

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Lead Radiology Nurse

**Pay Band:** 7

**Directorate:** Unscheduled care

**Department:** Radiology Department

### ORGANISATIONAL ARRANGEMENTS

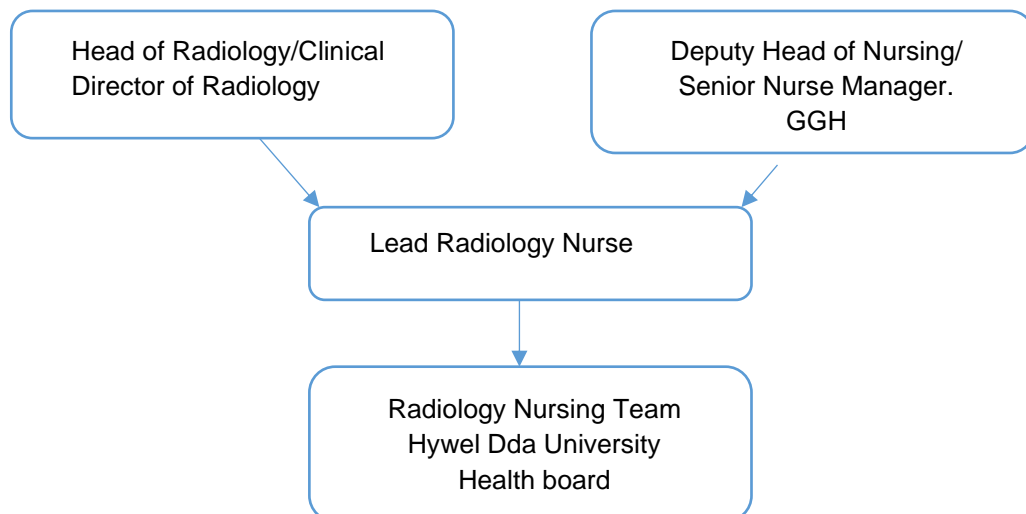
**Managerial Accountable to:** Head of Radiology/Clinical Director of Radiology

**Reports to:** Head of Radiology/Clinical Director of Radiology

**Professionally Responsible to:** Deputy Head of Nursing/ Senior Nurse Manager

**Responsible for:** Registered Nurses (Band 5 & 6); Health Care Support Workers (Band 2, 3 and 4); registered and unregistered bank and agency staff and student nurses.

#### Organisation chart:



## **JOB SUMMARY / PURPOSE**

Provide visible professional clinical leadership and expertise in the speciality across the Radiology Nursing service within the HDUHB locality.

Provide Radiology nursing advice and support for colleagues, patients and relatives within the HDUHB locality.

Accountable for the delivery of a high standard of cost effective nursing care without direct supervision ensuring it is based upon evidence based practice in line with legal requirements, statutory rules and Health Board policies relating to practice and the NMC Code.

Manage the departments nursing establishment to within the limits of budget and ensure that the skill mix and staff development is appropriate to ensure patients receive safe, individualised and effective standards of care.

Provide expert clinical advice and undertake management and monitoring activities in line with legal and professional requirements, statutory rules and Health Board policies relating to evidence based practice.

In collaboration with the Head of Radiology, be responsible for the efficient management of the department budget, utilising the allocated resources and raising any financial expenditure concerns to appropriate personnel in a timely manner.

Assist in radiological procedures e.g. biopsies, drainages, ERCP's.

Liaise with other departments and wards to maintain smooth running of procedure lists ensuring patient safety is paramount at all times.

Create and promote a learning culture within the clinical area to support the professional growth and development of all nursing staff, students and (as appropriate) members of the multi-disciplinary team.

Work closely with all members of the Radiology management team, to deliver safe, efficient and effective Radiology nursing services for the population served by HDUHB.

## **MAIN DUTIES AND RESPONSIBILITIES**

Work autonomously to plan own work schedule plans, in view of daily and weekly management responsibilities along with leadership and supervisory aspects of the role.

Work with the Head of Radiology and Site Lead Radiographers to ensure safe nursing staffing levels to meet the needs of the service.

Ability to practice as an autonomous practitioner with a varied patient caseload and to assess, plan implement and evaluate interventions.

