



# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Health Care Assistant
<b>Band</b>	Band 2
<b>Hours</b>	37.5
<b>Department</b>	Imaging and Nuclear Medicine
<b>Division</b>	Clinical Support Services
<b>Location / Hospital Site</b>	Princess Royal Hospital
<b>Responsible to</b>	Radiology Clinical Nurse Specialist
<b>Accountable to</b>	Radiology Clinical Nurse Specialist
<b>DBS Level</b>	Enhanced
<b>DBS Barring</b>	Adults & Children
<b>DBS Workforce</b>	Adults & Children

## Role Summary

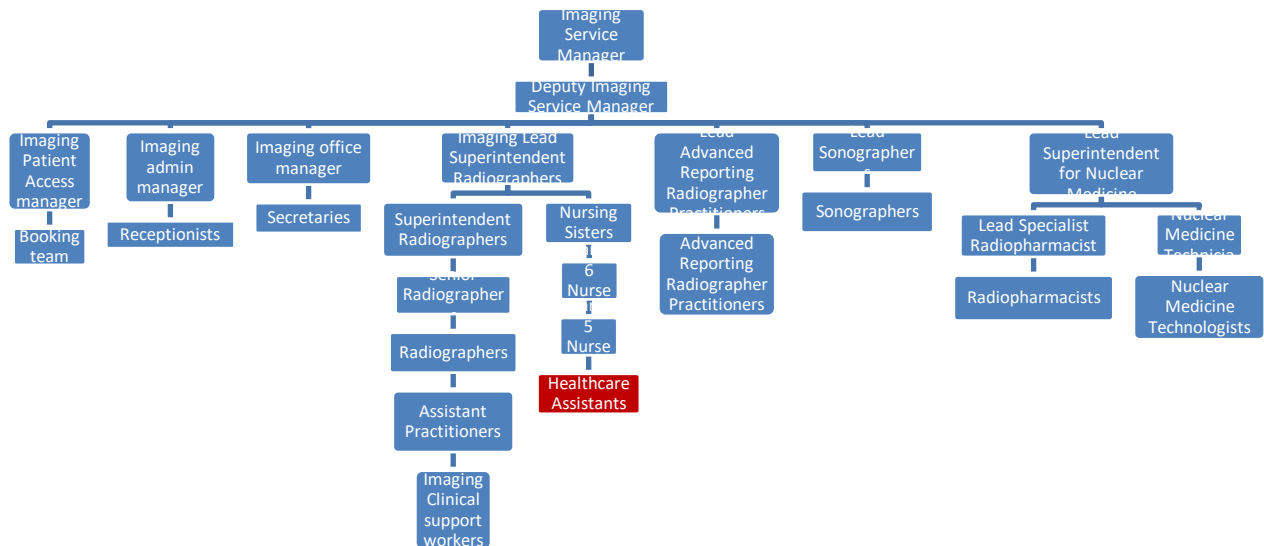
The Health Care Assistant is expected to actively participate as a member of the nursing team and is responsible for contributing towards the smooth and efficient running of the department, particularly in the areas of Ultrasound scanning and Fluoroscopy.

The Health Care Assistant will assist the nurses, sonographers, radiographers and radiologists in giving individualised care to the patients.

## Key Working Relationships

Radiology nurses;  
Sonographers;  
Radiologists;  
Radiographers;  
Imaging Support Workers;  
Radiology Department Assistants.

