

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Radiology Nurse

**Pay Band:** Band 6

**Directorate:** Unscheduled care

**Department:** Radiology Department, PPH

### ORGANISATIONAL ARRANGEMENTS

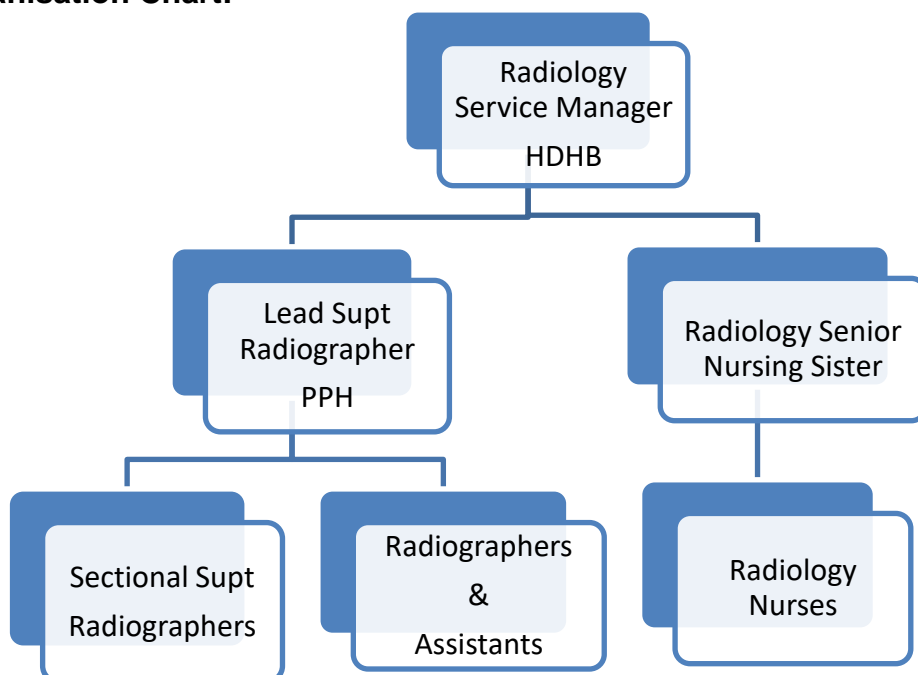
**Managerial Accountable to:** Radiology Service Manager

**Reports to:** Radiology Senior Nursing Sister

**Professionally Responsible to:** Directorate Nurse Manager

**Responsible For:** Providing care for patients undergoing diagnostic and interventional radiology examinations

#### Organisation Chart:



## **JOB SUMMARY / PURPOSE**

Provide a pre-assessment service via the telephone and operate as an autonomous professional with a high level of clinical and technical skill and expertise.

To have responsibility for the assessment, development, implementation and evaluation of programmes of care for patients undergoing diagnostic and interventional radiology examinations and to assist with the performance of these procedures as scrub nurse and circulatory nurse.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To be professionally and legally responsible and accountable for all aspects of own work ensuring compliance with rules of professional conduct and standards of good practice as well as observing Health Board standards and guidelines.
- To maintain comprehensive and accurate patient records to comply with legal and departmental requirements.
- Ability to practice as an autonomous practitioner with a varied patient caseload e.g. Nephrostomies, biopsies, drainages, cardiac catheterisations etc. To plan, modify and carry out assessment and care of patients undergoing investigative procedures.
- Ensure dignity and respect for the patient and communicate relevant information effectively.
- Advise patients, their families/carers, ward staff on the preparation for investigative procedures undertaken in the radiology department.
- Demonstrates consideration of professional boundaries including ensuring that patients/carers are empowered to make informed decisions about their own care plans.
- Retains and demonstrates a current understanding of the holistic key concepts of the individual patient, relevant to profession-specific practice in the radiology department.
- Develop good working relationships with multidisciplinary teams, to ensure continuity of care and a seamless service.
- To continually evaluate patient information to ensure evidence-based practice is delivered at all times within our scope of practice.
- Manage interventional lists to meet clinical priority as assessed by the Consultant Radiologist and to comply with current research regarding patient safety pre, peri and post intervention.
- To be responsible for monitoring, documenting and reporting the patient's vital signs and other relevant information during invasive procedures and to act immediately in emergency situations.
- To assist various consultants in interventional procedures, with a high standard of aseptic technique; remaining flexible to meet individual consultant's needs.
- To ensure a safe environment for both staff and patients. This may involve bringing down a trained ward nurse to support a procedure, especially if the patient has had sedation.
- Responsible for ordering and monitoring stock levels of pharmaceuticals including controlled drugs, for the department.
- To monitor patients for potential complications of various drugs used during procedures, including contrast and document adverse reactions.