Manage interventional lists to meet clinical priority as assessed by the Consultant Radiologists 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.

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.

Responsible for the standards of nursing care provided within the Radiology service on each site and for ensuring safe staffing levels.

Maintain, monitor and evaluate standards ensuring evidence based quality of care is provided and respectfully challenge/take appropriate action when care falls below the expected standards.

Promote a positive research culture, contributing to the wider research agenda through initiating or supporting research activity.

Take responsibility for the environment of care, ensuring infection control policies and procedures in place and participate in relevant monthly audit e.g. Hand Hygiene and act upon the results.

Deal with complex clinical and managerial situations that arise, analysing data and information, seeking appropriate help and making decisions in relation to patient risk and care and take appropriate action.

Seek appropriate advice/alert agencies when there are any concerns regarding potential/actual risk to any patient or their dependents e.g. child safeguarding, domestic violence, protection of the vulnerable adult, mental capacity and deprivation of liberty.

Act as the patients advocate when required.

Maintain a live registration with the NMC.

### **Service Management**

Lead and develop policies and protocols in accordance with local and national standards in relation to specialist area of expertise. Ensure any national changes are updated into local policies.

Accountable for own professional actions; not directly supervised ensuring working and liaising with line manager on a regular basis.

Manages own workload and feedback to line manager if any issues.

Flexible working across HDUHB to ensure the covering of workload.

With support from Human Resources take necessary steps to effectively and fairly manage any individuals in the team whose performance is poor.

### **Service Improvement**

Ensure that care and services are delivered in line with Fundamentals of Care Standards.

To participate in the development of integrated pathways of care for patients undergoing radiological procedures.

Discusses and agrees with others how services should be improved, how to balance and prioritise competing interests.

Evaluates with others the effectiveness of service improvements how improvements will be taken forward and implemented.

Appraises draft policies and strategies for their effect on users and the public and makes recommendations for improvement.

Lead and co-ordinate departmental meetings.

### **Communications**

Respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent in line with HDUHB policy.

Provide and receive highly complex, sensitive information using a high level of interpersonal and communication skills to staff and patients / carers ensuring confidentiality of patient information.

Provide guidance, support and help to patients and their relatives by establishing good relationships, encouraging feedback on the service, taking opportunities to create an open, friendly atmosphere, providing emotional support and promoting collaborative care within the multidisciplinary team.

Establish effective communication channels and working relationships between the Radiology team, departments, primary care e.g. GP and clinicians.

To keep accurate and concise documentation of all patients in line with HDUHB and NMC guidelines.

Promote effective communication and liaison with other health care professionals with ongoing responsibility for patient care.

Support and promote effective working relations within the multidisciplinary team.

Work collaboratively with and promote effective working relations with the nurses within radiology and with other nursing colleagues.

Maintain a regular visible presence on all Radiology sites within HDUHB, to support nursing staff and to build working relationships.

To ensure effective communication through the dissemination of information to all the staff in the department and to attend such meetings as may be necessary, in order to promote the efficient, effective and harmonious working of the department.

### **Finance and Resources**

Manage the skill mix of the nursing teams and other resources effectively for the delivery of a high standard of patient care.

Understand the mechanism for ordering and maintaining stock levels of specialist equipment within financial limitations set by the Head of Radiology e.g. catheters, stents, guidewires, barium supplies, etc. This requires specialist knowledge and experience of their usage.

Have an understanding on what specialist equipment is used across all four sites, and take a lead on standardisation where possible.

Use ORACLE to requisition and order supplies and to book goods into the department.

Liaise with company reps as required, developing good working relationships, but ensuring adherence to the HDUHB guidelines.

Be proactive in ensuring value for money is obtained with regard to specialist equipment, in collaboration with Finance and Procurement.

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

Attend relevant courses, conferences, study days and keep professionally up-to date, feeding back any relevant information into appropriate areas.

Develop and utilise competencies for all staff groups, ensuring their use by new starters and promoting the review and refresh of competencies for current staff as they are developed.

Take responsibility for ensuring the completion of the nursing team's annual PADR. In partnership with reviewee, identify opportunities to develop competence/ skills in order to achieve objectives.

