# FAIRFIELD INDEPENDENT HOSPITAL

**JOB DESCRIPTION**

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| **JOB TITLE** | Health Care Assistant |
| **DEPARTMENT** | Radiology |
| **PAY GRADE** | B |
| **HOURS** | 37.5 hours per week to include occasional Saturdays  Clinical working hours are between 8.00 am and 8.00 pm |
| **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.

**Role and Responsibilities**

1. Chaperone Consultant led Ultrasound clinics and assist in the organisation and preparation of such clinics.
2. Liaise with external providers to organise diagnostic tests that are not performed at Fairfield Independent Hospital.
3. Assist Consultant Radiologists with musculoskeletal injection clinics using aseptic technique.
4. Use IT systems to obtain images and reports from other hospitals.
5. Infection Control Lead for the department.
6. Stock control.
7. Assist on the MRI scanner when required.

Additional Responsiblities

1. Conform to Hospital policies, procedures and guidelines.
2. Participate in statutory and mandatory training as determined by the Hospital
3. To assist and support new team members
4. Contribute to a positive team philosophy in which people feel valued and motivated.
5. Actively participate in meetings.
6. Participate in the care of the department equipment, including reporting faults
7. Maintain an awareness of budget constraints and actively participate in the careful use of resources
8. Undertake the cleaning of areas and equipment within the department according to hospital policies and procedures. (Including the Infection Control policy)
9. Report any untoward or unusual incident to a qualified healthcare professional.
10. To be actively involved in own self development

The above list is not exhaustive but reflects main duties of the post.

Communication

The post holder will be required to adhere to the organisation’s standards of customer care and uphold the Hospital values acting with integrity and putting patients first at all times.

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 patients’ 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 wellbeing by accurately monitoring, recording and reporting variations in patients’ vital signs to the qualified healthcare professional.

Health & Safety

It is the responsibility of all employees to work with managers to achieve a 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

Ensure compliance with all Infection Prevention and Control policies and procedures and understand your role in the prevention of infection in patients and staff.

Information Governance

As an employee, you will have access to information that is sensitive to either an individual or to the organization. You are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998, GDPR 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.

All employees must act in ways that support equality and diversity and recognise 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 and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Hospital.

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

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