

JOB DESCRIPTION

Job Title:	Clinical vascular assistant
Band	3
Care Group	Specialties
Directorate:	Radiology and pharmacy
Department:	Vascular Ultrasound
Location:	Royal Bournemouth Hospital
Immediately accountable to:	Lead vascular scientist
Overall accountable to:	Head of Clinical Measurement
Main Purpose	<p>The post holder will provide support and assistance to the vascular scientists within the Vascular Ultrasound Department as well as undertaking, interpreting and reporting basic diagnostic investigations, namely Ankle-brachial pressure index (ABPI) measurement using hand-held Doppler. The main purpose of the department is to perform diagnostic duplex scans with promptness, accuracy and thoroughness on patients with known or suspected vascular disease and to do it in such a way as to provide excellent patient care.</p> <p>The post holder will assist in providing an ABPI service for both in and outpatients in a variety of settings. The post holder will also be required to assist with vascular outpatient clinics.</p>

General Duties

- Perform Ankle-Brachial Pressure Indexes (ABPIs) independently once competent and to analyse, interpret and report the results to aid in vascular diagnostics
- General help and assistance to vascular scientists throughout the patient ultrasound examination in the department or on the wards
- Organise all in-patient ultrasound requests and provide care and assistance for in-patients whilst in the department.

Communication and Working Relationship Skills

- Communicate complex, sensitive information effectively and improve communication using a range of strategies with regard to person centred care, duty of care, candour, equality and diversity to reduce conflict and complaints.

- Handle information and data in line with national and local policies and legislation
- Liaise with ward staff and porters ensuring patients are collected and returned from their appointments in an efficient and timely manner. Confirm method of patient transport and requirement for any special needs or precautions e.g. MRSA status or need for Oxygen.

Analytical and Judgemental Skills

- Observe patients who have undergone ultrasound scans
- Fill in paperwork to assist with the vascular scientists during the ultrasound scans where necessary
- Undertake ABPIs once competent
- Interpret and report on ABPI measurements to aid in vascular diagnostics

Planning and Organisational Skills

- Organise and send for all in-patients requiring Ultrasound. Patients will have been agreed, vetted and prioritised by a Vascular Scientist. Enter ward patients onto the portering system and organise nurse escorts

Responsibility for Patient/Client Care, Treatment and Therapy

- Escorting patients in and out of the examination rooms and helping patients on and off the examination table
- Assisting with moving and handling of patients who are immobile in a manner that is safe
- Prepare examination rooms prior to the sessions and ensure all equipment required is available
- Receive ward patients on arrival to the department and provide care and assistance to the patients whilst in the department, before and after their examination.
- Observe the patient and ensure safety and dignity throughout the examination.
- Assist patients with personal care during and after examinations e.g. assist patient with cleansing of bodily fluids whilst maintaining a caring and sensitive nature
- Assist patients with undressing and dressing pre and post examination. Assist patients to the toilet ensuring patients dignity is maintained.

Responsibility for Policy / Service Development

- Suggest enhancements to working practices and attend departmental meetings. Reflect on systems of work and suggest areas of deficit or potential enhancement.

- Adapt to changes in working practices in response to developments of the service.
- Report clinical, organisational or radiation incidents in line with risk management policies.

Responsibility for Finance, Equipment and Other Resources

- Monitor stock levels of supplies ultrasound rooms and top up as required

Responsibility for Information Resources and Administrative Duties

- To enter patient information on to the computerised Radiology Information System (RIS) ensuring that data held is accurate and completed in a timely manner. Comply with the data Protection act.
- When examination has been completed resource examination details on to the RIS and scan request form to PACS under the direction of the Vascular Scientist
- Enter patients requiring transport to and from the wards onto the hospital portering system.
- Make appointments for in-patient ultrasound scans using the Radiology Information System.
- Report any lack of data accuracy in the hospital computer systems or image archive (PACS)
- Report clinical, organisational or radiation incidents in line with risk management policies.

Responsibility for Research and Development

- Undertake Infection Control audits to ensure the department meets the Trusts Infection Control policies.

Freedom to Act

- To comply with all statutory regulations and work within Trust and department protocols

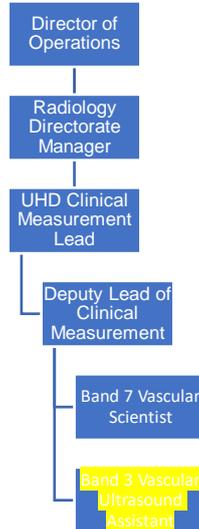
Mental, Physical, and Emotional Effort

- Help bring patients in and out of x-ray rooms and assist them on to the X-ray couch. (This will require frequent pushing of trolleys, beds and wheelchairs).
- Explain procedures to patients and relatives. Empathy will be required as some patients may be anxious, embarrassed or distressed.

Any Other Specific Tasks Required

- To undertake any other duties of a similar nature as may be required after discussion with the line manager and by mutual consent.
- Ensure mandatory training is complete and up to date.
- Observe and undertake appropriate Infection Control duties to comply with Trust policies.
- Comply with the Trusts Dress Code.

Organisational Structure of Department



Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

Partnership with Bournemouth University

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.

Version 4