

JOB DESCRIPTION

JOB DETAILS

Job Title:	Assistant Practitioner Radiographer
Pay Band:	4
Directorate:	Unscheduled Care
Department:	Radiology

ORGANISATIONAL ARRANGEMENTS

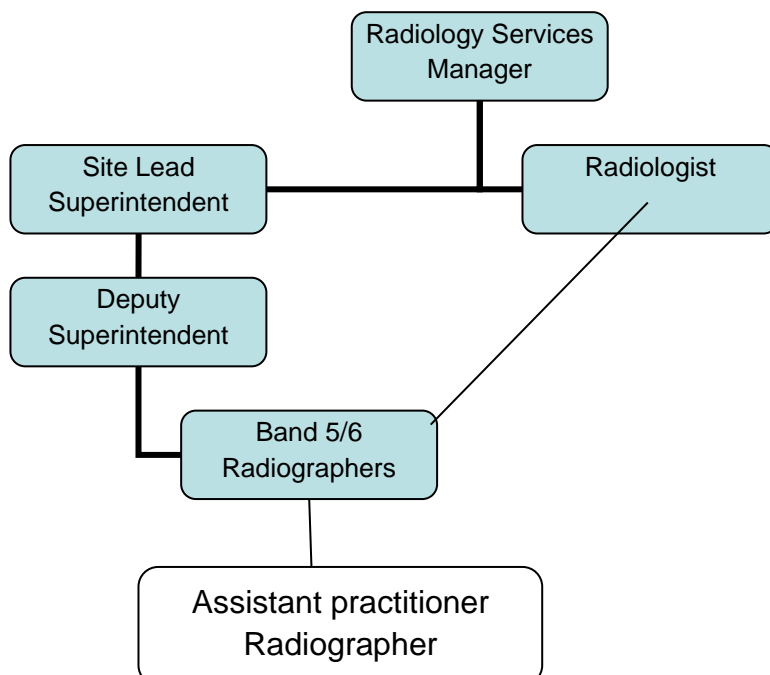
Managerial Accountable to: Site Superintendent Radiographer and Deputy

Reports to: Site Superintendent Radiographer and Deputy

Professionally Responsible to: Site Superintendent Radiographer

Responsible For: Student Radiographers, Trainee Assistant Practitioner Radiographers

Organisation chart:



JOB SUMMARY / PURPOSE

To perform general imaging examinations (e.g. Skeletal radiography and imaging of abdomen and chest) and make independent decisions on patient positioning and exposure factors.

To assess the final images under supervision of a registered radiographer.

Record the information on PACS and on RadIS.

To have the necessary qualifications and training to undertake these duties.

Assists with research, clinical audit and evidence based practice.

MAIN DUTIES AND RESPONSIBILITIES

Service Management

To assist with organization of the workflow in the diagnostic x-ray room

To prioritize patient throughput

To arrange correct patient preparation prior to examination

To contact a qualified member of staff if there are any suspected problems with equipment.

Service Improvement

To take an active part in service development, which may include audit and clinical governance.

Attend and contribute to regular staff meetings

Communications

Liaise with staff from other departments to organize work-lists.

Give information and advice tactfully and sensitively to patients who are referred for specified radiological procedures.

Provide support for patients who have received bad news.

Give patients and relatives information relating to radiology procedures.

Finance and Resources

To monitor stock levels in their area of work and report shortfalls as necessary.

Personal and People Development and People Management

To ensure CPD portfolio is updated

To participate in PDR with relevant line manager

To share relevant information with colleagues

Information Processing

Process x-ray requests as an operator under IR(ME)R17

Record required data on request forms, Radiology Information System and PACS.

Health, Safety and Security

To comply with the policies and procedures of the Department and those of the Health board.

To identify and report faults in equipment to line manager and ensure that any necessary immediate action is taken.

Attend statutory/mandatory training.

To be aware of and ensure compliance with all matters that relate to the Health and Safety at Work Act including COSHH and radiation safety policies IR(ME)R17 and IR17.

Quality

To maintain skills in order to provide a high quality service.

To propose changes that will/could improve service quality.

To raise concerns should they feel quality is compromised

To participate in audit and quality programmes

Equality and Diversity

To ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.

Effort and Environmental

Moving / handling patients and equipment.

Use of computer mouse

Positioning pts and equipment.

Moving trolleys, beds, wheelchairs

Calculate Imaging parameter adjustments

In contact with body fluids - Incontinent /vomiting patients. Patients with MRSA or other infectious diseases. Trauma patients,

Exposure to Ionizing radiation

General

Participation in out of hours duties may occasionally be required

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	Specialist assistant practitioner training at diploma level or equivalent		Application form
Experience	Wide general radiographic Experience during training period. Working with a broad mix of patient categories.		Application form and interview.
Aptitude and Abilities	<p>Able to understand and abide by policies and procedures</p> <p>Must be able to demonstrate ability to cover all aspect of the job</p> <p>Computer Literate</p> <p>Knowledge of the full range of plain film x-ray imaging examinations</p> <p>An interest in career development</p> <p>Knowledge of IR(ME)R and other relevant legislation</p> <p>Evidence of CPD with conventional Imaging</p>		Interview
Language skills		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Application form and interview

Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		
Other	<p>Dependable</p> <p>Enthusiastic, willing and perceptive to change</p> <p>Able to work under pressure</p> <p>Able to work as part of a team</p> <p>Flexible approach to the needs of the service</p> <p>Good interpersonal skills</p>		Interview and application form

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

**** For Managers only:**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

**** For Registered Health Professionals only:**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

**** For Healthcare Support Workers only:**

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

***Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.