

Golden Jubilee Foundation

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**Golden Jubilee
Foundation**

Patients at the heart of progress

Chair: Susan Douglas-Scott CBE
Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Radiology Assistant
HOURS: 37.5 per week
CLOSING DATE: 21 May 2019

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Lynn Mitchell
Recruitment Assistant



**Golden Jubilee
Foundation**

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**Golden Jubilee Foundation
Information Pack
For the post of
Radiology Assistant**

37.5 Hours Per Week

Reference Number: SHOW/3233

Closing Date: 21 May 2019



Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-

recruitment@gjnh.scot.nhs.uk

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:

- Valuing dignity and respect
- A “can do” attitude
- Leading commitment to quality
- Understanding our responsibilities
- Effectively working together

Golden Jubilee Foundation
Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£19,945 to £21,947 per annum

3. Grade

This post is offered at Band 3

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 Hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Golden Jubilee Foundation

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days annual leave on appointment

37 days annual leave after 5 years

41 days annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.

GOLDEN JUBILEE NATIONAL HOSPITAL

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Radiology Assistant

Department(s): Radiology

Responsible to: Radiology Services Manager

Reports to: Radiology Charge Nurse

Job Holder Reference:

No of Job Holders:

2. JOB PURPOSE

To assist the Radiology staff in the delivery of an imaging service. The job exists to provide a multi-skilled worker who supports clinical and non-clinical practices in the Department in order to enhance patient focused care.

3. ORGANISATIONAL POSITION

See attached

4. SCOPE AND RANGE

Budget: No budgetary responsibility but is required to ensure that resources are used efficiently and effectively.

Staffing: No direct reports.

Level of Service: Assists in all clinical specialities within the Department including CT, MRI, General Radiology, fluoroscopy and Ultrasound.

5. MAIN DUTIES/RESPONSIBILITIES

Practice in a safe, confident manner respecting the principles of health, safety and security at all times.

Actively participate in the safe and effective delivery of patient care and be aware of your responsibility as long as the patient is in Radiology.

To adhere to and work within National guidelines and policies such as Ionising Radiation Regulations (Medical Exposure) 2000 (IRMER) Ionising Radiation Regulations 1999 (IRR99).

Work as a member of the team carrying out daily responsibilities as allocated by Radiology Charge Nurse/ Team Leads.

Assist patients in the delivery of patient care including toileting, continence, hygiene needs and moving and handling.

Prepare patients for examination/specific procedures as documented in Radiology procedures and protocols or as directed by Radiographers/Nurses/Radiologists.

Assist patients in the preparation for examination e.g. filling of bladder and providing changing instructions as dictated by exam type, assisting with undressing/dressing if required.

Arrange appropriate transfer for inpatients.

Acting as a patient chaperone when the situation requires one.

Participate in maintaining accurate and up to date records.

Ensure effective inter-modality and inter-department communication.

At all times respect the patient's dignity and uphold the 10 protected characteristics of Diversity as laid down in GJNH's mission statement.

At all times maintain patient confidentiality in accordance with GJNH policies and statutory regulations.

Accompany patients/relatives within Radiology, to the discharge lounge, main reception, and on occasion other areas within the hospital.

Identify and report changes in patient condition to registered Nurse/Radiographer/Doctor.

Communicate with patients in a professional, courteous and polite manner, keeping them updated in any delay of their examination/procedure.

Work with Registered Nurses/Radiographers and Radiologists to deliver standards of care set by NHS Quality Improvement Scotland in line with the Strategy for Nursing and NHS Clinical Strategy.

Work within the policies and procedures of the Golden Jubilee National Hospital, to ensure maintenance of safe working practices for patients and colleagues.

Share responsibilities for key aspects of housekeeping and stock control. Demonstrating a good awareness of cost efficiency and thus contributing to the smooth running of the department.

In accordance with identified procedures the post holder will be required to perform;

- Attaching/detaching patients to/from cardiac monitoring equipment.
- Performing and obtaining a 12 lead ECG, vital signs, blood pressure, pulse, temperature, respirations/SPO2 monitoring.
- Preparation of sterile trolleys for the purposes of Biopsies, Drainages, Aspirations, Hip/Knee injections and any other sterile dressing in Ultrasound, Fluoroscopy and CT.
- Able to initiate cardiopulmonary resuscitation (CPR) and other emergency procedures as appropriate. Supported by training.

