

“Creating a great place to be cared for; a great place to work”



# University Hospitals of Morecambe Bay

NHS Foundation Trust

## JOB DESCRIPTION

Job Title:	Radiology Support Worker
Department/Ward:	Radiology
Band:	3
Care Group:	Core Clinical Services
Responsible to:	Head of Department
Accountable to:	Clinical Lead through Head of Department
JOB SUMMARY:	<p>To assist Consultant Radiologists, Consultant Radiographers, Advanced Practitioners and Radiographers in non radiographic tasks that ensure the timely delivery of diagnostic imaging services.</p> <p>To prepare sterile/non sterile trolleys unassisted for various procedures i.e. sterile procedures and biopsies and assist with the procedure</p> <p>To input accurately patients details, using the radiology computer system, and PACS.</p>

### KEY WORKING RELATIONSHIPS:

Consultant Radiologists  
Sonographers  
Advanced Practitioner Radiographers  
Radiographers  
Registered Nurses  
Clinical Support Workers  
Admin Teams  
Porters and External Transport  
Multidisciplinary Ward Teams  
General Practitioners and Surgery Staff

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## **SPECIFIC DUTIES AND RESPONSIBILITIES**

- To assess the physical, mental, emotional or spiritual needs of the patient and assist to adjust any technique required by the Advanced Practitioner/ Radiologist.
- To explain the procedures to patients of a wide and varied range of comprehensive ability.
- To employ a range of verbal and non-verbal communication methods where the patients understanding is limited by a physical or mental impairment.
- To liaise between patient and professional to ensure all relevant information is communicated in an appropriate manner, before, during and after examination.
- To attend to the welfare of patients and other members of the public as they arrive in the department.
- To assist with the movement of patients around the departments of the directorate of radiology and throughout the hospital as required.
- To be involved in delivering staff training including hand washing techniques, lifting and handling key trainer and use of hoists
- To input accurately patients details, using the radiology computer system, and to act as their first point of contact.
- To prepare sterile/non sterile trolleys unassisted for various procedures i.e. sterile procedures and biopsies and assist with the procedure.
- To perform intravenous cannulation of patients including use of Aseptic Non-Touch Technique
- To prepare and administer oral preparations prior to procedures under supervision and guidance of professional staff
- To undertake patient observations prior to and following biopsy procedures where necessary.
- To prepare a room for various radiology procedures and examinations without supervision. These may include CT, MR, ultrasound, fluoroscopy (including interventional procedures), X-ray, Nuclear medicine
- To ensure clinical rooms are clean and tidy, replacing depleted consumables immediately after use.
- To provide reassurance to patients during procedures of an intimate and sensitive nature and to give basic clinical advice on aftercare.
- To correctly identify, label and despatch biopsy specimens when required.
- To ensure linen stocks are adequate on a daily basis and are appropriately disposed of after use.

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- To answer telephone enquires from G.P’s, patients, consultants, hospital staff and members of the public independently.
- To observe all applicable health and safety rules especially local rules on radiation protection and COSHH.
- To ensure all equipment and rooms are available for use prior to start of daily sessions without supervision.
- To assist with the capture and transfer of digital data.
- To keep abreast of radiology practices and where possible attend meetings, courses or in service training sessions to further post holders knowledge.
- To train new members of staff when required.

**ORGANISATIONAL RESPONSIBILITIES**

- To be responsible for ordering, receiving, checking and putting away all radiographic and non-radiographic consumables used in the department.
- To assist with clerical duties including reception cover where necessary.

**ADDITONAL INFORMATION**

- The Department is fully computerised and full training will be given in the use of the Radiology Information and PACS Systems
- To move, transfer and assist in positioning of patients, in adherence to the trusts manual handling policy.
- To be regularly exposed to bodily fluids and unpleasant smells.
- To occasionally be exposed to aggressive behaviour.
- To often work with patients with terminal illness.
- To deal sensitively and assertively with patients having high levels of anxiety or aggression and be aware of associated personal safety issues.
- To stand for long periods of time.
- To ensure the policies and procedures of the Trust and department are adhered to at all times.
- To be responsible for own training as identified by the Training Management System and undertake all mandatory training within the required timescales, including basic resuscitation, manual handling and fire training on an annual basis.
- To be aware of the fire procedure and be able to execute the evacuation of the department.

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- To undertake any other duties as directed by radiographic staff of the department.
- To be familiar with Trust policies on major incident procedures.
- To be aware of radiation safety regulations including Local Rules and relevant IR(ME)R procedures.
- To be aware of infection control measures to avoid cross infection within the Trust.
- To participate in risk assessments as required.
- To be aware of the data protection act and confidentiality policies.

**This job description is not exhaustive and will be reviewed and amended, with the post holder, when necessary.**

### **TERMS AND CONDITIONS**

This post will be subject to the terms and conditions of the University Hospitals of Morecambe Bay NHS Foundation Trust.

### **CONFIDENTIALITY**

Information relating to patients, employees and business of the Trust must be treated in strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Freedom of Speech policy.

### **SAFEGUARDING & PROTECTING CHILDREN**

Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles. As an employee of the trust you will need to be aware of your responsibility in relation to safeguarding and protecting children. You will need to be aware of trust/local LSCB procedures and know how to contact named professionals, within the safeguarding team for advice and support.

### **ENVIRONMENTAL SUSTAINABILITY – NET ZERO CARBON**

University Hospitals of Morecambe Bay NHS Foundation Trust are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment and lighting when not in use. Report heating issues such as when buildings are too hot or too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.

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- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle. Do not over order equipment or medicines. Healthcare waste must be disposed of in line with the Trust’s Waste Management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the Estates Team for further details.
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport.

### **HEALTH AND SAFETY**

The Health and Safety at Work Act stipulates that it is the responsibility of each employee to observe all rules governing safety and conduct and as such safety equipment and Personal Protective Equipment provided must be used.

### **INFECTION CONTROL**

The Trust is committed to protecting the health of all staff, patients and visitors to the Trust. As such all staff is personally responsible for compliance with all Trust and department infection prevention and control policies. Failure to comply with such policies and associated procedures is likely to lead to disciplinary action and may result in dismissal.

### **MANUAL HANDLING**

The post holder will be provided with adequate training in correct lifting techniques by a recognised lifting instructor.

### **NO SMOKING POLICY**

A No Smoking Policy operates across all Trust sites.

### **QUALITY OF SERVICE**

The trust is committed in its use of available resources to obtaining the best possible service for patients and staff. The Post holder must share this objective and seek to maintain and improve the quality of service provided.

### **EQUAL OPPORTUNITIES**

The Trust is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability. We promote flexible working opportunities wherever possible to enable staff to balance their work with their private lives.

### **TRAINING AND DEVELOPMENT**

Maintain your professional standards in respect of education and training and ensure that you are aware of your specific area specialty training and needs analysis.