

Radiographic Assistant

Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals
Bristol and Weston
NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Radiographic Assistant

Division – Diagnostics and Therapies

Department - Radiology

Band – 2

Salary - £22,383

Location – Trust wide

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose/Summary

The Radiographic Assistant is a member of the direct care team who supports practitioners to meet patient needs. The Radiographic Assistant (RA) is responsible for providing care to patients as delegated by the Radiographers/Radiologists/Sonographers as directed by the appropriate team leader.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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Job Purpose/Summary

A Radiographic Assistant will be expected to undertake a range of duties with direct supervision and will be required to communicate with the team.

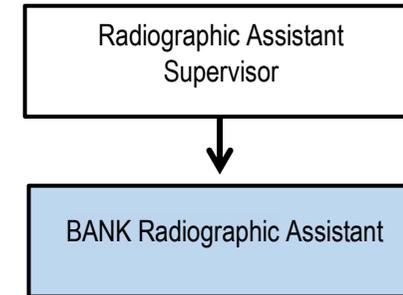
The Radiographic Assistant will be competent to provide compassionate care to agreed quality standards.

The Radiographic Assistant will continue to progress through the development of further skills, knowledge and competencies.

Main Duties and Responsibilities

- 1 To assist the Radiologists and Radiographers and administrative staff with all working practices to ensure an efficient standard of service is maintained.
- 2 To assist the Radiologists/Radiographers/ technicians, when needed, by providing a high standard of patient care before during and after the examination in accordance with instructions and training received.
- 3 Maintain effective communication with patients, relatives and members of the Multidisciplinary team regarding all aspects of care demonstrating a range of appropriate communication skills. Deal with enquiries and taking action, where appropriate, and passing information promptly to the appropriate member of staff.
- 4 Maintaining accurate computer data and filing.

Organisational Structure



Key Relationships

Radiologists, Radiographers, Sonographers and technicians.

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Main Duties and Responsibilities (cont.)

5 Show a sympathetic and caring approach to patients and to observe patient confidentiality at all times.

6 To liaise with porters, receptionists and wards regarding transportation of patients to and from the x-ray dept. To assist in moving trolleys and chairs within the department and help with transferring patients on and off examination couches.

7 If working in the Ultrasound area ensure the correct Decontamination and Infection Control measures are in place for effective cleaning of ultrasound probes where applicable in order to ensure best practice and guard against infection - includes awareness of correct procedures, equipment validation and maintenance, record keeping and archive

2. Environment Support

2.1 Ensure clinical area is prepared and maintained as appropriate to individual patient needs, ensuring areas are stocked appropriately. Complete daily checklists specific to each work area and take appropriate action where necessary

2.2 Maintain the work environment in line with Trust infection control and patient safety policies.

2.3 Ensure equipment is well maintained and take appropriate action if the equipment is faulty.

2.4 Identify potential risk issues with regard to equipment / stores and report to the Senior Staff

2.5 Practice safe standards of care to patients following UHBristol guidelines and policies and within the scope of the Radiographic Assistant role. Help to promote and maintain a safe, clean and comfortable environment

2.6 Environment support – complete daily checklists specific to each work area and take appropriate action where necessary

3. Professional

1 Be self-motivated and work regularly both with and without supervision

2 To be aware that there will be some out of hours working requirements. Some areas of the dept. run 24/7. You will be expected to participate in the shift system inclusive of nights and weekends as well as occasional bank holidays.

3 To be flexible and rotate through different areas within the department and other hospitals within University Hospitals Bristol and Weston NHS foundation trust

4 Ensure mandatory training is up to date. Participate in the appraisal process.

5 Act within limits of competence, ensuring actions support care, protection and well-being of others.

6 To maintain patient confidentiality at all times. Information concerning the Trust's patients and staff must be treated as strictly confidential at all times and you may not divulge it to any other person except with the authority of your Head of Department. Such authority may only be given when it is in the patient's interest and is a necessary part of treatment. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

7 To understand and observe Departmental policies, including Local Radiation Protection Rules

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Previous NHS experience or experience of working in a similar setting (D)

Skills and Abilities

- Proven communication skills (E)
- Able to work as part of a team (E)
- Able to work under pressure (E)
- Flexible approach to working, able to work weekends (E)
- Ability to observe and maintain the comfort of and respect for patients in your care (E)
- Ability to organise and prioritise (E)
- Be sensitive and supportive to patients and their relatives attending the department (E)
- Able to promote a professional and welcoming department (E)

Aptitudes

- Able to work unsupervised (E)

Behaviours and Values

- Supportive (E)
- Respectful (E)
- Collaborative (E)
- Innovative (E)

Qualifications and Training

- GCSE in English and Maths (E)

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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