with senior members of the multidisciplinary team

## **Provide care for patients in the clinical imaging environment**

- Assisting patients with changing appropriate to each examination
- Acting as a chaperone
- Providing comfort to patients

- Assisting with patient flow, moving patients from waiting areas to examination suites
- Responding to a poorly patient and providing assistance for those in distress or needing support, for example basic life support, supporting toileting, providing vomit bowls, maintaining patient privacy and dignity
- Providing refreshments or aftercare for patients, as required

### **Assist with patient flow**

- Preparing and supporting work lists, including the registration and arrival of patients.
- Identifying and communicating potential delays
- Preparing appropriate paperwork and documentation
- Preparing and using appropriate patient-handling equipment, such as the hoists
- Preparing appropriate PPE
- Recognising patients with additional needs and communicating appropriately with the relevant operators
- Recognising the poorly patient and providing assistance for those in distress or needing support, for example prioritising patients, taking and recording patient observations, monitoring patients for reactions post contrast agent injection and initiating emergency care
- Providing refreshments or aftercare for patients having extensive preparation regimes or invasive interventions

### **Support specific examinations within diagnostic imaging and IR**

- Preparing equipment for identified examinations (cleaning, moving and checking items, for example patient observation equipment, vacuum suction devices, oxygen cylinders/supplies)
- Preparing equipment for a complex trolley setting, and training others to do so
- Assisting practitioners in setting up the aseptic or clean area for complex procedures,
- such as those requiring intervention
- Clearing trolleys/equipment post aseptic/clean procedure
- Checking emergency equipment availability and function
- Providing support for manual handling
- Undertake any other duties requested as appropriate to the banding, which may include intravenous cannulation

## **Support for the management of medicines**

- Acting as the second checker for the registered professional, in keeping with trust policy
- Cannulating patients and flushing with a pre-filled saline syringe classified as a medical device where local processes allow
- Removing cannulas in line with protocols
- Observing patients after contrast agent injections, interventional procedures and providing appropriate care before discharging the patient home
- Observing patients and taking patient observations

## **Education and training of others**

- Demonstrating tasks within their scope of practice to students and/or trainees
- Supporting new starters in same or similar role, providing feedback and guidance
- Leading training of other staff members where appropriate, for example in ANTT, manual handling and CERNER administration

## **General**

- To participate in rostered shift system inclusive of weekend and evening duties as required by the service
- Provide annual leave and sickness cover for colleagues as appropriate
- To participate in the Trust Individual Performance and Development Review
- To ensure all mandatory training is up to date and compliant with trust expectations.
- Where applicable to maintain and update staffing rotas for other members of the team

## 5. Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

## PERSON SPECIFICATION

Directorate/ Department	Job Title	Band
<b>Imaging</b>	<b>Imaging Assistant (Interventional Radiology)</b>	<b>Band 3</b>

Criteria Relevant to the Role	Essential	Desirable
<b>Education/ Qualifications</b>	Level 3 (A or T-Level) qualifications or equivalent levels of experience  Completion of care certificate	Previous training within related healthcare role
<b>Experience</b>	Previous experience in a related healthcare role	Experience of working within an Imaging department or within a multidisciplinary team in a clinical capacity
<b>Skills/Knowledge/ Abilities</b>	Interpersonal and organisational skills  Ability to cope under pressure  Accuracy with an ability to understand protocol  Able to communicate clearly both in written and spoken English with a wide range of stakeholders from a multidisciplinary team	Cannulation skills  Conflict resolution  Teaching/training experience

	Good telephone skills	
<b>Values and Behaviours</b>	<p>Kind: Help patients, visitors or colleagues</p> <p>Collaborative: Work as part of a team; co-operate and engage with colleagues and the wider team</p> <p>Expert: Understand and comply with policies, procedures and reporting</p> <p>Aspirational: Build in reflection and learning to support daily practice</p>	

## Additional information

### 1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

### 2. Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

### 3. Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### 4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

### 5. Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal

record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

## **6. Professional Registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

## **7. Work Visa/ Permits/Leave to Remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

## **8. Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

## **9. Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to

their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

**Flu vaccination** – the Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust. Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

## **10. No Smoking**

The Trust operates a smoke free policy.

## **11. Professional Association/Trade Union Membership**

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.