

JOB DESCRIPTION

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| JOB TITLE: | Assistant Physicist (Healthcare Scientist Practitioner Career Framework Stage 5), Radiological Physics and Radiation Safety | |
| DIVISION: | Group Clinical Services | |
| SALARY BAND: | Band 5 | |
| RESPONSIBLE TO: | Deputy Head of Radiological Physics and Radiation Safety | |
| ACCOUNTABLE TO: | Head of Radiological Physics and Radiation Safety | |
| HOURS PER WEEK: | 37.5 | |
| MANAGES: | Directly: | |
| | Indirectly: | |
| JOB SUMMARY: | | |
| <p>The Radiological Physics and Radiation Safety group provides medical physics services to departments using x-ray radiation, with the aim of ensuring the safe and optimal use of ionising radiation in all diagnostic and interventional radiology procedures. The post holder will contribute to many aspects of the Group's work which includes performance testing of x-ray imaging and associated equipment both on and off-site, data analysis, investigating faults, optimisation, and patient dosimetry. The post holder will also be involved in radiation safety audits and surveys, and risk assessment. The post holder will be involved in computer programming and software development related to the work of the team. They will also liaise closely with the Radiology PACS team and the trust IT team and be directly involved in the routine testing of radiology reporting workstations.</p> <p>Personal initiative, a keen sense of responsibility, manual dexterity and a high degree of accuracy are expected in all duties. Computer science skills are desirable for this post. Although experience of working with radiation is desirable, it is not a requirement and appropriate training will be provided.</p> | | |

Date of the JD review: April 2024

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **welcome** all of the time ● confident because we are clearly **communicating**
- **respected** and cared for ● **reassured** that they are always in safe hands

1. CLINICAL RESPONSIBILITIES

- 1.1 Assist other members of the team in the development of IT resources and resolution of IT issues. This will involve project work under direct or indirect supervision of another member of the team. It could also involve close collaboration with the trust IT and IG teams.
- 1.2 After appropriate training, carry out routine, acceptance and commissioning testing of reporting workstations, located both within and outside the Trust.
- 1.3 Assist with troubleshooting problems with workstations, liaising closely with the PACS team.
- 1.4 Assist in data analysis, particularly taking personal responsibility for ensuring that all data collected is accurate.
- 1.5 Store and retrieve measured data.
- 1.6 Perform initial analysis and judgement on data to ensure that it follows expected trends and complies with relevant legislation, national and local standards. This may involve entering data in spreadsheets and plotting graphs and comparing results.
- 1.7 Enter data in a variety of computer systems.
- 1.8 Assist in routine care and checks of all equipment in use in the department, including appropriate storage.
- 1.9 Assist other members of the team with provision of the staff radiation dosimetry service.
- 1.10 Assist other members of the team with the development and maintenance of the trust's patient dose management software system. Act as the first point of contact with the PACS and IT teams in this regard.
- 1.11 Assist other members of the team with the measurement and calculation of patient doses and the optimisation of patient radiological procedures. This may include use of complex computer software, and assessment of clinical image quality via the use of suitable test tools and image analysis software.
- 1.12 Assist with audits of X-ray facilities and radiation working arrangements both within and outside the Trust.
- 1.13 Assist with radiation risk assessments for work involving diagnostic X-rays.

- 1.14 Assist with the assessment of the adequacy and integrity of radiation protection shielding in X-ray facilities. This work may involve the use of radiation monitoring equipment and making complex calculations.
- 1.15 Assist with the authorisation and entitlement of non-medical referrers.
- 1.16 From time to time, assist other members of the team in performing quality control testing of complex, patient critical, high value x-ray imaging and associated equipment, located both within and outside the Trust. This may involve helping with the assembly and set up of equipment, and performing routine tasks under supervision.
- 1.17 Act as an operator under the definitions of IR(ME)R, in accordance with Trust policies and practices.
- 1.18 Assist in other duties as required by the Deputy Head of Radiological Physics and Radiation Safety.

2. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- 2.1 Follow policies, procedures and protocols for own work area.
- 2.2 Assist other members of the team in developing the team's Quality Management System. This may include development of databases and carrying out audits.
- 2.3 Contribute to the review and development of procedures and protocols within own work area.

3. RESPONSIBILITY FOR LEADING AND MANAGING

- 3.1 Plan and manage own work to meet agreed outcomes.
- 3.2 Participate in regular departmental meetings.
- 3.3 Ensure all activities are carried out within a quality framework and conform to Statutory Regulations, approved Codes of Practice and Local Safety Rules.

4. RESPONSIBILITY FOR INFORMATION RESOURCES

- 4.1 Use computer facilities for a variety of applications, including spreadsheets, word processing, Powerpoint, databases, dose calculation software and image analysis software.
- 4.2 Keep careful records of all work carried out and maintain high standards of care and accuracy in the operation of spreadsheet and database records.
- 4.3 Ensure the effective maintenance and security of all necessary records.

5. RESPONSIBILITY FOR TEACHING, RESEARCH AND DEVELOPMENT

- 5.1 Undertake training in the use of highly specialised measurement equipment.
- 5.2 Undertake training in the operation of x-ray imaging and associated equipment.

- 5.3 Contribute to local training initiatives and study days as the service requires.
- 5.4 Contribute to research and development projects relevant to the needs of the Group. Areas may include the optimisation of patient radiological procedures and development of computer-based systems to enhance the Group's productivity and effectiveness.
- 5.5 Attend suitable seminars and courses as part of personal development and to further the work of the Group.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act and General Data Protection Regulation 2018 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act and General Data Protection Regulation 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2018) and the Care Act 2014

Smoke Free

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.

Sustainability

The Trust places great importance on sustainable development, reducing their carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling/redistribution facilities, minimising travel, and saving water when possible. If your role involves purchasing/ordering supplies, you must consider the environmental impacts and purchase optimal sustainable products and services.

Sustainability is integral to the Trust achieving the NHS Net Zero target. All staff are therefore expected to be aware of the Greener RFL & NHS agenda (via induction/ESR/other training) and actively encouraged/supported to implement new ways of working within their field of expertise that reduce harmful emissions and waste.