## Structure Chart



## Main Duties and Responsibilities

1. To actively work at all times within the Trust policies and statutory legislation including emergency resuscitation and manual handling procedures.
2. To maintain confidentiality of all information obtained through professional attendance on patients or through clinical access.
3. To be active in enhancing own knowledge base.
4. To act competently and demonstrate an understanding and knowledge of the basic principles of imaging and its effect on the patient.
5. Participate as a member of the department team providing the highest standard of holistic care and ensuring effective communication with other members of the multi-disciplinary team (MDT)
6. Undertake housekeeping duties such as cleaning couches, disposal of linen cleaning and tidying up etc. in accordance with hospital policy. To actively participate in the day to day up keep of stock levels and cleanliness within the Imaging Department.
7. Knowledge of Trust Policies on infection control, disposal of sharps and clinical waste, manual handling and control of substances hazardous to health.
8. Report any change in patient condition or any problem or hazard within the department to the nurse in charge.
9. To have good IT knowledge, booking patients, confirming patients , inputting clinical details etc

10. Provide clerical assistance, reception duties, photocopying and sending out appointments.
11. To have the knowledge to appropriately prepare screening rooms and equipment for a wide variety of procedures i.e. biopsies, herniogram, micturating cystogram, arthrogram etc
12. Collaborate with the MDT to ensure the correct preparation of patients prior to their procedure.
13. Correctly identifying and preparing patients for the appropriate procedure, including adequate screening for patient safety.
14. Ensure effective communication with patients and relatives, explaining procedures, giving advice and reassurance.
15. Assist patients in all activities of daily living.
16. Ensure safe transfer of patients whilst being aware of catheters, IV infusions etc following trust manual handling policy.
17. Provide support to patient during procedure assisting with patient positioning whilst acting as chaperone and assistant to radiologist or sonographer.
18. Provide post-procedural care for patient maintaining privacy and dignity at all times.
19. Arrange patient appointments, liaising with the wards and organising porters, whilst working closely with the radiologist. Therefore ensuring optimum use of time and equipment.
20. Check validity of incoming requests with previous scans.
21. To be competent in answering telephone queries, fielding complaints and requests for urgent scans and acting upon this information.
22. To be actively involved in each procedure i.e. setting up sterile trolley, preparing appropriate ultrasound probes etc.
23. To have a good understanding of aseptic technique and its appropriate use.
24. Preparing appropriate paperwork and labels for specimens. Concise record keeping of specimens taken to laboratory.
25. To be competent in performing intravenous cannulation.
26. To be prepared to be flexible in shift patterns and willing to occasionally work across all sites including RSCH, and HPC.
27. To access blood results prior to appropriate procedures.

## **COMPETENCE**

- The post holder is required to participate in the Trust appraisal process and work towards meeting identified development needs.
- The post holder is required to demonstrate on-going continuous professional development.
- At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

## **REGISTERED HEALTH PROFESSIONAL**

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## **RISK MANAGEMENT/HEALTH & SAFETY**

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

## **FLEXIBILITY STATEMENT**

This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. This job description will be reviewed periodically to take into account changes and developments in service requirements.

## **CONFIDENTIALITY**

As an employee of this Trust you may gain privileged knowledge of a highly confidential nature relating to private affairs, diagnosis and treatment of patients, information affecting members of the public, personal matters concerning staff, commercial confidences of third parties, and details of items under consideration by this Trust. Such information should not be divulged or passed to any unauthorised person or persons, and the requirements of the Trust's Code of Conduct for Employees in Respect of Confidentiality, a copy of which is available from your Head of Department, must be adhered to with particular regard to the responsibilities of individuals and the Trust under appropriate legislation, notably the Data Protection Act. **Failure to comply with this requirement may constitute gross misconduct under the Trust's Disciplinary Policy, which may lead to summary dismissal.**

## **Learning and Development**

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and

absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

## Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***‘excellent care every time’***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
  - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
  - The patient being at the heart of every element of change
  - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
  - Continuous improvement of our services through small steps of change
  - Constantly testing the patient pathway to see how we can develop

- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

## Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

## Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

## Workplace and Environmental Factors

Physical Effort	Yes	No	Details
Working in uncomfortable/unpleasant physical conditions	x		Wearing a lead coat ( approx 4 kgs) several times a day
Working in physically cramped conditions	x		Occasionally
Lifting weights, equipment or patients with mechanical aids	x		Following the Trust Lifting and handling policy
Lifting or weights/equipment without mechanical aids	x		Occasionally, assisting with deliveries
Moving patients without mechanical aids	x		Following patient assessment and with their permission
Making repetitive movements		x	
Climbing or crawling		x	
Manipulating objects		x	
Manual digging		x	