- Assess and act upon potential hazards to both patients and staff where appropriate, acting to prevent injury.
- Check that patient consent has been obtained in line with local policy.
- Participate in the administrative tasks relating to the referral, treatment and discharge of each patient.
- To ensure effective resource management including the preparation and participation of the annual stock audit.
- Responsible for ordering and monitoring stocks in the department; sourcing and trialling new items stock/equipment as and when needed. Sourcing orders from specialist suppliers (e.g. sizing and ordering individual lead gowns).
- Check and maintain defibrillation trolley and oxygen/suction equipment throughout the department.
- To provide teaching sessions for student radiographers/nurses and junior staff about nursing and its role in diagnostic and interventional procedures.
- To oversee as a member of the radiology team the preparation of the clinical area providing a safe environment, and the necessary equipment to enable the sessions to run effectively, for patients and staff.
- Using skills to be able to identify, analyse and plan to utilising room potential in order to accommodate/manage patient workload within their scope of practice.
- To be able to communicate often sensitive and contentious information effectively with other teams within and outside the radiology department. Working with frequent staff and patient demands.
- To oversee correct use of medical devices during cardiac catheterisation. Responsible for monitoring patients during the session.
- Support patient in relation to potential risks and length of procedure and implement the WHO safety checklist.
- Responsible for assessing and providing initial emergency treatment to patients when necessary in the department.
- Provide health promotion advice to patients to support their health and wellbeing in relation to their examination within our scope of practice.
- To be able to communicate effectively with patients that have special needs / learning disabilities and/or children.
- Use patient experience surveys and audits to drive change in the environment.
- Regularly undertake research and development to own work as required by NMC.
- Occasional meetings on other Health Board sites, to develop departmental practice and protocol.
- Work within clearly defined occupational policies and procedures, accountable for own professional actions, not directly supervised.
- Positioning patients on imaging tables, with and without sedation involvement.
- Flexible working across Health Board to ensure the covering of workload.

### **Service Improvement**

- To take an active part in clinical audit and governance.
- Attend and contribute to regular staff meetings.
- To ensure that improvements and adjustments agreed to working practices are adhered to.

### **Communications**

- Dealing with day –to –day queries from patients, G.P.s, nursing staff, medical staff and from other departments, wards, outpatients, secretaries and medical records.

This includes liaising with all persons, using analytical/judgmental skills to help resolve problems both sensitively and quickly, thus avoiding undue stress and potential complaints.

- Maintain confidentiality at all times in any communication whether written, oral or electronically.

### **Finance and Resources**

- To monitor stock levels in their area of work and report any shortfalls as necessary.

### **Personal and People Development and People Management**

- Share own knowledge, skills and experience with others during induction and training.
- To attend training sessions as necessary.
- Participate in Individual Performance review process to ensure continued professional development.

### **Information Processing**

- To maintain accurate patient records.
- To input or retrieve data from IT systems i.e. radis, myrddin, ESR.
- To send and receive e-mails.
- Maintain confidentiality at all times.

### **Health, Safety and Security**

- To comply with departmental and Health Boards policies and procedures.
- To identify and report faults in equipment and ensure that any necessary action is taken.
- Attend statutory/mandatory training.
- To be aware and ensure compliance with all matters that relate to the Health and Safety at Work Act including COSHH, Manual Handling and IR(ME)Regulations.