Support registered staff to complete their professional revalidation with the NMC in a timely manner. Act as the Confirmer and Reflective Discussion Partner as required.

Responsible for critically analysing current research and literature in order to maintain expert level of knowledge.

Supports learning recognising individuals' particular needs, interests and styles in a manner that stimulates individuals' interest, promotes development and encourages their involvement.

Actively promotes the workplace as a learning environment encouraging everyone to learn from each other and from external good practice.

Gains feedback from learners e.g. Student nurses and relevant others on the effectiveness of learning and development and their ideas for how it can be improved.

To provide training and support to staff working within fluoroscopy when using radiology systems e.g. PACS, RIS.

To manage sickness absence in line with the All Wales Attendance at work Policy maintaining sickness records for all staff.

To be responsible for the recruitment, selection and retention of staff.

To identify, assess and meet the educational needs of the patient and their family.

### **Information Processing**

Ensure effective communication, written, verbal and the use of Information Technology (IT), maintaining up to date records and information is compliant with the Data Protection Act.

Ensure that legible nursing records are maintained throughout the nursing service, fully utilising current, approved nursing documentation and actively promoting and role modelling the use of E -documentation as appropriate to clinical area.

Ensure that nursing data and patient information is stored safely and correctly and in accordance with data protection legislation and HDUHB policies and procedures.

Ensure that the nursing team are kept up to date on current legislation and guidance re: information governance and challenge poor practice as required.

Reports the data and information at the agreed time using presentation, layout, tone, language, content and images appropriate to its purpose, the people for whom it is intended and using agreed formats and protocols.

Develop and continually improve the knowledge and skills required to use the relevant IT systems required in the clinical area e.g. RADIS, Welsh Patient Administration System (PAS), Oracle & Allocate (E roistering). Liaise effectively with appropriate support teams to facilitate this work stream e.g. Allocate Team.

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

Identifies the risks involved in work activities, how to manage the risks and how to help others manage risk.

Undertakes work activities consistent with legislation, HDUHB policies and procedures.

Monitors work areas and practices and ensures they are safe and free from hazards and conform to health, safety and security legislation, policies and procedures and guidelines.

Ensure that the nursing team within the Radiology Department adhere to all local and HDUHB Health and Safety policies and procedures and attend Mandatory and Statutory training.

Develop and adhere to Health Board Infection control policies and guidelines.

Demonstrate specialist skills in the handling, cleaning, decontamination, tracking and maintenance of Radiology equipment (excluding X-ray equipment) adhering to Health Board policies and national guidelines. Provide support and training to junior staff, monitoring their practice and assessing competence.

Ensure that all equipment is maintained to a high standard and that all radiology nursing staff adhere to legislation regarding its use.

Comply with IR(ME)R and IRR17 regulations when working in the x-ray department, which includes wearing appropriate protection and monitoring equipment.

### **Quality**

Assist the Senior Nurse Manager/ Head of Radiology in monitoring and evaluating the quality of care delivered in Radiology utilising audit tools and patient questionnaires where appropriate.

Support and facilitate practice development, research and clinical project work.

Be proficient in incident (Datix) reporting and investigating. Participate in any subsequent review process and formulation of action plans.

To assist in the investigation of all nursing complaints relating to the service, providing timely, accurate and transparent information in order to address the complaint. This will include identifying areas for improvements, implementing change where required and sharing lessons to be learnt.

Assist the Head of Radiology to implement local infection control plans, ensuring the delivery of high quality, safe, evidence-based nursing practice and that outcomes result in improved practice.

Attend Infection Control Group meetings, and provide monthly figures as required. Identify Key Trainers for Infection Control and Hand Hygiene Champions for each site, and ensure they are complying with requirements.

Participate in the organising and monitoring of preventative maintenance, repair of equipment, radiation protection, control of infection measures and the updating of Inventory and Asset Register, participating in stock takes as required.

To support in all aspects of governance by attending the Radiology Quality Safety and Patient experience meetings and clinical governance matters by attending the Radiology Clinical Audit meetings as well as initiating and encouraging others to undertake audit projects as appropriate.

To be responsible for establishing and maintaining auditable electronic radiology nursing records and compliance with checklist procedures such as the WHO checklist for interventional procedures.

