

## **JOB DESCRIPTION**

<b>POST:</b>	Imaging Healthcare Assistant
<b>BAND:</b>	Band 3
<b>LOCATION:</b>	Belfast Trust Hospitals
<b>DIRECTORATE:</b>	Imaging, Medical Physics & Outpatients Division
<b>REPORTS TO:</b>	Radiology Site Lead
<b>RESPONSIBLE TO:</b>	Clinical and Radiology Site Leads

### **Job Summary / Main Purpose**

To assist radiography and imaging staff in the provision of an efficient and effective imaging service in the X-ray department. There will be a mix of weekend and weekday duties.

### **Main Duties / Responsibilities**

1. To assist radiographers/radiologists with imaging and radiographic examinations.
2. To prepare X-ray rooms before and after imaging examinations.
3. To assist patients prior, during and after imaging examinations.
4. To consider patient care, comfort and safety at all times.
5. To transfer patients to and from the Imaging department.
6. To assist in the transfer of patients within the Imaging room.
7. To assist with handling of image plates and processing of images.

8. To assist with the cleaning of clinical areas and equipment in line with each departments cleaning and decontamination procedure.
9. To ensure adequate supplies of disposable items in imaging rooms, changing rooms and preparation areas.
10. To assist in the ordering, maintenance and storage of stock supplied for clinical areas within the department.
11. To assist in the maintenance of a safe environment and to ensure that all defects, faults and incidents are reported to the line manager.
12. To deal courteously with patients / clients, and others with whom they come into contact with in the course of their duties.
13. To perform all duties of the post in accordance with Trust and Directorate policies, including Health and Safety at Work Order (2015), Ionising Radiation Regulations (NI) 2017 and IR(ME)R (NI) 2018.
14. To participate in night duty / shift / on-call / weekend working as part of a normal week, as required by the service.
15. To maintain the confidentiality of all information, regarding patients /clients at all times.
16. To perform any other duties deemed appropriate to the grade by the Radiology Services Manager.

### **Additional Clinical Duties**

1. To assist with Ultrasound examinations including small part scanning. This includes chaperoning for intimate scanning.
2. To assist with Musculoskeletal Ultrasound scanning and joint injections.
3. To assist with Fluoroscopic Musculoskeletal imaging and joint injections.
4. To perform IV Cannulations in line with Trust Policy for Band 3 staff and service needs.

### **Administration**

1. To assist with admin duties by booking patients in and out on RIS/ PACS system as and when required.
2. To maintain good lines of communication.

## **Personnel**

1. To participate in the Trust's Personal Development and Contribution programme for all radiographic staff within Imaging.

## **Educational**

1. To maintain and regularly update individual CPD in keeping with the demands of the post.
2. To assist in the teaching and training of other Imaging staff and students.

## **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- The post holder will promote and support effective team working, fostering a culture of openness and transparency. The post holder will ensure that they take all concerns raised with them seriously and act in accordance with Belfast Trust's Whistleblowing Policy and their professional code of conduct, where applicable.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

## **Information Governance**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

**For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR**

## **Environmental Cleaning Strategy**

The Trusts Environmental Cleaning Strategy recognises the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

## **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare associated infections (HCAs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);

- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

### **Personal Public Involvement**

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

[http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf)

**Clause:**      ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

## JOB SPECIFICATION

**JOB TITLE & BAND:** Imaging Healthcare Assistant, Band 3

**DIRECTORATE:** Imaging, Medical Physics & Outpatients Division

### Notes to applicants:

- You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
- Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
- Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

### ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage.

You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Experience Qualifications Registration	Hold NVQ/VRQ/QCF level 3 Certificate in Health/Health & Social Care or an equivalent qualification.  <b>Or</b>  Hold NVQ/VRQ/QCF level 2 Certificate in Health/Health & Social Care or an equivalent qualification, and 1years' experience of delivering direct care in a care environment.	Shortlisting by Application Form

	<p><b>Or</b></p> <p>Hold 4 GCSE's at grade A-C including English and Maths (or equivalent qualifications) and 1 years' experience of delivering direct care in a care environment.</p> <p><b>Or</b></p> <p>Have 2 years' experience of delivering direct care in a care environment.</p>	
<b>Other (e.g. Driving etc.)</b>	<p>Must hold a full drivers licence and have access to a car or form of transport that will enable the post holder to carry out duties.  <i>Where disability prohibits driving, this criteria will be waived if the applicant is able to organise suitable alternative arrangements.</i></p>	Shortlisting by Application Form
<b>Knowledge</b> <b>Skills</b> <b>Abilities</b>	<p>Good communication skills.</p> <p>Reliable, adaptable, willing to learn.</p>	<p>Shortlisting by Application Form  <b>And / Or</b>          Interview / Test</p>

## DESIRABLE CRITERIA

Desirable criteria will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these. Failure to do so may result in you not being shortlisted.

Factor	Criteria	Method of Assessment
<b>Experience</b> <b>Qualifications</b> <b>Registration</b>	<p>Interest in personal development.</p> <p>Flexibility in work schedule.</p>	Shortlisting by Application Form
<b>Other (e.g. Knowledge Skills Abilities)</b>		<p>Shortlisting by Application Form  <b>And / Or</b>          Interview / Test</p>

**NOTE:**

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates *and* one photocopy of same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter *and* photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. *Failure to produce evidence will result in a non-appointment.*

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.



## HSC Values

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role.

What does this mean?	What does this look like in practice?
 <p><b>Working together</b></p> <p>We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul style="list-style-type: none"> <li>• I work with others and value everyone's contribution</li> <li>• I treat people with respect and dignity</li> <li>• I work as part of a team looking for opportunities to support and help people in both my own and other teams</li> <li>• I actively engage people on issues that affect them</li> <li>• I look for feedback and examples of good practice, aiming to improve where possible.</li> </ul>
 <p><b>Excellence</b></p> <p>We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.</p>	<ul style="list-style-type: none"> <li>• I put the people I care for and support at the centre of all I do to make a difference</li> <li>• I take responsibility for my decisions and actions</li> <li>• I commit to best practice and sharing learning, while continually learning and developing</li> <li>• I try to improve by asking 'could we do this better?'</li> </ul>
 <p><b>Openness &amp; Honesty</b></p> <p>We are open and honest with each other and act with integrity and candour.</p>	<ul style="list-style-type: none"> <li>• I am open and honest in order to develop trusting relationships</li> <li>• I ask someone to help when needed</li> <li>• I speak up if I have concerns</li> <li>• I challenge inappropriate or unacceptable behaviour and practice.</li> </ul>
 <p><b>Compassion</b></p> <p>We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>	<ul style="list-style-type: none"> <li>• I am sensitive to the different needs and feelings of others and treat people with kindness</li> <li>• I learn from others by listening carefully to them</li> <li>• I look after my own health and wellbeing so that I can care and support others.</li> </ul>