##### JOB DESCRIPTION

**JOB TITLE: Radiology Department Assistant**

**RESPONSIBLE TO: Diagnostic Imaging Manager**

**ACCOUNTABLE TO: Diagnostic Imaging Manager**

## JOB SUMMARY

* To provide support to the clinical staff, ensuring a safe and effective clinical service is provided to all users across the Radiology department, this will involve liaising with other multi-disciplinary teams, PACU, Theatres, Outpatients and the Ward as required.
* To participate in the undertaking of basic tests and investigations and chaperoning.
* To provide a patient focused service within the unit, expanding the role appropriately under supervision and guidance of clinical staff.
* To be able to act as an administrator in the absence of a member of the Radiology Admin team, and to facilitate efficient and timely patient pathway.

### Key Responsibilities

The role has clinical / technical, administrative, educational and personal development responsibilities.

**Clinical and Technical**

* Works as an effective team member and understands the importance of team working in the delivery of high quality patient care
* Works within the team to maintain high standards of cleanliness as per the infection control policy in the clinical area and a well-maintained department environment. Assist with non-clinical activities to ensure the smooth running of the department.
* Understands the importance of the patient and places them at the centre of service. Demonstrates understanding of fundamental legal practices related to consent and the prevention of abuse
* Is able to implement holistic, culturally sensitive, respectful, non-judgemental fundamental care from a pre-determined care plan for patients with a wide range of care needs , and ensure all patients are treated with dignity and respect at all times
* Is able to carry out routine patient care duties at own discretion and other care practices as directed by the Radiographers and Radiologists. To
* perform tasks within the Practice Plus Group policies and procedures, to enhance the quality of patient focused service provided
* Assist the Radiographers undertaking investigations
* The ability to chaperone clinics including ultrasound and MRI and to assist the consultant to deliver a high standard of care to patients,
* To assist the Radiographers in MRI with room preparation and coil changes when required.
* Displays excellent two-way communication with patients, families and colleagues. Is able to overcome barriers to understanding when the patient’s first language is not English or has a neurological impairment, learning or hearing difficulties
* To effectively communicate with all medical, nursing and staff of all disciplines concerning the care of the patient
* To assess the knowledge base of patient and carer and provide advice to meet the patient’s needs; and able to refer to qualified staff for advice when required
* To maintain standards of infection control within the department and during clinical care and to assist patients to maintain their own infection control needs.

**Administrative role**

* To answer the telephone in a polite manner and refer all enquiries to the relevant person in a timely manner.
* To assist with the departmental clerical/administrative duties, to include photocopying, transporting of equipment/ paper-work to other departments
* To ensure information is entered into the computer accurately and confidentially and within the correct time scales.
* To ensure all documents are scanned onto the patients records in a timely manner.

**Educational and personal development role**

* To adhere to, and work within the code of conduct for Practice Plus Group
* Comply with Practice Plus Group’s Appraisal system and attend an appraisal yearly, and half yearly reviews to enable regular feedback on performance.
* Ensure mandatory training requirements are met.
* Under the supervision of the clinical staff, assist in the mentorship, support, training and development of more junior colleagues.
* To be able to identify own development needs, seeking assistance where necessary.
* To complete competency assessments with a member of the clinical staff in all clinical skills used within the department.
* Ensure understanding and application of all relevant policies and procedures & to ensure that they are adhered to.
* To participate in the orientation and development of new staff to the department.

This list of key responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

### Health and Safety

As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the hospital, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Post holder …………………………………..

Signature …………………………………..

Date …………………………………..

**POST TITLE:** **Radiology Department Assistant**

**DEPARTMENT:** Diagnostic Imaging

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| **FACTORS** | **Essential** | **Desirable** |
| 1. Physical Requirements | * Satisfactory Occupational Health clearance for the role specified. * Good attendance record. * Have a satisfactory DBS clearance |  |
| 2. Education/qualifications | * NVQ Level 2 or working towards * BLS training |  |
| 3. Previous Experience | * Recent experience within a healthcare environment |  |
| 4. Skills, Knowledge & Abilities | * Ability to work collaboratively in a multidisciplinary team * Good understanding of Infection Control and Health and Safety issues relating to health care * Ability to plan and prioritise own workload when under pressure * Ability to work flexibly within a changing environment * Excellent written and verbal communication skills * Computer literate * Able to chaperone ultrasound and MRI clinics and act as the consultant’s assistant and the patients advocate. | * Research/audit skills * Be willing to learn the above skills with the appropriate training and under supervision |
| 5. Aptitude/Personal Characteristics | * Assertive * Self-motivated * Commitment to personal development * Confident and innovative * Desire for self-development |  |