

FAIRFIELD INDEPENDENT HOSPITAL

JOB DESCRIPTION

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| JOB TITLE: | Radiology Health Care Assistant |
| DEPARTMENT: | Radiology |
| SALARY GRADE: | B |
| HOURS: | 37.5 per week |
| CONTRACT: | Permanent |
| RESPONSIBLE TO: | Radiology Manager |
| ACCOUNTABLE TO: | Radiology Manager |

Job Summary

To assist in the delivery of patient care and other department related duties as directed by and under the supervision of a Registered Health Care Professional. Undertake administrative, clinical and housekeeping duties as and when required.

Roles and responsibilities

Communication

To communicate clearly and effectively with patients and staff of all disciplines

To ensure prompt reporting of any relevant information regarding patients, including observation of progress or deterioration in a patient's condition

Make entries on patient records to record clinical interventions when instructed

Receive and deliver patient related information to and from other departments, either oral, written, electronic and inform appropriate personal.

Communicate with both patients and relatives in a polite and pleasant manner.

Patient Care

Perform clinical duties as instructed/delegated by the trained healthcare professional.

Initiate emergency action when required.

Assist healthcare professionals in carrying out clinical procedures

Escort patients and ensure safe transfer within the hospital.

Ensure patient well being by accurately monitoring, recording and reporting variations in patient's vital signs to the qualified healthcare professional.

Maintain safety of patient's personal clothing and property in accordance with agreed policies relates to security and confidentiality

Operational

- Set up for Transvaginal scans, chaperoning and specialist decontamination of the vaginal probe. This also includes the appropriate documentation around the procedure and training other staff in the above.
- Organise and chaperone ultrasound lists with Consultant Radiologist.
- Access T Path to facilitate the CT pathway and recognise when blood results are required for certain examinations.
- Organise and assist radiologists in core biopsies of the breast and fine needle aspirations of suspicious lesions and complete the relevant documentation.
- Record activities and outcomes consistent with current legislation, policies and procedures including WHO checklists.
- Assist radiologists with drugs and sterile techniques during MSK ultrasound injection lists, this is a task reserved for the RGN's in OPD.
- Charge private patient accounts and attribute the consultant fees.
- Import/export images to and from other institutions using the IEP system and downloading them onto PACS.
- Recognise when abnormal findings need to be brought to the attention of the referring clinician.
- Radiology Infection Control lead.
- Radiology Health and Safety lead.

- Liaise with other hospitals to organise tests that are not possible at FIH.

Additional responsibilities

Conform to Hospital policies, procedures and guidelines

Participate in statutory and mandatory training as determined by the Hospital

To assist and support new team members

Contribute to a positive team philosophy in which people feel valued and motivated.

Actively participate in meetings.

Participate in the care of the department equipment, including reporting faults

Maintain an awareness of budget constraints and actively participate in the careful use of resources

Undertake the cleaning of areas and equipment within the department according to hospital policies and procedures. (Including the Infection Control policy)

Report any untoward or unusual incident to a qualified healthcare professional.

To be actively involved in own self development

Additional responsibilities

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

All employees must act in ways that support equality and diversity and recognizes the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

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| Name of Postholder: |
| Signature of Postholder: |
| Date: |