

Job Title: Radiology Assistant

Department: Health and Community Services (HCS)

Division: Clinical Support Services and Cancer

Reports to: Deputy Radiology PACS and Office Manager

JE Ref: HCS650

Grade: CS06

JE Date: 02/06/2020

Job purpose

1. To assist radiographers and other qualified healthcare professionals with radiological examinations.
2. To provide an accurate and efficient radiology administrative service.
3. To act as a first point of contact within the department to patients, clinicians and other healthcare workers visiting the department.

Job specific outcomes

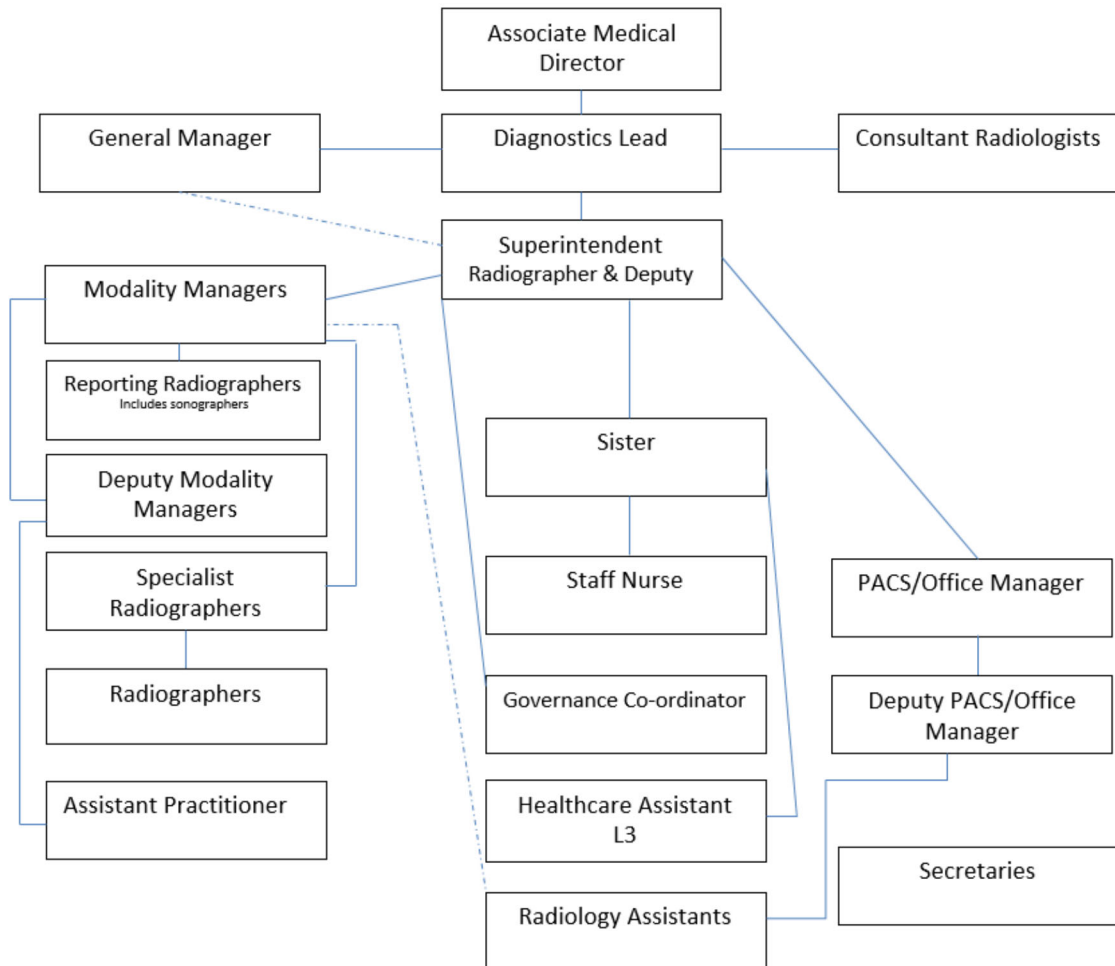
1. To be responsible for all the routine administrative work e.g. computer registration of examinations, accurate collation of patient records and provide support to the secretarial team. Participate in audit.
2. To act as the first point of contact within the department, for patients doctors and other healthcare workers dealing effectively with any enquiries. The assistants must be prepared to deal with patients and carers sometimes in stressful and challenging situations.
3. To operate specialised software packages, specifically the Radiology Information System (RIS) which is the radiology patient data base/appointment system. Operate systems of work that result in the integrity of information stored on all data bases. Adhere to data protection legislation and Health and Community Services information governance policies, procedures and GDPR.
4. To operate a cash register and be responsible for taking the correct money from patients to pay for GP radiology examinations.
5. Ensure the appropriate preparation of patients before examinations in line with agreed protocols. This must be undertaken using discreet communication skills and maintaining confidentiality at all times. To include discreet patient care, e.g. when acting as chaperone for intimate examinations, helping patients with personal care or when assisting during procedures.

6. To undertake specialised and technical duties in support of the radiologists/radiographers, including the setting up of imaging equipment so that it is ready for use, the positioning of patients, attaching patients to monitoring devices, the preparation of sterile trolleys and the handling of drugs under supervision.
7. To be responsible for ensuring that the work area is clean, tidy and stocked in accordance with infection prevention and control standards and orders placed with Hospital Supplies as required.
8. Report incidents using the Hospital DATIX system and deal in the first instance with patient complaints as they arise.
9. To be responsible for quality assurance tests of radiographic equipment to ensure the equipment is operating within safe limits; reporting any deviations to the modality manager.
10. Adhere to appropriate legislation, the Government of Jersey, HCS and Radiology policies and procedures. Maintain occupational standards as recommended by the Code of Conduct: Standards for Conduct, Performance & Ethics for Health Care Assistants/Support Workers. Attend all mandatory training sessions.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	Educated to a minimum of GCSE standard.	Hold equivalent of QCF level 2/3 in Health and Social Care.
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	The ability to work at the equivalent of QCF Level 2/3 in Health Care.	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	Basic computer skills. Ability to use Microsoft Office products e.g. Word, Outlook	Previous experience of using a database program or similar. Use of healthcare equipment.
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	The ability to work on own initiative with a methodical and accurate approach to the work allocated. Excellent communication skills are required; ability to communicate with patients and relatives using empathy and discretion; and with other healthcare professionals.	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body</i></p>	Evidence of working within a care or office setting.	Previous experience in a healthcare environment.

<i>(for example a period of post-qualification experience).</i>		
Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i>	Knowledge of child and adult safeguarding as direct contact with the users of the Radiology Department. This position requires enhanced DBS.	

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.

This next section is for Job Evaluation purposes only (Please remove everything below this point when using the JD elsewhere e.g. for recruitment / consultation purposes)