

## **SCARBOROUGH HOSPITAL**

### **DEPARTMENT OF RADIOLOGY**

#### **JOB DESCRIPTION**

JOB TITLE: Clinical Imaging Support Worker

REPORTS TO: Radiology Nursing Sister

RESPONSIBLE TO: Radiology Clinical Manager

LOCATION: Radiology

#### **Job Purpose**

As part of a multi-disciplinary team, to provide a comprehensive and effective radiographic service within the department of Radiology. To assist and support Consultant Radiologists, radiographers and nurses during all Radiological examinations and help towards providing an efficient, friendly and caring service. To occasionally undertake image production and clerical duties. To be aware of and understand the tasks and responsibilities associated with the role and be aware of and comply with systems of work, local rules, policies and procedures

#### **Duties and responsibilities**

##### **1. Communication**

- To communicate with radiographers with regard to the requirements for patient examinations and the preparation of contrast media as appropriate.
- Ability to communicate effectively with patients, relatives, carers and other healthcare professionals while acknowledging the complexities of difficult situations e.g. physical or mental distress and radiation safety
- To communicate effectively and empathetically with patients, in particular be sensitive to patients' anxieties regarding the claustrophobic nature of MRI examinations
- To communicate effectively with wards, outpatient clinics (including other sites within the Trust) and the appropriate referrers, as well as patients, regarding patient investigations.

- To attend and contribute to team briefings and staff meetings, which are held at regular intervals
- To maintain good working relationships with all members of the multidisciplinary Radiology team and other teams external to the Radiology directorate
- To receive instruction from professional staff who will assist with all practical and organisational problems
- Potential exposure to verbal and/or physical abuse from patients and relatives, especially while working in A/E.
- Support patients and staff prior to, during and following imaging procedures. To assist with the patients undergoing invasive procedures while under the supervision of a trained nurse.
- Using pre set questions, communicate with patients to complete the departmental form to check patient's suitability for administration of contrast media.
- Assist patients in the correct completion of the MRI questionnaire and deal with concerns relating to the claustrophobic nature of the examination.

## **2. Analytical tasks**

- To be able to prepare the environment, equipment and materials before procedures, maintain them during and restore them following the procedures.
- To assist during radiological procedures
- Competent handling of contrast media, including correct loading of the Contrast Injector, with awareness of potential reactions and appropriate patient care.
- To be able to accurately position patients and equipment for cross sectional imaging procedures
- Observation and monitoring of patients in the day bed area post procedure, including the taking of regular B.P. and pulse and checking puncture site for haematoma and recording of same on day sheet. Reporting any changes to nurse in charge.
- Preparation of trolleys for sterile procedures and maintenance of a sterile field and competent handling of sterile equipment
- Following written departmental procedures, prepare contrast media for intravenous injection and oral preparation for radiological examinations
- To perform routine quality control checks which form part of the department Quality Assurance Programme and report any equipment malfunctions to the Radiology Manager.
- To digitise and reproduce images on CD
- When required assist with clerical duties, including making appointments and updating patient and examination details on the Radiology Information System
- To undertake departmental office procedures.

- To know and follow the correct procedure in the event of equipment breakdown or malfunction.
- To handle a wide variety of often expensive equipment, ranging from guide wires, catheters and syringes to mobile x-ray units and large items of x-ray equipment.
- To ensure there is no possibility that females of child-bearing age are pregnant before commencement of examination.
- To correctly dispose of sharps
- Assess the patients degree of ability to co-operate or any disability which may make the examination more difficult
- Assess the patient before they leave the department and explain how to get their results.

### **3. Planning and Organisational Skills**

- Prioritise own patient workload and assist colleagues in high turnover areas.

### **4. Physical Skills**

- Regularly wearing of lead aprons for protection from radiation exposure, these are of significant weight.
- Attendance (or relearning) for Trust statutory and mandatory Health and Safety training. Resuscitation, Fire Safety, Moving and Handling. Infection Control and Health and Safety.
- Competent handling of contrast media, with awareness of potential reactions and appropriate patient care.
- To input and retrieve data from the Radiology Management System within the constraints of the Data Protection Act.
- To move and handle patients and equipment. To physically move radiology equipment, beds trolley and wheelchairs and the ability to manoeuvre patients both in general and x-ray positioning situations, including pat sliding immobile patients.

