

## Job Description

**Title:** Vascular Assistant

**Department:** Vascular Assessment Unit (VAU)

**Band:** Band 3

**Reports to:** Head of Vascular Assessment Unit

### Job Summary:

1. Under the supervision of a registered health care professional, work independently with the health care team to provide clinical care for a defined caseload of patients.
2. Ensure high standards are maintained in a safe environment, which promotes equality and sensitivity for all individuals.
3. Ensure patient safety is maintained and patient experience is positive by treating all patients, family, relatives and colleagues with respect, dignity and courtesy in accordance with Trust values
4. Ensure relevant clinical results are entered onto the PACS information system and maintain accurate and timely data collection of departmental activity.
5. Participate in departmental resource management and audits.

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### Key Responsibilities:

#### Clinical Practice

- As the Vascular Unit Assistant, support the Vascular Scientists and Vascular Nurse Specialist in 3 diagnostic clinical rooms where diagnosis of various blood flow abnormalities is carried out, both in the Unit and occasionally on the wards in addition.
- Work independently in specific areas as directed by the registered practitioners. Organise own day to day tasks, exercising judgement and referring to senior staff for issues outside own scope of practice.
- Ensure all possible steps are taken to safeguard the welfare, safety and security of patients (in- and out-patients), visitors and staff in accordance with Trust policies
- Promote individualised patient care managing the complex nature of specific needs of Vascular and General Medical patients. Maintain personal hygiene and physical comfort of a complex case mix ensuring that privacy and dignity is maintained at all times.
- Work in partnership with patients to respect their rights and choices. Promote dignity, respect, and comfort whilst acknowledging the diverse needs of patients and their relatives during all aspects of care and assessment, in accordance with Trust values and Equality and Diversity Policy.
- Escort patients safely into/out of the examination rooms, positioning patient on examination couch, using Manual Handling procedures according to Portsmouth Hospital Trust policy as appropriate. Confirm patients' identity and details.
- Explain procedures to patients for follow-up of diagnostic results, occasional requirement to emotionally support patients following receipt of distressing news (e.g. need for amputation)
- Prepare trolleys and ensure cleanliness of all equipment.
- Prepare patients, using initiative, experience and knowledge of the requirements of the many individual test procedures and individual Vascular Scientist techniques. Assist the Vascular Scientists with patient positioning and test procedures as appropriate.
- Re-apply basic wound dressings if removed for scanning and liaise with ward staff regarding re-dressing.
- As frequently required to work in an environment with highly unpleasant working conditions e.g. bodily fluids, necrotic tissue, gangrene and unpleasant odours, act professionally and with sensitivity.
- Assist in the emergency resuscitation of patients as per Portsmouth Hospital Trust Policy

## **Communication, Management, Organisational and Team Working Role**

- Answer telephone and deal with enquiries as necessary. Act as liaison and contact point as necessary.
- Promote and demonstrate effective communication at all times with patients, carers, colleagues and other wards/departments. Recognise the need for tact, consideration and confidentiality. Arrange for the appropriate transfer of in-patients from ward areas to the Vascular Assessment Unit according to their clinical needs. Explain the test procedure to patients, demonstrating empathy and by using tact and persuasion as necessary in cases of communication difficulty.
- Communicate with wards/portering services to establish patients' clinical status and to arrange patient transfer appropriate to individual patients' needs.
- Using initiative and knowledge of assessment times for individual types of scan, and machine suitability for individual scan types, organise clinic lists for in-patients according to the priorities set out by the Vascular Scientists and the booked out-patient appointments each day, taking account of constantly changing priorities.
- Update PACS, and other HealthCare science Information systems with relevant clinical data, requiring frequent periods of high concentration.
- Enter patient information and tests performed into the patient record book. Maintenance of the Vascular Assessment Unit databases. Using computer software, create weekly and monthly report of statistics related to completed scans. Collate data relating to scan results and create reports to disseminate this data to relevant departments for purposes of Trust Audit.
- Under direction, participate in the delivery of research, development, and audit projects.
- Photocopy patient reports and file in patient notes.
- Maintain a clean and safe environment for patients and ensure the department and clinical areas are tidy.
- Carry out weekly cleaning audits and submit results to the relevant Senior Nurse and the Head of the Vascular Assessment Unit.
- Ensure stock levels are maintained, raise the relevant orders for approval and receive and check goods prior to storing.
- Undertake annual inventory, co-ordinate timely servicing of medical equipment and reporting of defects.
- Support the Vascular Scientists and Consultant Vascular Surgeons in the running of one-stop clinics, being responsible for ensuring patient movement within the department runs smoothly and in a timely manner.
- Participate fully as a Team member, sharing knowledge and information and supporting colleagues to promote a cohesive team and the achievement of team objectives.
- Participate in departmental meetings and contribute to effective communication within the department.
- Undertake specific organisational duties and provide cross-cover for VAU administrative staff as required.
- Report, document and act on untoward incidents appropriately, escalating as indicated

## **Professional Education and Development Role**

- Maintain and develop skills relevant to role in clinical speciality maintaining own portfolio of evidence
- Act as departmental Control of Infection liaison officer and carry out regular Hand Hygiene audits, submitting results to relevant Trust staff, and the Head of Vascular Assessment Unit.
- Take part in the orientation / induction of new staff. Provide support and development to enable them to develop skills and knowledge required for their role.