### **Quality**

- To maintain skills in order to provide a high quality and standard of care.
- To raise concerns should they feel quality is compromised.
- To participate in audit.

### **Equality and Diversity**

- To ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.

### **Effort and Environmental**

- Must adhere to IRMER regulations at all times as this is a radiation environment.
- To be able to wear radiation protection clothing for long periods of time (3 to 4 hours a day)
- Exposure to bodily fluids, especially blood, each day.
- Exposure to VDU's i.e. computers, imaging monitors on a daily basis.
- Regular exposure to unpleasant and offensive bodily fluids during drainage procedures and the disposal thereof.
- Hoisting and toileting of dependant patients within the department. Manoeuvring and safely transferring patients back to wards post procedure.
- To be able to stand and work for long periods wearing lead/lead free gowns.

## General

- To ensure that own work load is managed effectively.
- To be expected to recognise the limits of your professional competence and be responsible for limiting your actions to those which you feel competent to undertake and identify areas where further training is required.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	Registered General Nurse Level 1 Current NMC registration  Relevant post basic courses and/or experience to postgraduate diploma level	Experience in radiology	Application form
<b>Experience</b>	Able to demonstrate sound knowledge of relevant speciality, statutory and mandatory training	Previous experience over a broad range of nursing modalities such as General Medicine, Cardiology, orthopaedics or Theatre  Experience of supervision of junior staff  Knowledge of audit	Application form and interview
<b>Language Skills</b>		Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i>	Application form and Interview
<b>Aptitude and Abilities</b>	Ability to assess, plan, implement and evaluate care  Excellent written and verbal communication skills	IT skills  Cannulation skills	Interview

	<p>Ability to prioritise work</p> <p>Excellent interpersonal skills</p> <p>Good record keeping</p> <p>Good teaching skills</p> <p>Ability to manage time effectively</p> <p>Able to work as a team</p> <p>Able to work without supervision</p> <p>Demonstrate willingness to develop their own role</p> <p>Be competent in use of equipment</p> <p>Awareness of NMC Codes of Practice</p> <p>Awareness of Health Board Policies, procedures, guidelines and standards of Royal college of Radiologists</p> <p>Knowledge of IRMER regulations</p> <p>Ability to relate theory to practice</p> <p>Maintain personal &amp; organisational professional development</p> <p>Effective Communicator</p> <p>Self-motivator/enthusiastic</p> <p>Able to maintain confidentiality</p> <p>Caring attitude to patients and clients</p> <p>Shows respect to team</p>		
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	<p>members</p> <p>Able to work on own initiative/independently</p> <p>Recognises own limitation</p> <p>Professional attitude to work</p>		
<b>Values</b>	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> <li>• Dignity, Respect and Fairness</li> <li>• Integrity, Openness and Honesty</li> <li>• Caring, Kindness and Compassion</li> </ul> <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> <li>• Working together to be the best we can be</li> <li>• Striving to develop and deliver excellent services</li> <li>• Putting people at the heart of everything we do</li> </ul>		Interview
<b>Other</b>	<p>The post-holder must be able to work flexibly, to work closely as part of a multi-professional team, and to work under pressure</p> <p>Reliable work record</p>		Interview

### Level 1 Welsh

*(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)*

**Listening/Speaking:** Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using

simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

**Reading/Understanding:** Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

**Writing:** Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

## **GENERIC STATEMENTS**

### **NHS CODE OF CONDUCT FOR MANAGERS**

\*\* For Managers only:

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

### **REGISTERED HEALTH PROFESSIONAL**

\*\* For Registered Health Professionals only:

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

### **HEALTHCARE SUPPORT WORKERS**

\*\* For Healthcare Support Workers only:

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

### **COMPETENCE**

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

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

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

The postholder 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 Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder

has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

### **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

### **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

### **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

### **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others, reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

### **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 HB.

### **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact

on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

### **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

### **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

### **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

### **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.