

JOB DESCRIPTION

Job Details:

Job Title:	Radiographic Assistant
Band:	Band 2
Location:	Norfolk and Norwich University Hospital
Department:	Radiology
Managerially Accountable to:	Practice Development Manager
Professionally Accountable to:	Radiology Service Manager

Job Purpose:

The post holder will work with all members of the clinical team within a multi-disciplinary framework. The post holder will contribute to the provision of a high standard of care for patients and to carry out some duties unaided, in accordance with Trust/Directorate policy, at the discretion of qualified staff. Support and help all members of the clinical team in service delivery.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence.

Overview of Essential Responsibilities:

1. Under the supervision of radiographers, assist with all aspects of imaging, including changing patients in preparation for examination
2. In accordance with Trust and Directorate policy, undertake structured theoretical and practical based training to;
3. Assist Radiographers in the positioning of patients for examinations
4. Prepare and maintain trolleys for biopsies and to assist with biopsies, drainages etc. as and when the need arises
5. Understand and demonstrate the fundamentals of Radiation Protection
6. Demonstrate an established knowledge base of basic anatomy and medical terminology

7. Administer oral contrast to patients having CT and MRI according to Trust protocol
8. To act as a second checker for Radiology Contrast media in CT and MRI, and also act as second checker for Buscopan in MRI and CT Colonoscopies
9. Prepare CT/MRI scanning rooms and all imaging rooms to receive patients
10. To help with distressed patients, unwell patients, explain procedures to them and take care of them, reassuring them as required; reporting any problems to the person undertaking the examination
11. Have an awareness of the patient's condition, noting any observed changes and report to relevant trained staff, i.e. Consultant Radiologists, Radiographers and Nursing staff
12. Liaise with Radiologists, Ultra sonographers and other Directorate team members in the management of Ultrasounds lists
13. To discuss and ensure that the MRI patient safety questionnaire is completed with patients and report potential problems to a radiographer
14. Deliver, as appropriate, examination preparation to wards, liaising with ward staff
15. Demonstrate an awareness of the procedure for the control of infection is carried out according to Trust policy
16. Ensure that the examination room is kept clean and tidy, maintaining adequate supplies of linen, gowns and consumables, liaising with appropriate stock suppliers within the Trust
17. Maintain a high standard of patient care at all times, adhering to Trust policy
18. Be aware and respectful of the need for confidentiality at all times
19. Be aware of role in emergency situations
20. Chaperone and escort patients between various departments when required
21. Liaise with wards and other departments and arrange transport as necessary for both outpatients and inpatients
22. To undertake structured, practical based training to be able to perform any clerical task necessary for the efficient running of the service: making appointments, documentation of records, answering the telephone, dealing with queries and giving help and assistance in a polite and timely manner
23. Use the RIS/PAS in a competent manner in line with the Trust's policies and procedures on real time data collection and confidentiality, attending training

when required

24. Comply with the various shift patterns required to cover the extended day within the department including Bank Holidays
25. Aware of how all manual handling (lifting) equipment in the clerical area works – report any faults that are found to the senior member of staff on duty
26. Attend appropriate mandatory training sessions, e.g. fire, risk assessment, resuscitation and manual handling (back care) as per Trust policy
27. Conform to all aspects of the current Health and Safety legislation and be aware of and comply with the 'Local Rules' including Ionising Radiation (Medical Exposure) Regulations (IRMER 2000). Radiographic Assistants must not irradiate patients
28. Aware of the need to report any accident/incident involving patients, other members of staff or members of the public to the most senior member of staff on duty. Be able to accurately document accident/incident statements and reports
29. Develop and maintain a CPD folder
30. Attend monthly RDA and Department Audit meetings

Specific Additional Responsibilities:

1. To porter and transfer patients between wards, units and departments by means of beds, walking or mobile chairs with the minimum discomfort to the patient. Assist in measuring and recording of blood pressure, pulse rate and oxygen saturation, wound care information and EWS (Reporting all variances to the senior departmental co-ordinator)
2. To collect and return patients from all ED departments, and chaperone and escort patients between various departments as required

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Exposure prone procedures (EPP)	No	Prevention and management of aggression	Yes
Manual handling	Yes	Crouching/stooping or kneeling	Yes
Night working/shift work	Yes	Frequent hand washing/wearing gloves	Yes
VDU user	Yes	Chemical sensitisers	Yes
Driving patients	No	Noise	No
Other (please state)	Choose an item.		

Job Specification:

	Means of Assessment	
	Essential/ Desirable	Application Form/ Interview/Test/Ref
Qualifications/training and professional development		
Evidence of basic computer skills	Essential	Application form/Interview
Good level of numeracy and literacy	Essential	Application form
Experience		
Significant basic nursing/care relevant experience	Desirable	Application form/Interview
Be prepared to undertake further training to: Administer oral contrast as per Trust protocols	Essential	Application form/Interview
Perform Aseptic Technique	Essential	Application form/Interview
Undertake safety questionnaires as appropriate (patient)	Essential	Application form/Interview
Understand and demonstrate the fundamentals of Radiation Protection	Essential	Application form/Interview
Demonstrate knowledge of basic anatomy and medical terminology	Essential	Application form/Interview
Competently perform unsupervised – specific Radiology based clerical tasks	Essential	Application form/Interview
Understand and demonstrate all aspects of imaging preparation	Essential	Application form/Interview

Skills, abilities and knowledge		
Awareness of patient confidentiality	Essential	Application form/Interview
Demonstrate good verbal, written and communication skills	Essential	Application form/Interview
Flexible – able to multi-task and prioritise	Essential	Application form/Interview
Smart appearance	Essential	Application form/Interview
Team work	Essential	Application form/Interview
Reliable	Essential	Application form/Interview
Customer care skills	Essential	Application form/Interview
Able to work on own initiative	Essential	Application form/Interview
Good organisational skills	Essential	Application form/Interview
Attitude, aptitude		
Undertake RIS/PPA Training	Essential	Interview
Undertake further training as required	Essential	Interview
Demonstrates willingness to learn and take on new challenges	Essential	Application form/Interview
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application form/Interview

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.