

LANCASHIRE TEACHING HOSPITALS NHS TRUST
HUMAN RESOURCES DIRECTORATE

JOB DESCRIPTION

JOB TITLE: Assistant Practitioner (**Radiography**)

DIRECTORATE: Imaging

REPORTS TO: Lead Radiographer

ACCOUNTABLE TO: Principal Radiographer –X-ray

KEY RELATIONSHIPS: Radiographers
Imaging Department Assistants

DIRECT REPORTS: n/a

HOURS: 37.5

LOCATION:

BAND: 4

NB: The Post holder may be required to work in other departments across the Trust including across Trust sites

KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
2	2	2	2	2	1

Role Summary

To undertake a defined range of routine diagnostic Xray examinations under the direct supervision of a Radiographer Practitioner.

Responsible for providing a range of personalised care for patients and a range of clinical duties under the guidance and supervision of the Lead Radiographer / Advanced Practitioner.

To support the productive operation of the departmental environment by undertaking a range of non-clinical activities which contribute to the maintenance of a safe and clean environment.

To act at all times in a manner that upholds the Trust values working as part of the team to ensure that patients and relatives receive excellent care with compassion.

Key Duties and Responsibilities:

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust

Our Values

- **Being Caring and Compassionate ♥**

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can

- **Recognising Individuality ■**

Appreciating differences, making staff and patients feel respected and valued

- **Seeking to Involve ●**

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service

- **Building Team Spirit ▲**

Working together as one team with shared goals, doing what it takes to ensure we provide the best possible service

- **Taking Personal Responsibility ♦**

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

[Link to Values](#)

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ROLE DUTIES	MEASURABLE OUTCOMES	♥	■	●	▲	◆
Undertake a defined range of routine diagnostic examinations.	<ul style="list-style-type: none"> • Works within standard operating protocols identified under IRMER • Maintains a competency portfolio • Always works under the direct supervision of a Radiographer Practitioner. • Always ensures referral forms are justified by a Radiographer Practitioner • Is registered with the Society of Radiographers. 			●		◆
Provide good quality personalised care in accordance with agreed local and national standards.	<ul style="list-style-type: none"> • Maintain good effective communication when dealing with patients and visitors, supporting them in times of distress. • Communicate effectively with colleagues and others, always ensuring that patient's privacy and dignity is maintained. • Report any changes in a patient to a senior member of the team. • Constructively manage barriers to effective communication to ensure that the patient has understood. • Always communicate in a manner that is both timely and appropriate to the situation, and always professional. • Communicate with patients and visitors in a manner which promotes a positive image of yourself, the department and the team. • Introduce yourself to patients at the start of each examination. • Has achieved and maintained competencies as per departmental induction plan. • Maintain a high standard of patient care demonstrating quality customer service. • Work within the limits of own competence, levels of responsibility and accountability within the team. • Works as an individual and as part of the wider team understanding the importance of being a team player. • Assist patients to access and use toilet facilities or continence aids, and achieve physical comfort. • Assist with eating and drinking as required. • Assist in the prevention of pressure sores. • Ensure patients are comfortable and assist with 	♥	■			

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	<ul style="list-style-type: none"> positioning. Assist patients with mobility issues. Help patients to undress prior to and get dressed after, their radiological investigation Encourage patients to be as independent as possible. Escort patients as necessary, to other areas of the hospital. To provide refreshments for patients as required. 					
Undertake duties relevant to the clinical area following achievement of competencies.	<ul style="list-style-type: none"> Must be competent in Basic Life Support. Assist with clinical procedures. To assist in preparing and passing equipment for the diagnostic procedure as appropriate. To be proficient in the use of X-ray equipment, within the levels of competence required. Sets up and assists with clinical procedures correctly maintaining sterile field and ANTT. 	♥				
Assist to maintain patient safety, confirming to health, safety and security legislation, policies, procedures and guidelines.	<ul style="list-style-type: none"> Maintain confidentiality at all times, as required by legislation and Trust Policy. Move and handle patients/equipment/materials, using agreed moving and handling procedures. Undertake Key Mover training and provide advice on patient moving and handling, if required. Assist qualified staff with risk assessments. Work according to Trust Infection Control policies ensuring that the risk of cross infection is minimal- Maintain ANTT and hand hygiene as per Trust Policy. Carry out hospital fire policy and procedure. Report all accidents and incidents and near misses as per Trust Policy. Comply fully with the Trust Uniform Policy. 					♦
Assist in maintaining standards of care to improve the patient experience and outcome of care.	<ul style="list-style-type: none"> Answer the telephone according to Directorate Policy and take and deliver messages, as required. Obtain notes and x-rays when required. Assist patients to maintain personal hygiene and appearance. 	♥				♦
Promote equality in care and practice by recognising, respecting and meeting the needs	<ul style="list-style-type: none"> Take an active part in Team Meetings and audits as required. 					

