

HOSPITAL SERVICES

RADIOLOGY DEPARTMENT

SUPPORT WORKER

BAND 3

JOB DESCRIPTION

JOB SUMMARY:

The post holder will be expected to work as a clinical support worker within the Radiology department at the Princess Elizabeth Hospital, and within the Guernsey Breast Unit on a rotational basis.

RELATIONSHIPS:

The post holder will report directly to the Superintendent radiographer in charge of the clinical area the candidate is directed to work in. This will include the Guernsey Breast unit, main X-ray department and scanning modalities of Ultrasound, CT and MRI. Overall accountability will be to the Radiology Services Manager.

MAIN DUTIES AND RESPONSIBILITIES:

- To assist the Consultant Radiologists, Consultant Breast surgeon in clinics/procedures as required.
- To act as a chaperone during Breast clinics and during intimate ultrasound procedures with the consultant radiologist, breast surgeon and senior sonographers to provide reassurance to service users during intimate procedures.
- To assist the consultant breast radiologist during biopsy procedures using basic nursing techniques as required.
- To assist in screening service user prior to MRI exams.
- To prepare and administer oral contrast medication given prior to CT examinations.
- To prepare sterile trolleys for various procedures.
- To ensure biopsy specimens are delivered to pathology.
- To ensure that the ultrasound and consultation rooms are prepared and cleaned to a standard appropriate for the examination of patients.

- To undertake stock control, ensuring adequate levels of supplies at all times.
- To maintain accurate records both electronic and paper of the care given in accordance with the agreed standards.
- Ensure faulty equipment is reported in accordance with HSSD protocol
- Prioritise patients, Carers and significant others and assist with all aspects of care as appropriate to grade, ensuring safety and confidentiality in all actions.

TRAINING AND EDUCATION:

- To complete a Level 3 VQ Diploma in Health and Social Care (equivalent NVQ within 2 years of obtaining post)
- To undertake additional VQ units as the service dictates.
- To prepare appropriately for your annual Performance and Development review.
- To develop knowledge & skills as required within the gateways of the job outline with appropriate support
- To undertake in-house annual mandatory training in Manual Handling, Basic Life Support, Fire Safety and AED.
- To undertake role of health promoter and educator for patients/clients and their families.
- Participate in clinical supervision.

COMMUNICATION:

- To develop effective communication with a wide range of individuals, both clients and professionals, demonstrating a range of written, verbal and non-verbal methods of communication relevant to particular client groups while recognising barriers to understanding.
- To provide appropriate levels of reassurance to anxious women.
- To demonstrate IT skills and electronic patient data recording.
- To contribute to policy and service development.
- To work within agreed protocols, recognising limitations and requesting assistance or advice if necessary.

This job description gives an outline of the duties the post holder will be expected to undertake but it is not intended to be comprehensive as other duties may arise from time to time. It will be subject to annual review to ensure that it reflects the current duties and responsibilities of the post holder.

KEY CRITERIA:

ESSENTIAL

1. Experience at Band 2 or Level 2 VQ Diploma in Health and Social care or equivalent. (NVQ Level 2).
2. Experience in a health or social care environment.
3. Good written and verbal communication skills.
4. Understanding of confidentiality, privacy and dignity.
5. An effective team player.
6. Good communication and social skill.
7. Flexibility.
8. Able to use own initiative.
9. Adaptable to working in different care settings.

DESIRABLE

10. Experience of using health care information systems (Trakcare, HSS Cris, etc).
11. Basic IT skills.