BS 70000:2017

JOB DESCRIPTION

Job Title:	Clinical Imaging Assistant
Main Place of Work:	Linton House Clinic, Thirlestaine Road, Cheltenham and the Quays Community Diagnostic Centre, Gloucester.
Responsible to:	MRI and PET/CT Superintendent and Clinical Imaging Assistant Team Lead
Accountable to:	Chief Executive, Cobalt Health

Line management

- There is no line management responsibilities associated with this role

Job Purpose:

- To work as part of the team within the diagnostic imaging services, to include clerical, technical and caring duties as allocated under the direction and supervision of the team lead, manager or superintendent in charge.
- To provide support for patients attending the Cheltenham Imaging Centre and Gloucester sites for diagnostic imaging examinations.

Key Relationships

Cobalt staff team lead, Cobalt staff, patients, logistics, and support engineers

Key areas of responsibility will include:

Operational Duties

There are a mixture of duties involving the CIA team:

- Assisting radiographers and radiologists in imaging procedures
- Chaperoning patients for intimate examinations, procedures
- Patient cannulation (training will be provided)
- Clinical audit
- Stock control and ordering
- Preparation of clinical areas
- Managing busy patient lists
- Patient queries and reception duties
- Provide physical and emotional support to patients throughout their attendance to the Imaging Centre and on the mobile units.
- Support, welcome and assist friends and relatives accompanying patients to the department.
- Provide information to patients about their examination and any follow up where necessary.

- To help patients prepare for an examination including undressing, reassurance and explanation, portering duties for those in wheelchairs or on stretchers.
- Conducting screening safety checks with patients prior to examination to ensure their suitability for imaging examinations or procedures and to ensure that any contraindications are brought to the immediate attention of the supervising radiographer or line manager.
- Chaperone patients during examinations where necessary
- Support the radiographers with the positioning and set up of patients on the scanners, operating safely in accordance with all health and safety policies.
- Data entry using various radiology administration systems, data sharing and image distribution using Picture Archive (PACs), Image Exchange Portal (IEP) and other associated information systems ensuring accurate, legible, comprehensive records are maintained.
- Help to maintain cleanliness of accessory equipment such as wheelchairs, stretchers, couches and beds.
- To undertake, following appropriate documented competency training, IV cannulation for the safe administration of contrast agents if deemed appropriate.
- Undertake annual self-audit for IV insertion accuracy and provide audit data to clinical managers for review at appraisal.
- Remove IV cannula in accordance with departmental procedures and policy and infection control practice.
- To ensure the timely and accurate ordering of stock and medicines, maintaining appropriate inventory levels to support safe, efficient, and continuous service delivery while minimising waste and ensuring compliance with relevant regulations.

Specific Duties

- To understand and support the duties of the clinical department managers, superintendents and senior radiographers through regular communications and/or meetings and to use this knowledge effectively in planning of daily responsibilities within the radiographic assistant team.
- To assist the clinical department managers or superintendents with the development of and implementation of workflow/processes within the clinical imaging assistant team.
- Participate in monthly clinical imaging assistant team meetings.
- Identify training needs, source appropriate training course providers, seek approval from clinical managers, book training programs ensuring clinical support is not compromised.
- Maintain up to date and accurate personal CPD records.
- Provide clinical support to the One Stop Clinics in liaison with the one stop clinic co-ordinator, including support of visiting Consultants attending the One Stop Clinics.
- Liaise with the Infection Control Lead to monitor and maintain environmental and patient equipment cleanliness and complete necessary checklists.
- Responsibility for stock checking contrast media and maintaining accurate monthly records.
- Any other duties in accordance with the level of the role.

Management of Resources

- Monitor and maintain sufficient and appropriate supplies to support the clinical function of the Imaging Centre and One Stop Clinics to include laundry management, patient robes, clinic room stock and consumable

Teamwork

- To work collaboratively with other departments within Cobalt
- Taking an active part in team meetings
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor staff members, particularly junior staff members

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Baring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.

- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Cooperate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information. You are required to undertake the Data Protection training included in the NHS IT Governance Toolkit as instructed.

Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (cpd) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of Cobalt Health.

Person Specification

Qualifications and Training	Essential	Desirable
Minimum of five GCSEs (Grades A-C), or equivalent, to include English language, maths and a science subject	✓	
Peripheral venous Cannulation Certification		✓
NVQ Level II in Health and Social Care or Level 2 Diploma in Clinical Healthcare Support or equivalent experience		✓

Knowledge and experience	Essential	Desirable
Proven experience in healthcare and patient focussed services		✓
Experience working with unwell patients and assistance with their personal care		✓
Experience of dealing with members of the general public	✓	

Skills and abilities	Essential	Desirable
Strong customer service skills	✓	
Confidentiality, discretion and trustworthiness	✓	
Ability to relate to people of all ages and backgrounds	✓	
Work well with other members of the team including Communicating effectively, being kind and considerate, reliable and enthusiastic.	✓	
Ability to work on your own initiative and be responsible for your own actions or decisions	✓	
Excellent listening skills	✓	
Help others in the team achieve their objectives and deliver safe, effective care	✓	
An understanding and application of health and safety regulations and infection control policy relating to a healthcare environment		✓
Ability to use IT systems to a high level, gather data, compile complex information and prepare reports	✓	
Ability to develop, plan and implement goals	✓	
Ability to prioritise workloads	✓	

Personal attributes	Essential	Desirable
Well organised with excellent interpersonal and communication and literacy skills	✓	

Flexible temperament towards working hours	✓	
Caring for the people who use our services, their families and carers, and other staff.	✓	
Compassion, patience and empathy and the ability to offer reassurance to anxious or distressed patients	✓	
Respectful of others and genuinely treating them how you would want to be treated	✓	
Physical dexterity, co-ordination and sensory skills required for positioning of or handling patients safely	✓	
Motivated commitment to continuing professional development and self-improvement	✓	
Able to deal with bodily fluids, faeces, vomit	✓	