Have an understanding and comply with infection control policies and procedures.

Attend Basic Life Support skills (BLS) and keep up-dated.

Preparation of patients for specific scans in Ultrasound e.g. Full bladder/ensure patients adequately prepared e.g. Fasting.

Preparation of patients for CT e.g. changed into gown, IV contrast checklist, and Cannulation.

Preparation of patients for MRI e.g. changed into gown, MRI checklist, and Cannulation.

Assist the Registered Nurse/Radiographer/Radiologist in preparation of equipment and patients undergoing specific diagnostic testing/screening.

Perform IV Cannulation (venflon insertion) for patients undergoing CT and MRI scans.

Venflon removal.

Orientate new Radiology Assistants and supports the training of other clinical staff in procedures such as decontamination of probes and safe use of cleaning solutions.

Support and share good practice with other team members.

Contribute towards service improvement and practice.

Housekeeping

Repeatedly throughout the day, set up and checking of patient changing cubicles/Rooms.

Organises patient throughput for Ultrasound and ensure correct preparation of the patient for

their specific scan.

Maintain departmental cleanliness following daily cleaning by housekeeping staff.

Co-ordinate the delivery and distribution of linen for the area.

Work with the Modality leads/Nursing staff in the ordering of supplies and carrying out stock rotation and ensuring minimal stock levels are adhered to.

Ensure clinical waste bins are changed at the end of each working shift or more regularly if required.

Comply with safe use/disposal of sharps policies and procedures, responsible for the disposal of sharps boxes as per Hospital policy.

Undertake environmental audits as instructed.

Follow policy for cleaning as directed by Infection Control/Health Environment Inspectorate (HEI).

Carry out cleaning/decontamination procedures on the ultrasound probes (including intra-cavity probes) as directed by manufacturers, National and Department guidelines.

Collect and deliver supplies, specimens, patient records and equipment or any other required items pertaining to patient care and the smooth running of the department. Larger pieces of equipment will have a risk assessment carried out to ensure these items can be moved safely.

Administration

Undertake and assist with appropriate basic administrative and telephone duties.

Ensure accurate, comprehensive and clear documentation of patient care, countersigned by registered nurse.

Utilise IT skills (intranet/Microsoft office)

Maintain patient confidentiality at all times.

Procedures

Quality

Contributes to the overall Golden Jubilee philosophy of continuous process improvement. Involved in improving and monitoring customer satisfaction.

Personal Development

Attends study days to acquire new knowledge.

Attends mandatory training.

Completes yearly personal development programme/eKSF /i-matter.

Participate in personal career development plan to develop and maintain skills and personal growth through training and education.

6. SYSTEMS AND EQUIPMENT

The post holder is responsible for the cleaning and storage of various pieces of sophisticated medical equipment as stipulated by each Modality.

Ability to access the Intranet and email communications system through outlook express.

The post holder will have access to patients notes therefore must comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records.

Use of the hospital information Systems and Radiology Information system (RIS) to input patient data/access information.

Scanning patient documentation into RIS as per department protocols.

Operating telephone, paging systems, photocopying, faxing and scanning of documents.

7. DECISIONS AND JUDGEMENT

Uses own initiative and acts within the bounds of existing knowledge and skills.

Use initiative and prioritise own workload to meet the varying demands of different modalities and patient needs.

Daily workload will be supervised by the Radiology Charge Nurse/Team Leads.

Flexibility to be allocated to any Modality within Radiology.

Ability to exercise judgement when dealing with patient enquiries and resolving patient problems.

Adopts and develops the concept of customer care and challenges any interaction which fails to deliver a quality service to internal and external customers.

Knows when to report/escalate issues & problems to Radiology Charge Nurse/Team Leads.

8. COMMUNICATIONS AND RELATIONSHIPS

Communicates effectively with patients, relatives and visitors.

Reassure nervous /anxious patients prior to, during and post procedure.

