

JOB DESCRIPTION

Radiographer Assistant

Post:	Radiographer Assistant
Band:	2
Division:	Diagnostics and Therapy
Department:	Radiology
Responsible to:	Superintendent Radiographer in relevant area of work.
Responsible for:	Assisting the multidisciplinary team, to ensure an efficient departmental service
Hours:	37.5 hours per week (averaged over a 6 week rota) some flexibility required - 7/7 working.

Job Purpose/Summary

The Radiographer Assistant is a member of the direct care team who supports practitioners to meet patient needs. The Radiographer Assistant (RA) is responsible for providing care to patients as delegated by the Radiographers/Radiologists/Sonographers as directed by the appropriate team leader.

A Radiographer Assistant will be expected to undertake a range of duties with direct supervision and will be required to communicate with the team.

The Radiographer Assistant will be competent to provide compassionate care to agreed quality standards.

The Radiographer Assistant will continue to progress through the development of further skills, knowledge and competencies.

Main Duties and Responsibilities

- 1 To assist the Radiologists and Radiographers and administrative staff with all working practices to ensure an efficient standard of service is maintained.
- 2 To assist the Radiologists/Radiographers/ technicians, when needed, by providing a high standard of patient care before and after the examination in accordance with instructions and training received.
- 3 Maintain effective communication with patients, relatives and members of the Multidisciplinary team regarding all aspects of care demonstrating a range of appropriate

communication skills. Deal with enquiries and taking action, where appropriate, and passing information promptly to the appropriate member of staff.

- 4 Maintaining accurate computer data and filing.
- 5 Show a sympathetic and caring approach to patients and to observe patient confidentiality at all times.
- 6 To liaise with porters, receptionists and wards regarding transportation of patients to and from the x-ray dept. To assist in moving trolleys and chairs within the department and help with transferring patients on and off examination couches.

2. Environment Support

- 2.1 Ensure clinical area is prepared and maintained as appropriate to individual patient needs, ensuring areas are stocked appropriately.
- 2.2 Maintain the work environment in line with Trust infection control and patient safety policies.
- 2.3 Ensure equipment is well maintained and take appropriate action if the equipment is faulty.
- 2.4 Identify potential risk issues with regard to equipment / stores and report to the Senior Staff
- 2.5 Practice safe standards of care to patients following UHBristol guidelines and policies and within the scope of the Radiographer Assistant role. Help to promote and maintain a safe, clean and comfortable environment

3. Professional

- 1 Be self-motivated and work regularly both with and without supervision
- 2 To be aware that there may be some out of hours working requirements. Some areas of the department routinely start at 8am and work to 8pm. Weekend work, will also be included as well as occasional bank holidays.
- 3 To be flexible and rotate through different areas within the department and other hospitals within University Hospitals Bristol NHS foundation trust
- 4 Ensure mandatory training is up to date.
- 5 Act within limits of competence, ensuring actions support care, protection and well-being of others.
- 6 To maintain patient confidentiality at all times. Information concerning the Trust's patients and staff must be treated as strictly confidential at all times and you may not divulge it to any other person except with the authority of your Head of Department. Such authority may only be given when it is in the patient's interest and is a necessary part of treatment. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.
- 7 To understand and observe Departmental policies, including Local Radiation Protection Rules.

General Information:

The Trust's Values

University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

- Respecting Everyone
- Embracing Change
- Recognising Success
- Working Together

The Trust expects all staff to work in ways which reflect these values and behaviours at all times as follows:

Respecting Everyone

- We treat everyone with respect and as an individual
- We put patients first and will deliver the best care possible
- We are always helpful and polite
- We have a can do attitude in everything we do

Embracing Change

- We will encourage all change that helps us make the best use of our resources
- We learn from our experiences and research new ideas
- We look to constantly improve everything we do

Recognising Success

- We say thank you and recognise everyone's contribution
- We take pride in delivering the best quality in everything we do
- We share and learn from each other
- We encourage new ideas that help us to be the best we can

Working Together

- We work together to achieve what is best for our patients
- We support each other across the whole Trust
- We listen to everyone
- We work in partnership

Transforming Care

Transforming Care challenges everyone at University Hospitals Bristol to play their part in supporting quality changes and improvements in their work place, building efficient care systems critical for our patients and their families, both today and in the future.

The Trust's mission is to deliver clinical services, teaching and research of the highest quality. Our vision is to provide first class technical care, with humanity, compassion and sensitivity to the needs of each patient.

*Delivering best care, Improving patient flow, Delivering best value,
Renewing our hospitals, Building capability, Leading in partnership.*

These are the core elements essential to Transforming Care. Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation.

Equal Opportunities

The Trust is committed to eliminating unlawful discrimination and promoting equality of opportunity. All staff have a personal responsibility to contribute towards an inclusive and supportive environment for patients, carers, visitors and other colleagues from all the equality strands (race, gender, age, sexual orientation, religion, disability).

Staff have a personal responsibility to:

- Ensure their behaviour is not discriminatory
 - Does not cause offence
 - To challenge the inappropriate behaviours of others
 - Adhere to the Trust's values, including 'Respecting Everyone', as well as the Staff Conduct Policy and the Equal Opportunities policy
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Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

Everyone has a responsibility for contributing to the reduction of infections.

Safeguarding Children and Vulnerable Adults

University Hospitals Bristol is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness.

Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
 - Disclose information appropriately, in line with the Data Protection Act 1998.
 - To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
 - Always trace patient notes on the Patient Administration System
 - Maintain the confidentiality of their password / username and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.
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Job Description completed/reviewed by:

Managers name: Sheena Macdonald Operations Manager Radiology

Date: April 2016

All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review.

The NHS Knowledge and Skills Framework (the NHS KSF) defines and describes the knowledge and skills which NHS staff need to apply in their work in order to deliver quality services. It provides a consistent, comprehensive and explicit framework on which to base review and development for all staff. Closely aligned with this job description is a KSF profile supporting the effective learning and development of the post holder in a variety of ways.

Signed.....

Dated.....



PERSON SPECIFICATION

Radiographer Assistant Band 2

Education and Qualifications	Essential	Desirable	To be evidenced by *
Q1 GCSE in English and Maths.	✓		A
Knowledge and Experience	Essential	Desirable	To be evidenced by *
E1 Previous NHS experience or experience of working in a similar setting		✓	A
Skills and Abilities	Essential	Desirable	To be evidenced by *
S1 Proven communication skills	✓		I
S2 Able to work as part of a team	✓		A/I
S3 Able to work under pressure	✓		A/I
S4 Flexible approach to working, able to work weekends	✓		I
S5 Ability to observe and maintain the comfort of and respect for patients in your care	✓		I
S6 Ability to organise and prioritise	✓		A/I
S7 Be sensitive and supportive to patients and their relatives attending the department	✓		I
S8 Able to promote a professional and welcoming department	✓		I
Aptitudes	✓		
S13 Able to work unsupervised	✓		A/I
Behaviours and Values			
B1 – Respecting Everyone	✓		I
B2 – Embracing Change	✓		I
B3 – Recognising Success	✓		I
B4 – Working Together	✓		I

* **A = Application Form**
I = Interview
P = Presentation
T = Test