Running		x	
Standing/sitting with limited scope for movement for long periods		x	
Kneeling, crouching, twisting, bending or stretching	x		Several times a day
Standing/walking for substantial periods of time	x		Several times a day
Heavy duty cleaning	x		Few times a week
Pushing/pulling trolleys or similar	x		Several times a day
Working at heights		x	
Controlled restraint i.e. jobs requiring training/certification in this		x	
<b>Working Conditions</b>	<b>Yes</b>	<b>No</b>	<b>Details</b>
Inclement weather		x	
Excessive temperatures		x	
Unpleasant smells/odours	x		Several occurrences each working day
Noxious fumes		x	
Excessive noise &/or vibration		x	
Use of VDU more or less continuously	x		Frequent use each day
Unpleasant substances/non-household waste	x		Several occurrences each working day
Infectious Material/Foul Linen	x		Several occurrences each working day
Body fluids, faeces, vomit	x		Several occurrences each working
Dust/dirt		x	
Humidity		x	
Contaminated equipment or work areas	x		Several occurrences each working day
Driving/being driven in normal situations		x	
Driving/being driven in emergency situations		x	
Fleas or lice	x		Very rarely
Exposure to dangerous chemicals/substances in/not in containers	x		Frequently daily exposure to ionising radiation
Exposure to aggressive verbal behaviour where there is little/no support	x		Very rarely
Exposure to aggressive physical behaviour where there is little/no support	x		Very rarely



Emotional Effort	Yes	No	Details
Processing (e.g. typing/transmitting) news of highly distressing events		x	
Giving unwelcome news to patients/ clients/carers/staff	x		Occasionally when appointments have to be cancelled or delayed transport
Caring for the terminally ill	x		Several times a week when patients are in imaging for a procedure
Dealing with difficult situations/ circumstances	x		Occasionally when dealing with patient complaints
Designated to provide emotional support to front line staff		x	
Communicating life changing events		x	
Dealing with people with challenging behaviour	x		Occasionally once a month
Arriving at the scene of an accident		x	
Mental Effort	Yes	No	Details
Carry out formal student/trainee assessments		x	
Carry out clinical/social care interventions			Yes several times a week
Analyse statistics		x	
Operate equipment/machinery	x		Several times a day
Give evidence in a court/tribunal/ formal hearings		x	
Attend meetings (describe role):		x	Monthly unit meetings
Carry out screening tests/ microscope work		x	
Prepare detailed reports		x	
Check documents	x		Several times a day
Drive a vehicle		x	
Carry out calculations		x	
Carry out clinical diagnosis		x	
Carry out non-clinical fault finding		x	
Freedom to Act	Yes	No	Details
Does the post holder generally work with the supervisor/manager close by/available	x		
Does the post holder generally work with the supervisor/manager contactable by telephone or bleep	x		

Is the post holder the lead specialist in their field		x	
How often on average is guidance/advice given			Daily
How often is your work checked/monitored/assessed			Daily

## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
<b>Professional Registration</b>	Not required	AF	Not required	AF
<b>Experience/Qualifications</b>	Working towards NVQ Level 2/3.	AF	NVQ Level 2 or 3 in Health & Social Care	AF
<b>Skills</b>	Developed physical accuracy and hand-eye	I (I)	Developed physical accuracy and hand-eye	I

	co-ordination necessary for cannulation.  <b>Evidence of having undertaken own development to improve understanding of equalities issues</b>		co-ordination necessary for cannulation	
<b>Equality, Diversity, and Inclusion</b>	<b>Evidence of having championed diversity in previous roles (as appropriate to role).</b>	<b>(I)</b>		
<b>People Management and Development</b>	Experience of team-working.	I	Demonstration of organisational skills within a team.	I
<b>Specific Requirements</b>	Previous experience of nursing care.	I	Previous experience of nursing care in a hospital or outpatient setting.	I