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and choices of individuals.	<ul style="list-style-type: none"> Suggest improvements where appropriate, as part of the Imaging team. Assist management in any review of standards and performance. Inform line manager when a change has an adverse effect on patient care and service provision. 					
Contribute to maintaining safe, clean and productive environments, compliant with standards for hygiene and cleanliness.	<ul style="list-style-type: none"> Correctly dispose of clinical waste and monitor the regular emptying of linen disposal bags, to the correct disposal points in accordance with waste minimisation. Clean beds, trolleys and equipment as required. Monitor and maintain high levels of tidiness and cleanliness of patient areas within the Department. Maintain a safe working environment. Carry out cleaning and preparation of clinical areas. Assist with the ordering of stock as requested by the line manager. Receive and check stock and store away ensuring stock rotation. Maintain stock levels to enable smooth running of the department Ensure equipment, fixtures and fittings are in good order and report any faults. 		■		▲	
Actively try to resolve issues and complaints at local level and then report the outcome to line manager.	<ul style="list-style-type: none"> Gives clear and concise advice to people on the procedures in place e.g. PALs, complaints. Resolve potential conflicts as per conflict resolution guidance and the promotion of zero tolerance. Report incidents of violence or aggression immediately in order to seek help. 				▲	◆
Maintain and develop own competence.	<ul style="list-style-type: none"> Actively participate in the PDPR Process identifying own development needs and interests within the post Takes responsibility for own learning and actively participates in identified learning and development opportunities, Maintain a Personal Development Portfolio. Advise more junior staff to help their development. Demonstrate own duties to new starters, agency/bank staff. 					◆

	<ul style="list-style-type: none">• Plan own delegated work activities					
Process information according to local and national requirements.	<ul style="list-style-type: none">• Maintain accurate information on the EPR or any manual system as required.• Obtain requested information from EPR or any manual system as required.• Act in accordance with Trust IT procedures.					◆

Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	✓	Regular DSE work	✓
Regular equipment / material moving & handling > 10kg	✓	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	✓
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	✓
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
Biological			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services

- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST: Assistant Practitioner – Radiography

Band:4

DIRECTORATE / DIVISION:DCS

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<ul style="list-style-type: none"> GCSE in English and Mathematics – grade C or above Assistant Practitioner Qualification/Equivalent Experience working as an Assistant Practitioner in Radiography 	<ul style="list-style-type: none"> Basic IT skills Level 2 numeracy SoR Accreditation 	<ul style="list-style-type: none"> Application form Interview Basic Skills Test
Knowledge & Experience	<ul style="list-style-type: none"> Previous experience working in an acute healthcare setting Able to demonstrate Health & Safety awareness Aware of the concept and application of confidentiality Demonstrates an understanding of the role of a band 4 assistant practitioner 	<ul style="list-style-type: none"> Knowledge of x-ray equipment and uses IR(ME)R Awareness 	<ul style="list-style-type: none"> Application form Interview
Skills & Abilities	<ul style="list-style-type: none"> Willing to develop clinical skills and competency relevant to role Fitness to do the job Able to work within manual handling policy Good written and verbal communication skills Able to organise own time and workload Good team worker Good interpersonal skills 	<ul style="list-style-type: none"> Ability to perform x-rays within scope of practice 	<ul style="list-style-type: none"> Application form Interview Portfolio of evidence Scenarios

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Values & Behaviours	<ul style="list-style-type: none">• Professional manner and approach• Enthusiastic & positive attitude• Demonstrates motivation& reliability• Flexible to the needs of the service• Ability to use initiative• Tact & diplomacy• Empathy• Smart appearance• Aware of boundaries of the role		<ul style="list-style-type: none">• Interview
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