JOB DESCRIPTION

**Post Title: Assistant Practitioner Band: Band 4 (Band 3 while training) Division:**

**Department: Radiology**

**Reports to: Interventional, X-Ray and Fluoroscopy Manager**

**Responsible to: Radiology Operations Manager ORGANISATIONAL CHART**

Radiology Directorate Manager

Radiology Operations Manager

Interventional, X-ray & Fluoroscopy (IXF) Manager

Department Managers

Band 7 Radiographers

Band 6 Radiographers

Band 5 Radiographers

**Assistant Practitioners**

# JOB PURPOSE

To support Radiographers and Radiologists working in Interventional, X-Ray and Fluoroscopy, by performing an agreed range of examinations as written in your defined scope of practice to a very high standard of technique, providing excellent patient care, while adhering to local and national protocols and procedures.

This post is with XXX Hospitals NHS Trust and the post holder is expected to work at the XXX Teaching Hospital, XXX General Teaching Hospital and any of the other satellite hospitals within the Trust.

The post holder must have a flexible approach to the working week and be able to work between 8am and 8pm on any day of the 7-day week.

# MAIN DUTIES

**GENERAL / CLINICAL**

* To support the radiographic staff to deliver an efficient radiography service.
* If not qualified already to attend a 2 year Foundation Degree at University to gain Assistant Practitioner qualification in radiography.
* To carry out a defined range of agreed radiographic techniques with supervision from Radiographers within your scope of practice.
* Adhere to departmental protocols and procedures including Ionising Radiation Regulations 2017 and Ionising Radiation (Medical Exposure) Regulations 2024
* To ensure x-ray requests are justified by a Radiographer or Radiologist prior to any examination taking place.
* To ensure all images meet the required standard and are checked by a Radiographer or Radiologist prior to the patient being discharged.
To seek support from a radiographer where suspected urgent or unexpected findings are identified on an image
* To seek support from a radiographer when in situations beyondown competence or confidence
* Maintain a high standard of patient care at all times
* Ensure a high level of environmental quality is achieved by maintaining cleanliness
* To undertake a range of duties as agreed with the Department Manager/Clinical Leads and Interventional, X-Ray and Fluoroscopy Manager.
* Ensure safe moving and positioning of patients including the use of mechanical aids and bed appliances
* Assist patients with all aspects of personal hygiene
* Recognise and respond appropriately to urgent and emergency situations
* Maintain a confidential and professional approach when dealing with patients, relatives/carers and other health professionals
* To communicate effectively with radiographers, radiologists, ancillary staff and all medical and nursing teams
* Maintain high standards of cleanliness of equipment and accessories and keep examination rooms clean, tidy and supplied with disposable items.
* Undertake such clerical duties as necessary, including input of data onto the Radiology Information System (RIS).
* Participate in the training of work placement students, peers, apprentices and others as necessary.
* To undertake duties from Monday to Sunday, with compensatory time off in the week for weekend work. Must be available between 8am and 8pm, as determined by the service
* Participate as necessary in Quality Assurance and Clinical Audit programmes.
* Report near misses, incidents and concerns in line with organisation policies
* Maintain and update knowledge and awareness as and when required.
* Participate in Continuing Professional Development.
* Ensure patient data is recorded accurately on appropriate databases
* Maintain cleanliness and tidiness in all areas at all times whilst complying with infection control policies
* Assist with administration duties when required
* Ensure all areas are adequately stocked with linen and medical supplies, liaising with the appropriate staff members regarding stock control
* Adopt a flexible approach to periods of work to meet the needs of the service

## Any other duties:

Post holders are expected to work flexibly within their pay band. They should be expected to carry out activities for which they are competent. Alternatively, they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

# COMMUNICATION

* To work as part of a multidisciplinary team to provide the highest standards of patient care
* Ensure the examination is acceptable to patients by communicating effectively and demonstrating sensitivity and consideration, ensuring that individuals are well prepared for the examinations they undergo, whilst gaining their willing co-operation and consent as per organisation policy.
* Provide the highest level of care and support to all users of the service, including relatives and carers

# TRAINING & DEVELOPMENT

* Undertake appropriate, documented Continuing Professional Development and maintain accreditation with the Society of Radiographers
* Maintain up to date mandatory and other relevant Trust training
* Participate in role extension, and attending courses, conferences or meetings as agreed
* Undertake regular appraisals with the relevant senior member of staff
* Participate in clinical update training sessions as arranged by the department
* Maintain an awareness of current issues, views, research and policy changes in all professional and relevant health associated issues

# ORGANISATIONAL RESPONSIBILITIES

* Participate in the multidisciplinary collective aim of the department to continually improve the level of the service in line with departmental quality objectives
* To participate in service data collection, audit, analysis and research when required
* Ensure patient data is recorded accurately on appropriate databases
* Maintain an efficient workflow in all areas of the service at all times
* Support the introduction of new techniques and systems to the department

# PROFESSIONAL RESPONSIBILITIES

* 1. Ensure accreditation with the Society of Radiographers is maintained.

# EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

## Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

## Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

## Infection Control

All employees must comply with Prevention and Control of Infection polices and attend any related mandatory training.

## Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust’s resources are used efficiently with minimum wastage throughout their daily activities

## Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

## Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

## Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

## Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

## Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

## Development Review

Key performance objectives, development needs, and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

## Training

Post holders are required to attend any relevant and mandatory training for the post.

## 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 Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

## Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement, it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

# STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust’s Vision “*to be widely recognised for providing safe, personal and effective care”*:

Values: -

* Respecting the individual
* Putting patients and customers first
* Promoting positive change
* Acting with integrity
* Serving the community

Underpinning the Trust’s vision and values are the following key operating principles that influence the way in which the Trust does business: -

* Understand the world we live in and deal with it
* We are clinically led, and management supported
* Support departments support the front line
* Everything is delivered by and through Divisions
* Compliance with standards and targets are required. They are the things we do to help secure our independence and influence
* Quality is our organising principle – driving quality up and cost down is not mutually exclusive
* We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry our activities for which they are competent. Alternatively, they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

# ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

**NAME: ............……………………………………….. (PRINT)**

**SIGNED: ……….………………………………………..**

**DATE: ……..…………………**