Communicates with relevant departments which service clinical area.

Liase with Radiologists, Radiographers, Nurses and clerical staff within Radiology.

Reports accidents, suggestions and complaints to Radiology Charge Nurse/Team Lead Radiographer.

Effective verbal, non verbal and written communication with all members of the multidisciplinary team within department.

Reports equipment faults as per Department procedures.

Provides support, empathy, encouragement and basic advice to provide holistic care.

Under the direction of the Radiology Charge Nurse/ Team Leads, communicates with external agencies as appropriate.

9. PHYSICAL DEMANDS OF THE JOB

Physical Skills

- Skills to safely manoeuvre wheelchairs, beds, trolleys, hoists and other Radiology equipment.
- Skilled at I.V. cannulation.

Physical Demands

- High patient turnover which requires a speedy response to the changing workload demands and needs of the Department
- Working with patients within confined areas
- Assessment of patients physical and emotional needs whilst in Radiology
- Occasional handling of confused and agitated patients
- Frequently pushing trolleys and wheelchairs
- Moving and handling of patients
- Moving and handling of department equipment
- Walks/stand for most of shift

Mental Demands

- Concentration required when undertaking care for patients/relatives
- Managing competing demands on time
- Ensuring patient safety at all times
- Concentration required when entering/retrieving patient data in the Radiology

Information System, printing patient labels and scanning documents into RIS

Emotional Demands

- Occasionally communicating with distressed/anxious/worried patients/relatives
- Occasionally caring for patients following receipt of bad news
- Occasionally dealing with patients with severely challenging behaviour
- Occasionally dealing with patient/relative complaints

Working Conditions

- Occasional exposure to body fluids, unpleasant odours and unkempt patients
- Occasional exposure to verbal aggression
- Occasional exposure to physically aggressive behaviour

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Daily interaction with patients, relatives and members of the public.

Patients are often anxious or distressed prior to, during and post procedure, in particular ultrasound patients with full bladders can become very distressed, requiring persuasion to cope with the situation.

Prioritising workload to meet the needs of a busy Department.

Moving around Modalities and ensuring each area is adequately prepared for receiving/dealing for patients with differing needs.

11. EDUCATION, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Previous experience as a Radiology Assistant in a hospital/clinical environment desirable.

Educated to 'O' Level/Standard Grade/relevant qualification.

Ability to communicate effectively both in verbal and written communication.

Ability to use your own initiative and work independently as well as working within a multidisciplinary team with direct supervision from more senior staff.

Effective interpersonal skills working within a multidisciplinary team.

SVQ 3 in Healthcare, or willingness to work towards attainment of this.

Completion of HCSW competencies within 3 months of appointment.

Keyboard/computer skills desirable. Onsite training will be given if required.

Ability to fulfil the requirement of the job description.

Must attend Mandatory study days as stipulated by GJNH.

General level of physical fitness.

12. JOB DESCRIPTION AGREEMENT

12.1 Healthcare Support Worker Induction Standards and Code of Conduct

Your performance must comply with the “Mandatory Induction Standards for Healthcare Support Workers in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers, both as amended from time to time, which are attached. (Further copies can be obtained on-line at www.workinghealth.com/standards/healthcaresupportworkers or from your Human Resources Department). **Failure to adhere to the Standards or to comply with the Code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self employed, such failure will be deemed to be breach of an essential term of your contract, allowing us to terminate with or without notice.**

Job Holder’s Signature: **Date:**

Head of Department Signature: **Date:**

Recruitment Person Specification

Radiology Assistant Band 3

	Essential	Desirable
Qualifications/Training	1. Education to 'O' Level/Standard grade	6. SVQ level 3 in Diagnostic and Therapeutic Support
Experience	2. Experienced in working with direct patient care within a health care environment	7. Previous work experience in a clinical role within a hospital
Skills/Knowledge	3. Excellent communication skills, Keyboard/ computer skills	8. Venepuncture skills
Additional job requirements Eg. car driver, unsocial hours	4. Good team skills, Flexible working hours	9.
Any other additional information	5. Must be able to use initiative, also able to work under direct supervision of more senior staff	10.