

Job Description

Title: Ultrasound RDA (Radiology Department Assistant)

Band: 2

Staff Group: Clinical Delivery

Reports to: RDA Team Leader / Sonographer / Ultrasound Manager

Job Purpose:

1. To work in designated clinical sections of the diagnostic imaging department on a daily basis. Whilst fostering a safe and efficient environment for patients, staff and visitors.
 2. To provide assistance to the Sonographers, Radiologists, Nurses, and Radiographic staff of the Diagnostic Imaging Department as part of a multi-disciplinary team.
 3. To participate in both diagnostic and interventional procedures as necessary to ensure an efficient and effective Imaging service.
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Key Responsibilities

A. Budgets – None.

B. Staff – Demonstrate own activities and workplace routines to new or less experienced employees.

Clinical/Operational

- To assist the Sonographers and Superintendent in order to facilitate the smooth running of the scanning departments on a daily basis.
- Organising the daily throughput of the department in conjunction with the sonographers by ensuring that all request cards for each day are correct, noting any special instructions regarding patient preparation.
- Liaising with wards to arrange the transportation of patients to the department, and likewise liaising with the porters.
- To assist in patient care, getting patients changed, giving oral preparation, assisting patients in and out of the scan room and on and off the scanner table.
- To set up the trolleys and assist the radiologists with biopsies, drainages and any other interventional procedures.
- To answer the telephone and deal promptly with enquires from patients, doctors and other hospital staff.
- To ensure the availability of adequate supplies by monitoring stock levels and reordering when necessary.
- To be able to use the departmental radiology information computer to register and track patients, to check results and appointments.
- To have a flexible approach and assist generally with any other duties as requested by the Superintendent radiographer and clinical manager. Healthcare provision takes place in a constantly changing environment, and the RDA role will be reviewed and may be amended from time to time to reflect the changing need of the service.

Professional

- Ensure all examinations and work practices are carried out in a professional and appropriate manner in keeping with:
 - Local Rules
 - COSHH Regulations
 - Hospital and Directorate Clinical Governance Strategy
 - Data Protection Act
- To observe all manual handling criteria when;
 - Moving patients from waiting areas into the scanning rooms
 - Transferring patients on and off the couches
 - Positioning patients into the correct scanning position
 - Moving the scanning equipment
- To undertake the departmental and Trust induction programme and all annual statutory training
- To train new staff and facilitate their development.
- To maintain own level of competence through continuing professional development through participation in internal and external development opportunities.
- To take part/perform/supervise clinical trials and audits as required.
- Monitor performance of all associated equipment and act upon all reported potential and actual faults and hazards.
- Report and take appropriate action where necessary/possible, to deal with all undue events with a potentially adverse outcome in keeping with the Department and Trust incident reporting policy.
- The post-holder will be responsible for the appropriate health, safety and welfare matters affecting themselves, patients, visitors, professional and non-professional authorised staff within a designated, controlled or supervised area within the Diagnostic Imaging Department or the Trust.

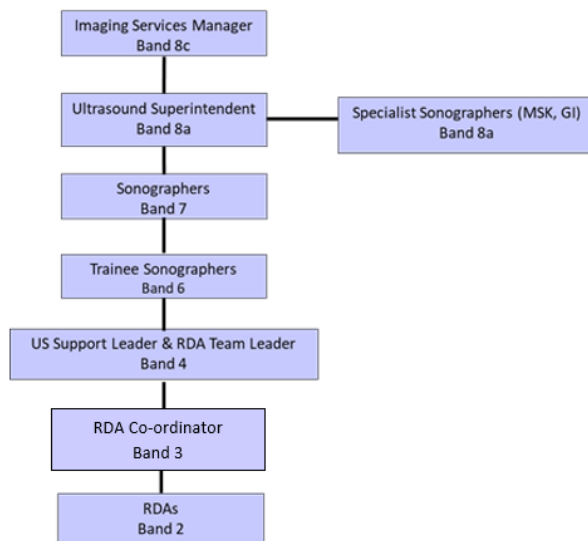
Communication

- To develop and maintain appropriate intra and interdepartmental communication channels.
- To overcome barriers to understanding patients with special needs. To communicate sensitive/complex information to some patients.
- To be able to relate to all manner of patients with understanding and care, respecting their privacy and dignity to provide a caring and confidential service.
- Promote and ensure the best available departmental environment for patients, visitors and staff.

Physical Effort & Working Conditions

- The post holder will: -
 - Have frequent use of VDU equipment.
 - Have regular exposure to distressing or emotional situations on a daily basis e.g. caring for terminally ill or badly injured patients, giving feedback of a negative nature to trainees.
 - Have regular exposure to highly distressing situations e.g. severe trauma cases, cardiac arrest, discovering cancers.
 - Have frequent exposure to body fluids e.g. blood, urine etc and infection risks and occasional exposure to fleas/lice.
 - Have occasional exposure to intoxicated, aggressive or abusive patients and relatives.
 - Have daily exposure to unpredictable workload.
 - Be required to position and manoeuvre patients and equipment on a daily basis. In any clinical situation, patients may be ambulant, in a wheelchair, or on a bed or stretcher. Transfer to an X-ray couch is necessary. Movement of wheelchairs, stretchers/beds over short distances throughout the working period is required.

Organisational Chart



Other

Job Holders are required to:

1. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
2. Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
3. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
4. Act in such a way that at all times the health and wellbeing 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.
5. Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date.

Person Specification

Qualifications

Essential

- Literacy, Numeracy and keyboard skills
- ICT skills
- Desire to deliver compassionate hands on care in the hospital environment
- Driving Licence/ access to public transport as the post holder will be required to work in community sites.

Desirable

- NVQ 2 (or equivalent) in care or modules relevant to the area.
- Level 2 English and Maths
- To be articulate in expressing ideas
- Good Standard of Education
- Knowledge of the NHS

Experience

Essential

- No previous experience is necessary.

Desirable

- Customer Service
- Experience in a health care/ hospital setting.

Skills & Knowledge

Essential

- Excellent verbal and written communication skills.
- Good organisational skills
- Good attention to detail

Desirable

- Effective patient/client care skills

Working Together For Patients with Compassion as One Team Always Improving

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)

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: