

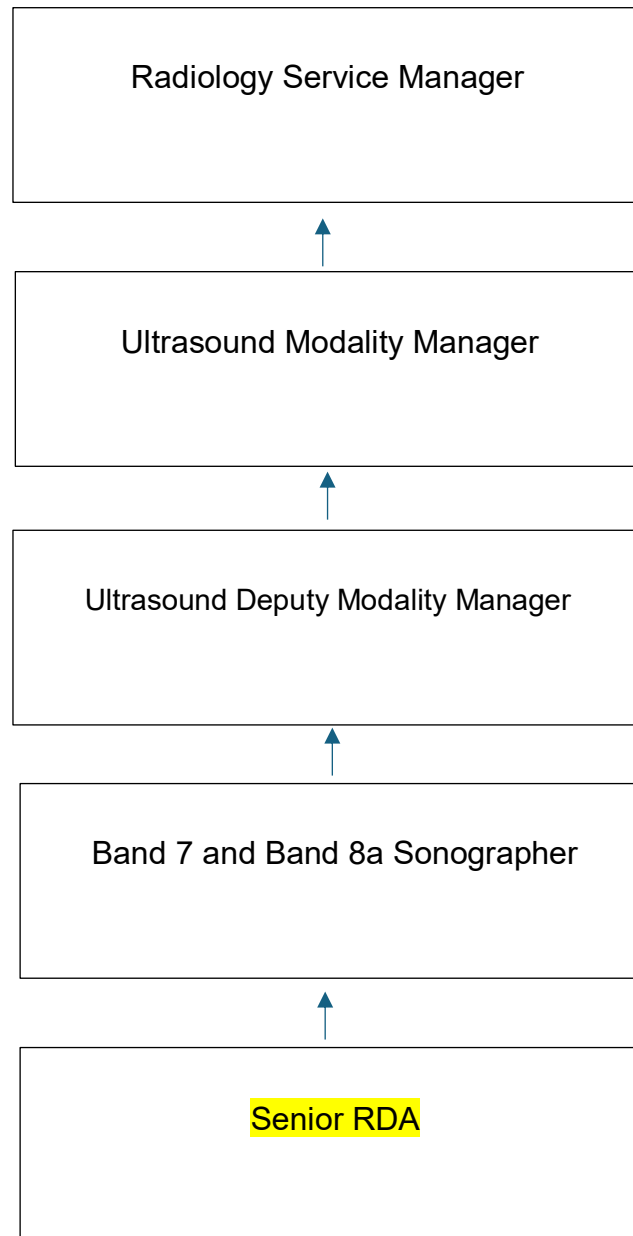
### JOB DESCRIPTION

Job Description Job Ref:	19-112
Job title	Senior Ultrasound Radiology Department Assistant
AfC Pay Band:	Band 3
Number of hours:	37.5
Clinical Unit / Division	Radiology
Department:	Ultrasound (General X-Ray A/E, CT when required)
Location:	Conquest / Eastbourne District General Hospital / Bexhill Community Diagnostic Centre (CDC)
Accountable to:	Radiology Service Manager
Reports to:	Ultrasound Modality Lead
<b>Job dimensions &amp; responsibility for resources</b>	
Budgetary & Purchasing, Income generation	Budget / Delegated Budget managed: £N/A Authorised signatory for: £N/A Other financial responsibility: Responsible for maintaining stock levels. Careful use of Trust resources.
Staff	N/A
Information Systems	Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation Specialist systems: CRIS, PACS, ESearcher
Job purpose	Clinically focussed role across Ultrasound, utilising advanced skills to work to a high level of proficiency, and in a professional manner. To provide patient care and be part of the Ultrasound team, overcoming traditional barriers to enable the Trust to achieve its KPI (Key Performance Indicators) and service delivery targets. To provide clinical and clerical support to the Ultrasound department. To participate in audit preparation, liaising with Sonographers, Consultant Radiologists and other department members as well as wards.

### Our Values



## Department Structure



## General Duties and Responsibilities

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

## Communications and Working Relationships

With Whom:	Frequency	Purpose
<b>Internal</b>		
Other departments, medical, clerical and ancillary staff.	Daily	To ensure the best possible outcome for patients. Linking with other internal teams should be of benefit to the patient pathway
Radiologists	Daily	Assisting with interventional list. Discussing scan requests.
Sonographers	Daily	Liaise with and utilise advanced skills to assist Sonographers in providing diagnostic imaging.
Students (radiography, nursing & occasionally medical)	Daily to weekly	Assist in patient examinations with due regard to the patient's physical and mental well-being.
Patients/Carers	Daily	Meet and greet patients Prepare patients for examinations.

		Give instructions on follow up Escorting patients
Ward and Theatre Staff	Daily	To arrange and confirm patient appointments, and necessary preparation. Lifting and moving equipment such as patient beds
Modality Manager /Deputy Modality Manager	Daily	Supervision, mentoring Reporting of faults and equipment problems
<b>External</b>		
Other NHS Trusts	As necessary	Personal education opportunities Preparation of patient imaging history prior to examination
General Practice	As required	Confirm administrative details of patients, and appointments
Educational establishments	As required	For own development opportunities
<b>Key duties and responsibilities</b>		
Other departments, medical, clerical and ancillary staff. <ul style="list-style-type: none"> <li>• To ensure best possible outcome for patient</li> <li>• Meet and greet patients and appropriately prepare them for the test</li> <li>• Assist in patient examinations, clinically and administratively</li> <li>• Check examination requests and Imaging history and to organise in-patient worklists</li> <li>• Reporting of faults</li> </ul>		
Clinical	<ul style="list-style-type: none"> <li>• Assist with interventional procedures such as Breast, Head &amp; Neck biopsies and Musculoskeletal ultrasound</li> <li>• Assist with Sonographer, Consultant lists, clinically and administratively</li> <li>• Act as chaperone for Sonographer, Consultant and patient during intimate examination or examinations where additional support is required</li> <li>• Maintaining the cleanliness of the ultrasound rooms and management of stock</li> <li>• Prepare ultrasound room and aid setting up of interventional procedures e.g. specimen pots and sterile trolleys for biopsy examinations</li> </ul>	

	<ul style="list-style-type: none"> <li>• Is required to operate ultrasound machine when Consultant is scrubbed for sterile procedures.</li> <li>• Maintain patient privacy, dignity and confidentiality at all times.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Liaise with wards, sonographers, consultants and patients daily</li> <li>• Use IT systems such as CRIS and Esearcher to process patients, acquire relevant clinical history and book patient appointments for the daily ward list</li> <li>• Helping to explain difficult and often distressing scanning procedures to patients who may be anxious or aggressive, and who may not understand what is being described.</li> <li>• Advises ward staff on aftercare for patients undergoing biopsies</li> </ul>
Patient/client care	<ul style="list-style-type: none"> <li>• Use hoist and other lifting aids to assist with the moving and handling of patients</li> <li>• Preparing patients for examinations and help position patients for ultrasound examination</li> <li>• Undertakes patient monitoring and records observations on patients following interventional procedures.</li> <li>• Assists in mobilising and transferring patients and transferring of beds throughout the department.</li> <li>• Support patients in a caring manner including providing physical assistance to the patient as necessary</li> <li>• Take patient observations such as blood pressure and temperature when necessary</li> <li>• Cover puncture wounds following biopsy/aspiration procedures</li> </ul>
Administrative	<ul style="list-style-type: none"> <li>• Check ultrasound examination requests via CRIS systems</li> <li>• Plans, organise and triage the daily ward patients for the Sonographers in patient list <ul style="list-style-type: none"> <li>◦ Communicating with the wards, sonographers, porters and other hospital staff</li> </ul> </li> <li>• Adding ultrasound examinations onto the CRIS booking system, searching appointment times and printing daily clinical lists</li> <li>• Prepare pathology request forms for Radiologists following procedure</li> <li>• Accurate documentation of consumables used for billing purposes</li> <li>• Answer telephone queries from the wards, consultants and other hospital staff daily</li> </ul>

