

# Job Description



**South Tees Hospitals**  
NHS Foundation Trust

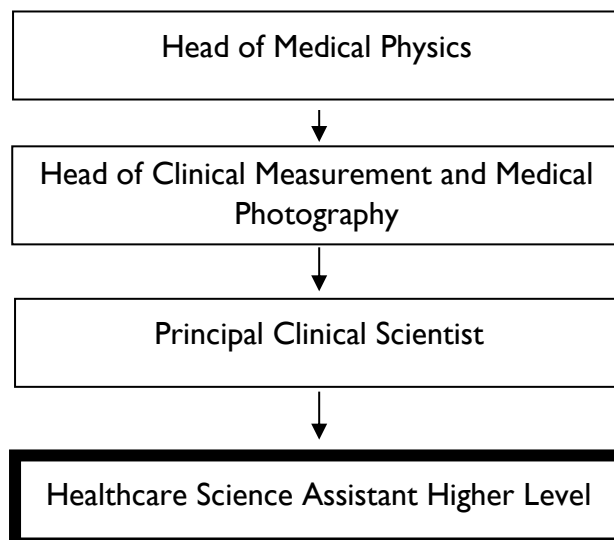
## Role Details

Job Title	Healthcare Science Assistant – Higher Level
Band	3
Department/Service	Clinical Measurement, Medical Physics

## Organisational Relationships:

Responsible to:	Principal Clinical Scientist, Clinical Measurement
Accountable to:	Head of Medical Physics
Professionally Accountable to:	Head of Clinical Measurement and Medical Photography
Responsible for:	-

## Organisational Chart:



## Job Summary/ Role:

The Healthcare Science Assistant Higher Level role will be based in the Clinical Measurement Service (CMS) within Medical Physics at South Tees Hospitals NHS Foundation Trust. As part of this role, you will deliver the home sleep study clinics, which are the first diagnostic test for patients across the Tees Valley region referred into the local Sleep Service. The role involves face to face clinical activity to issue the sleep monitors. The post holder is responsible for the delivery of the home oximetry

service, that includes but is not exhaustive of scheduling patient appointments, issuing and preparing equipment, and the production of statistical and diagnostic reports.

The post holder is also responsible for providing essential reception, clerical and administrative support to CMS and the wider Medical Physics department and providing support to our quality management representative in managing the QMS. They will assist with the Quality Assurance program provided by CMS, where appropriate as required. The job will also be to update our healthcare science information systems, (for example, patient test requests and records) and deliver on administrative projects for Medical Physics.

### Key Relationships:

- Patient facing role.
- Post holders are expected to work independently with some supervision. The post holder is responsible for the quality of their own work.
- This role involves patient interaction and to liaise with other departments and external agencies where necessary.
- Assisting other members of staff with delivering clinical measurement services.
- Monitoring and managing waiting lists for the Clinical Measurement service.

### Core Functions:

- Support the implementation and maintenance of Standard Operating Procedures for all sections/work areas.
- Communicate with healthcare professionals within the department and with users of the clinical measurement service including clinical staff, nurses, and other healthcare workers.
- Maintain good working relationships with staff at all levels of the organisation in order to ensure efficient and effective delivery of the service.
- Manage and prioritize workload in the department to meet the needs of the service. There will be times when cross site working is required to support and perform quality assurance testing either independently or with the greater team for services we support across the South Tees sites.

The post requires a combination of sitting, standing and walking, with frequent sitting for long periods of time whilst using computer equipment.

Occasional requirement for a moderate amount of physical effort, such as pushing trolleys, lifting, handling and moving equipment.

### Administrative Responsibilities

- Undertake telephone handling for the section and department.
- Responding to staff, visitor, and patient queries for the department
- Digitisation of department records and transition to a paperless environment.
- Booking of patient sleep appointments

	<ul style="list-style-type: none"> <li>Record filing of electronic diagnostic results performed by clinical measurement.</li> </ul>
<b>Clinical Responsibilities</b>	To undertake routine physiological measurement tests (e.g. overnight pulse oximetry), and basic equipment tests (Urodynamics verification checks). This role will be to work independently and autonomously to deliver the home oximetry service from a face-to-face clinic. Whilst also support the wider CMS quality assurance needs across all sites. You would be expected to support the audit of the service and potentially with the wider sleep medicine department that we provide this diagnostic test for. You will use the purpose built electronic database to record results and actions from these appointments, and communicate with senior team members.
<b>Management and Leadership Responsibilities</b>	Champion the Trust improvement and leadership strategy, through attendance at New and Aspiring Leaders and Foundation Quality Improvement.
<b>Policy and Service Development</b>	Champion and lead quality improvement initiatives across your immediate team and within your service
<b>Research and Audit Responsibilities</b>	All staff have a responsibility to actively engage in service improvement activities and initiatives. Evidence of service improvement initiatives and audits should be demonstrated during the appraisal process. This may involve supporting departmental research and assisting with the undertaking of audits or equipment testing.
<b>Managing Resources Responsibilities</b>	<ul style="list-style-type: none"> <li>Responsible for the safe use of equipment by others</li> <li>Order supplies for the department.</li> <li>Departmental Stock takes.</li> <li>Storage of equipment</li> </ul>
<b>Education and Training</b>	<p>On going training within Clinical Measurement to stay up to date with new technologies and supporting the wider development of the service and Medical Physics.</p> <p>Training of new staff in CMS duties including administrative and clinical work.</p>
<i>The job description and duties may be subject to future review as the needs of the service change.</i>	

## General Requirements:

### Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

### 2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

### 3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

### 4. No Smoking

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

### 5. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

### 6. Equal Opportunities

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

### 7. Infection Control

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-

compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

## **8. Safeguarding Children and Adults**

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

---

**HR Use Only**  
Job Reference No:

---

## APPENDIX 2

### PROFILE SUPPLEMENT

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos				✓		
Lifting weights/objectives above 15 kilos				✓		
Using equipment to lift, push or pull patients/objects	✓				✓	Moving the oximeter trolley from south reception to the dept
Lifting heavy containers or equipment			✓			Stock/deliveries/QA equipment
Running in an emergency		✓				
Driving alone/with passengers/with goods				✓		QA at FHN for urodynamics – transport staff/equipment for this
Invasive surgical procedures		✓				
Working at height or in a confined space		✓				
Concentration to assess patients/analyse information		✓				
Response to emergency situations			✓			May have an unwell pt. attend the oximetry sleep clinic
To change plans and appointments/meetings		✓				

depending on the needs of this role						
Clinical interventions		✓				
Informing patients/family/carers of unwelcome news		✓				
Caring for terminally ill patients		✓				
Dealing with difficult family situations			✓			May encounter this either in the oximetry clinic handing out equipment or dealing with telephone calls for appointments
Caring for/working with patients with severely challenging behaviour			✓			May encounter this either in the oximetry clinic handing out equipment or dealing with telephone calls for appointments
Typing up of formal minutes/case conferences			✓			Scribing minutes for section meetings as part of role.
Clinical/hands on patient/client care		✓				
Contacts with uncontained blood/bodily fluids		✓				
Exposure to verbal aggression			✓			May encounter this either in the oximetry clinic handing out equipment or dealing with telephone calls for appointments
Exposure to physical aggression			✓			May encounter this in the oximetry clinic handing out equipment for appointments
Exposure to unpleasant working conditions dust/dirt/fleas		✓				
Exposure to harmful chemicals/radiation		✓				
Attending the scene of an emergency		✓				
Food preparation and handling		✓				
Working on a computer for majority of work	✓					
Use of road transport						