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Patients



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Compassion



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One Team

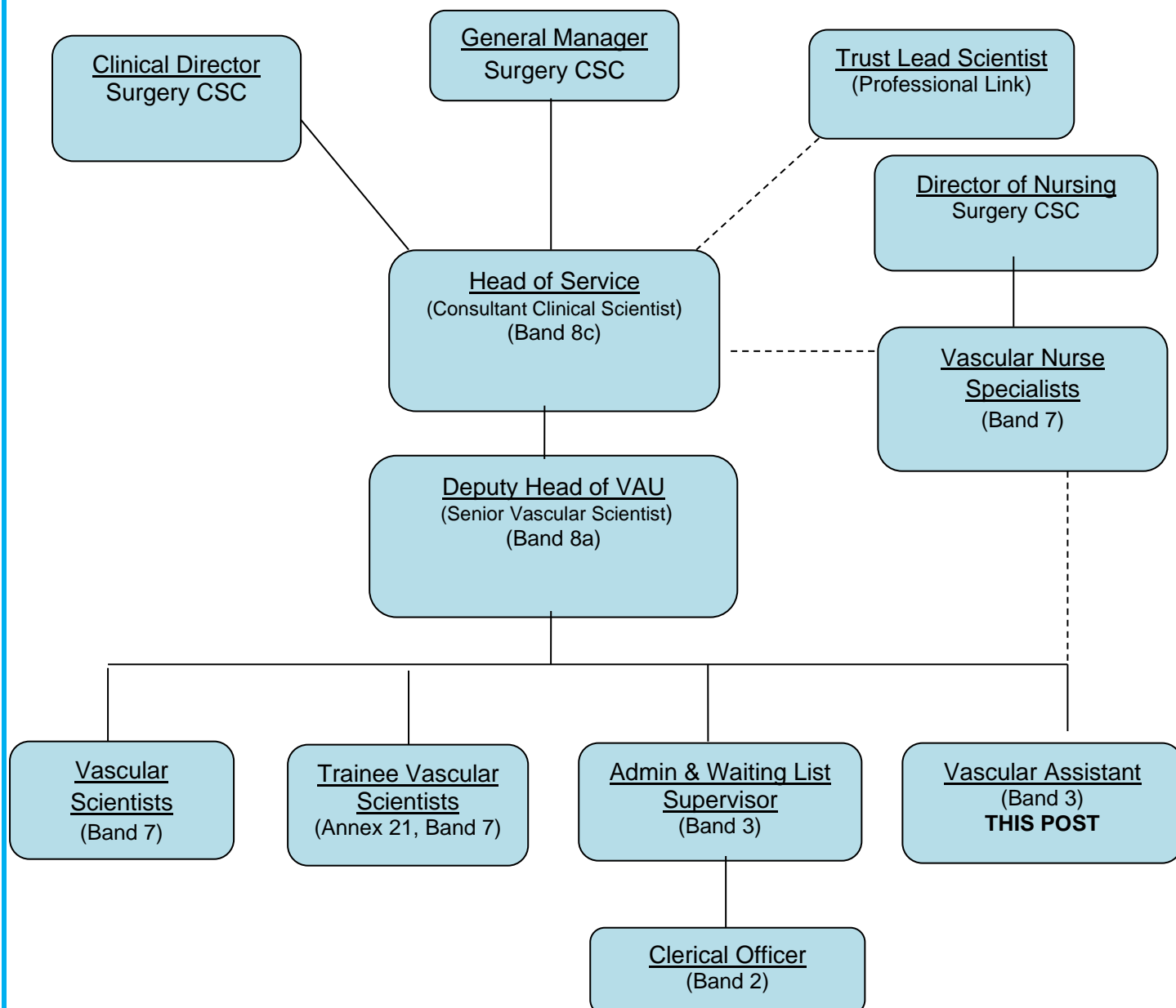


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Improving

## Organisational Chart

(VAU = Vascular Assessment Unit)

----- = professional link



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## Person Specification

### ESSENTIAL QUALIFICATIONS

- NVQ III in care or equivalent

### **Desirable**

- Working with people within a caring setting
- Experience in relevant field – e.g. out-patients, vascular care
- IT skills

### ESSENTIAL SKILLS & KNOWLEDGE

- Ability to work as part of a team
- Effective patient/client care skills
- Excellent verbal and written communication skills.
- Numeracy and literacy skills
- Competence in use of Word, Excel

### **Desirable**

- European Computer Driving Licence (ECDL)

### ESSENTIAL PERSONAL QUALITIES

- Motivation to meet the patients needs for self and others.
  - Ability to demonstrate confidentiality and trustworthiness.
  - A willingness to be flexible and part of a team.
  - Ability to juggle many priorities at one time, whilst remaining calm
  - Accurate and critical in recording data
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**Strategic approach** (clarity on objectives, clear on expectations)

**Relationship building** (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

**Personal credibility** (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

**Passion to succeed** (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

**Harness performance through teams** (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff, respect diversity)

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Job holders are required to act in such a way that at all times the health and well-being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

**Print Name:**

**Date:**

**Signature:**

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