	<ul style="list-style-type: none"> <li>• Report any complaints or issues arising to the Modality Manager immediately</li> <li>• Assist in the checking of imaging referrals, and throughput of workloads in the departments</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>• Adhere to Trust protocols and values</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Participate in departmental audit with supervision</li> <li>• To participate in formal induction processes and complete core training and competencies</li> <li>• Aid and assist in the induction and training of new staff members</li> <li>• Maintain mandatory training in line with Trust policy</li> <li>• Actively seek to maintain and enhance own competencies</li> </ul>
Clinical governance	<ul style="list-style-type: none"> <li>• Follows standard operating procedures but is encouraged to contribute towards discussions about service development and changes to the service.</li> <li>• Encourage participation of audits which may result in positive changes within the department.</li> <li>• Actively assist the management of Health and Safety/Infection Control concerns.</li> <li>• Work according to clinical protocols and procedures</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Reporting of ultrasound machine and technology faults</li> <li>• Cleaning of Ultrasound Machine filters</li> </ul>
Information Resources	<ul style="list-style-type: none"> <li>• Correctly and accurately input data entry into CRIS and other hospital systems</li> <li>• Use IT skills to produce audit data, reports and graphs when required</li> <li>• Use hospital IT systems to retrieve patient's test results for scanning</li> </ul>
Freedom to Act	<ul style="list-style-type: none"> <li>• Uses own initiative to organise daily routine within the department</li> <li>• Deals with routine enquiries from wards, patients and medical staff.</li> <li>• Is involved in biopsy or interventional sessions with Radiologist</li> <li>• Knows how and where to seek advice when necessary</li> </ul>
Physical effort	<ul style="list-style-type: none"> <li>• Is required to move patient's bed in and out of the imaging room several times daily</li> </ul>

	<ul style="list-style-type: none"> <li>• Is required to move equipment / items as required</li> <li>Transfers patients from chairs to imaging couch, using mechanical hoist as necessary</li> </ul>
Mental and Emotional effort	<ul style="list-style-type: none"> <li>• Attention to detail is needed when working on CRIS</li> <li>• Respect and compassion to individual patient presentations including mental and physical requirements</li> <li>• Cares for patients who are terminally ill</li> <li>• Cares for patients undergoing biopsy</li> <li>• Cares for patients that may be in pain, uncomfortable and/or scared by showing empathy and understanding, and by giving correct information to patient's, staff and colleagues.</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>• Dealing with blood, urine, faeces with the possibility of cross-infection.</li> <li>• Handling patients with universal protection issues e.g. TB, scabies</li> <li>• Dealing with urine/catheter bags.</li> <li>• Needle stick injuries.</li> <li>• Lack of daylight throughout the department, being a particular problem in the winter months</li> </ul>

<b>Working Environment:</b>					
Driving		Lifting	X	Verbal aggression	
Use of PC/VDU	<b>X</b>	Physical support of patients	X	Physical aggression	
Bending/kneeling	<b>X</b>	Outdoor working		Breaking unwelcome news to others	
Pushing/pulling	<b>X</b>	Lone working		Providing <b>professional</b> emotional support	<b>X</b>
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	<b>X</b>
Repetitive movement		Contact with bodily fluids	X	Involvement with abuse cases	<b>X</b>
Prolonged walking/running		Infectious materials		Care of the terminally ill	<b>X</b>
Controlled restraint		Noise/smells	X	Care of mentally ill & challenging patients	<b>X</b>
Manual labour	<b>X</b>	Waste/dirt	X	Long periods of concentration i.e. hours	
Food handling		Night working		Working in confined spaces (eg roof spaces)	



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**Statement**

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to. In addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

### Person Specification

Job Title: Senior Radiology Department Assistant Grade: Band 3

Assistant

Department: Ultrasound – however Date: 2024

General X-Ray A/E, Cross section when required

\*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate

#### Minimum Criteria \*

##### Qualifications

Minimum AI  
requirement of  
relevant NVQ 3  
and documented  
evidence of further  
training in relevant  
clinical skills and  
departmental  
procedures e.g.  
I.V. cannulation,  
patient monitoring  
skills and aseptic  
technique. e.g.  
CHS19  
computerised  
patient record  
systems, to NVQ3  
equivalent

##### Experience

Significant recent AI  
experience as an  
RDA in a hospital  
environment

##### Skills / Knowledge / Abilities

Good communication skills both verbal AI  
and non-verbal AI  
Good organisational skills AI  
Able to work independently AI  
Competent and accurate IT skills for AI  
both data entry on Radiology  
Information System and to use other  
hospital data bases. Ability to use  
programs such as Excel to produce  
audit reports and produce spreadsheets  
for inclusion in audit paperwork  
Cannulation on a regular basis

##### Other

#### Desirable Criteria \*

EDCL or other AI  
recognised IT  
qualification

Recent proven AI  
experience in a  
similar role in  
NHS.

Reliable work record  
Evidence that personal behaviour  
reflects Trust values  
DBS clearance.

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