NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Imaging Assistant**  Responsible To: **Imaging Manager**  Accountable To: **Director of Clinical Services** |
| 1. **Job Summary** |
| As an Imaging Assistant you will work with Radiologists, Radiographers and extended hospital staff to ensure a smooth patient journey and a great delivery of service.  The position will involve administrative and clinical duties.  The imaging Assistant is expected to be an active member of the Imaging department and will be responsible for contributing towards the smooth and efficient running of the department. This may include sessions in CT, MRI, the x-ray interventional room and ultrasound rooms. |
| 1. **Role of the Department** |
| To work as part of a multi-disciplinary team providing Imaging services to Outpatient and In- patient users.  Modalities:   * X Ray * Fluoroscopy * Ultrasound * Mammography * CT * MRI * Mobile x-ray for Wards and Theatre * PACS throughout the hospital |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * Imaging Manager daily * Lead Imaging Assistant daily * Consultant Radiologists daily * All other clinical and non-clinical Imaging staff daily * Director of Clinical Services as required |
| 1. **Duties and Responsibilities of the Post** |
| * To maintain professional development. To attend all mandatory training. * To ensure all policies and procedures pertaining to the Imaging Department are adhered to. * To work flexible hours to accommodate the opening hours of the Imaging Department. * To supervise and maintain the US rooms\lists * To prepare the Imaging Department at the beginning of the day, eg. Daylists, preparing rooms for the day. * To assist radiographer/radiologists during procedures, eg Biopsies and MSK lists. * To prepare and maintain the environment for clinical activity. * To prepare patients for examinations, assisting with undressing/dressing when required, also assist in preparing the patient for their scan including initial safety screening questions. * Follow consistently high standards of infection control practice especially to hand hygiene and aseptic techniques. * Carry out and record patient observations as required. * Understand MRI, CT modalities at the appropriate level to explain to patients when required. * To carry the emergency/assist bleep for Imaging. * To place all IV contrast and Emergency Drug Boxes in locked cupboards at the end of the day. * Remove intravenous cannulae following interventional procedures when required. * To assist Imaging admin when required. * To actively promote New Victoria Hospital and the Imaging department to potential users. * To demonstrate excellent verbal, written and interpersonal communication. * To ensure high standards of cleanliness and presentation are maintained within the department at all times. * To be able to implement change and work under pressure. * To undertake any tasks are designated by the Imaging Manager. |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |

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| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |
| 1. **Disclosure and Barring Service Check** |
| This post requires the disclosure of all criminal record information including details and dates of ‘spent’ convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Service check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability. |

**PERSON SPECIFICATION**

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| Factor | Essential | Desirable |
| Qualifications | * NVQ Level 3 or equivalent. * Basic nursing tasks | Previous experience in an Imaging Department  Understanding of IRMER and local rules. |
| Knowledge | * Hospital environment or similar * Understanding of medical interventions and diagnosis. | Flexible working attitude |
| Experience | * Minimum 1 year |  |
| Skills and aptitude | * Experience of working within a clinical environment, assisting with minor procedures, the ability to communicate and work cooperatively across the hospital. | Highly motivated, proactive, calm, pleasant and honest disposition |