Participate in Capability, Grievance and Disciplinary processes as required.

### **Equality and Diversity**

Recognises the importance of people's rights and acts in accordance with legislation, HDUHB policies and procedures.

Acts in ways that respects diversity and values people as individuals.

Takes into account of own behaviour and its effects on others.

Ensure own and the wider nursing team's current knowledge base is maintained in relation to potential need to access spiritual/multi-cultural faith support for patients/carers/staff.

Act as a patient advocate at all times.

Identifies and takes action when own or others behaviour undermines equality and Diversity.

## **Effort and Environmental**

Push patient trolleys/beds/chairs.

Use of hoist to support patient including steady hoist.

IT need for patient information inputting/checking results e.g. Welsh PAS and for ward management e.g. ESR, oracle.

Periods of concentration needed for carrying out clinical interventions.

Responds to the needs of acutely ill patients.

Direct contact with uncontained body fluids, foul linen, fleas, lice and noxious fumes.

May be exposed to sudden violent threatening behaviours by patients, relatives, carers and/or public especially in emotive situations maintain a safe and clean environment for staff, patients / clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.

Regular use of VDU to ensure accurate record keeping of patient information, writing reports.

## **Promotion of Health & Wellbeing, and Prevention of Adverse Effects**

Works effectively with people to identify their concerns about health and wellbeing.

Identifies how the health and wellbeing of the target group can be improved through promotion and/or prevention approaches consistent with legislation, policies and procedures.

Enables people to participate effectively in the promotion of their health and wellbeing and the prevention of adverse effects.

Acts as a resource for improving health keeping a record of what has been done.

## **General**

The post holder must promote and support the mission and vision of their service for which they work in.

Work in accordance with Health Board policies and procedures.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• Registered nurse.</li> <li>• Part 1 of the NMC register.</li> <li>• Degree in Nursing.</li> <li>• Postgraduate diploma or relevant short courses or clinical experience to equivalent level.</li> <li>• Teaching/Coaching qualification (or equivalent experience).</li> <li>• Recognised management qualification e.g. NVQ, ILM (or equivalent development / experience AND a willingness to undertake appropriate course).</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised leadership qualification.</li> <li>• Experience of leading a team.</li> </ul>	<p>Application Form</p> <p>Interview</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of Leadership skills/ experience.</li> <li>• Post registration experience, at Band 6 or above.</li> <li>• Able to demonstrate an awareness of professional issues and developments.</li> <li>• Evidence of leadership skills.</li> <li>• Experience of working in a multi professional environment.</li> <li>• Experience in budget management.</li> </ul>	<ul style="list-style-type: none"> <li>• Significant experience in working in Radiology.</li> <li>• Experience in leading or participating in clinical research and audit.</li> </ul>	<p>Application Form</p> <p>Interview</p>
<b>Language Skills</b>		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	<p>Application form</p>
<b>Aptitude and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent interpersonal and people management skills.</li> <li>• Expert knowledge in the field of Radiology &amp; demonstrable practice.</li> <li>• Demonstrate recent effective team working and effective delegation skills.</li> <li>• IT skills essential.</li> <li>• Ability to assess, plan care and evaluate for a variety of patients requiring radiological procedures.</li> <li>• Ability to work as an integrated member of the team.</li> <li>• Professional confidence.</li> </ul>	<ul style="list-style-type: none"> <li>• Trained in cannulation and venepuncture.</li> <li>• Knowledge and understanding of procurement practices, including proficiency in ORACLE.</li> <li>• ILS Trained.</li> <li>• Significant experience in “scrub” technique whilst assisting in sterile procedures.</li> </ul>	<p>Application Form</p> <p>Interview</p>

	<ul style="list-style-type: none"> <li>• Ability to cope under pressure.</li> <li>• Enthusiastic.</li> <li>• Friendly, approachable and reliable.</li> <li>• Patient centred approach.</li> </ul>		
<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>	<ul style="list-style-type: none"> <li>• Flexible approach to work.</li> <li>• Ability to travel between sites in a timely manner.</li> <li>•</li> </ul>		Application form and 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 postholder's 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 PADR 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 your 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.