

**JOB DESCRIPTION**

**Title:** Radiology Department Assistant

**Managerial**

**accountability:** Superindendent Sonographer

**Professional**

**Accountability:** Diagnostic Imaging Manager

**Purpose of Role:**

* To work closely with the Diagnostic Manager, Sonographers and Radiographers, as part of an integrated team to assist with the delivery of safe, high quality services to patients and users of the service.
* To manage Ultrasound patient lists and ensure that wait times are adhered to.
* To manage patient flow both into and out of the Diagnostic Department, escorting patients from waiting areas into the appropriate imaging modality room and returning patients to the appropriate Department as required.
* To demonstrate highly developed interpersonal patient management skills specifically to chaperone patients within the Diagnostic Department as required.
* To effectively communicate to patients the details of all imaging procedures undertaken within the Diagnostic Department.
* To perform regular stock checks and to re-order and update stock levels as appropriate ensuring that the Department is never left with inadequate stock of all consumable supplies.
* To participate in scheduled imaging equipment cleaning rotas and to log activity appropriately.
* To liaise effectively with all Departments and ensure that inter-departmental data flow is efficient and responsive at all times.
* To undertake accurate entry of patient information into the Diagnostic Departments Information System.

**Scope of Role:**

The role has, clinical, organisational and developmental responsibilities. It is essential that the post holder has substantial pre-existing patient management skills.

The Radiology Service is undergoing significant development and expansion and the holder of the post will be required to be flexible in terms of their working hours as there will be an element of evening and/or weekend working.

This job description is subject to change in consultation with the postholder to take into account changing organisational needs.

**CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Code of Confidentiality and the Data Protection Act 1998.

**HEALTH & SAFETY**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

**RISK MANAGEMENT**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

**EQUAL OPPORTUNITIES**

The Authority has adopted an equal opportunities policy and it is the responsibility of every employee to comply with the detail and spirit of the policy.

Signature ........................................ Date.............................

Signature of

Head of Department............................ Date..............................

**PERSON SPECIFICATION FORM**

**POST TITLE:** Radiology Department Assistant

**DEPARTMENT:** Diagnostics

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| **FACTORS** | **Essential** | **Desirable** |
| 1. Physical Requirements | * Satisfactory Occupational Health clearance for the role specified. * Enhanced level DBS clearance. |  |
| 2. Education/Qualifications | * Good general education * Evidence of continual career development. | * Basic para-medical/clinical qualification e.g.HCA |
| 3. Previous Experience | * Experience of working within a primary or secondary healthcare environment. | * Experience of working within a multi-modality Radiology Department. |
| 4. Skills / Knowledge / Abilities | * To be able to work unsupervised. * Excellent patient management skills. * Numerate and literate. * Ability to work flexibly within the needs of the service including a willingness to work out of normal office hours including some evenings/weekends. * Computer literate. * Manual Handling skills. | * Experience in preparing clinic/patient areas. * A basic understanding of clinical/Radiology procedures to ensure effective patient communication. |
| 5. Aptitude/Personal  Characteristics | * Excellent clinical interpersonal skills. * Able to work under pressure. * Flexible and adaptable. * Motivation to provide a high standard of service. * Good attention to detail * Able to work as part of a small team. * Able to use initiative and plan workload. |  |