### **5. Responsibility for patient care**

- Maintain a high level of patient care and comfort.
- Participate in the Majax list
- Before commencement of examination, check I.D details match and that the patient is aware of and consents to the procedure.
- Follow all Trust and departmental protocols and policies without supervision.
- Ensure safe working practices as laid down in Ionising Radiation Regulations 1999, the Approved Code of Practice, I.R.(ME)R 2000 and Health and Safety at Work Regulations for patients, staff and carers for example the LMP protocol.
- To accommodate the needs and safety of visiting staff and patient carers and provide reassurance when necessary whilst maintaining radiation safety at all times.
- Staff should ensure that their actions support the aim of the Trust in ensuring that all children up to the age of 18 years are protected from significant harm, abuse and neglect, within the framework of multi-

agency Child Protection Services, established in the Guidelines and Procedures issued by the Area Child Protection Committee.

- To ensure awareness of the Trust Guidelines, Policies and Action Plans with regard to Infection and Control. Staff are required to protect themselves and patients from Health Care Acquired Infections by continuing to improve clinical behaviour and improve patient outcomes
- To act as chaperon when required
- With the consent of the radiology nurse in charge of the procedure, escort patients from radiology to the wards following certain invasive procedures.
- Escorting patients to changing area when necessary, assist them to prepare for procedure
- Providing patients with meals and drinks when requested or needed.
- Aiding immobile patients to use the toilet facilities and ensuring personal hygiene and universal precautions are observed. Where commodes or bedpans are used ensuring removal, correct disposal of contents and cleaning according to protocols.
- Assisting with handling and moving patients
- Maintain a high level of patient care and comfort

#### **6. Policy and Service Development Implementation**

- To keep up to date with working practices and to aid their implementation within the Trust and Radiology department
- Possess knowledge of current NHS trends and targets which influence service provision.
- To produce a Continuing Professional Development (CPD) Portfolio incorporating evidence to support the Knowledge and Skills Framework (KSF)
- Participate in Trust Majax list

#### **7. Responsibilities for Financial and Physical Resources**

- To be responsible for the effective use of equipment and materials, maintain awareness and suggest potential savings to maintain Trust budget targets

#### **8. Responsibilities for Human resources**

- To receive an annual staff development review and personal development plan
- To produce a professional portfolio containing evidence to support the KSF job profile
- Staff should be aware of their individual responsibilities under the Trust's Equal Opportunities Policy and ensure that they adhere to the provisions of the policy

#### **9. Responsibilities for Information resources**

- It is the responsibility of each member of staff to maintain confidentiality at all times

- To ensure data quality inputted into both Trust and Department information systems (CPD, CRIS, CR, PACS) is accurate in compliance with the Data Protection Act
- To ensure compliance with confidentiality restrictions regarding the use of log in, passwords and smart cards

#### **10. Responsibility for Research and Development**

- To actively participate in technical and patient focused aspects of the departments audit and clinical governance programmes

#### **11. Freedom to Act**

- To work under the supervision of professional staff and to prioritise and manage my own workload with the areas of responsibility.
- Ensure safe working practices are observed, as laid down in Ionising Radiation Regulations 1999, the Approved Code of Practice, I.R.(ME)R 2000 and associated 'Local Rules'.
- To be aware of, and adhere to, the provisions of the Health & Safety at Work Act, ensuring my own safety and that of staff, carers and patients, for example the L.M.P. protocol.
- Follow all Trust and departmental procedures, protocols and policies without supervision. Attendance at Trust statutory and mandatory training. Resuscitation, Fire Safety, Moving/Handling and Health and Safety, with associated training course and yearly updates and Infection Control guidelines.
- To access, input and retrieve data from the Radiology Management Information Systems within the constraints of the Data Protection Act.

#### **Infection Control:**

- ***To ensure awareness of the Trust Guidelines, Policies and Action Plans with regard to Infection and Control. Staff are required to protect themselves and patients from Health Care Acquired Infections by continuing to improve clinical behaviour and improve patient outcomes.***

#### **Safeguarding Children:**

- ***To ensure awareness and be alert to, the signs and symptoms of abuse in children through regular participation in mandatory and refresher child protection training.***
- ***To be familiar with all relevant Safeguarding Children & Young People, policies and procedures, taking the appropriate action***

***when there is knowledge or suspicion of a child who has been subject to abuse.***

Staff must be aware of and adhere to the Health and safety at Work act and to ensure their own safety and the safety of colleagues and patients. Staff must also be aware of the action to be taken in the event of fire and must attend a fire lecture annually

This job description is not meant to be exhaustive. It changes the main duties and responsibilities of the post. It may be subject to change in the light of developing organisational and service needs and wherever possible change will follow consultation with the post holder

*(Job Holder or indicate vacant post)*

**Signed:** .....  
*(Job Holder or indicate vacant post)*

**Signed:** .....  
*(Manager)*

**Date:** .....

