

JOB DESCRIPTION

Job Title:	Clinical Imaging Assistant Lung Cancer Screening Services (LCS)
Main Place of Work:	Work will be based at several sites within a key geographical region where the LCS services operate. Either Bedford/Luton or Mid-South Essex.
Responsible to:	LCS Operations Manager/ PET/CT and CT Manager (as allocated on employment)
Accountable to:	Chief Executive

Line management

- There is no line management responsibilities associated with this role

Job Purpose:

- To work as part of the team within the LCS diagnostic imaging services, to include reception, clerical, technical and caring duties as allocated under the direction and supervision of the line manager, or senior radiographer in charge of the unit.
- To provide support for patients and relatives attending the LCS units for imaging examinations.

Key Relationships

Cobalt clinical teams, mobile site staff, Cobalt operational and logistics teams, support engineers and patients and relatives.

Key areas of responsibility will include:

Operational Duties

- At all times to maintain a positive partnership with NHS Hospitals and LCS programme teams on behalf of Cobalt and ensure continuity of LCS services in various locations in line with Charity values.
- Assist in the organisation and smooth running of day to day scanning lists.
- Liaise with multidisciplinary teams for example nursing teams onsite and programme managers during scanning sessions.
- To respond to the requests of the LCS operations manager, PET/CT and CT manager and senior radiographers running the scanning session.
- Reception duties to include, meet and greet patients arriving for imaging, check patient personal data including consent to imaging procedures, Scheduling patient appointments if necessary, answering e-mail and telephone enquiries.
- Provide reassurance, emotional and physical support to patients throughout their attendance to the unit.
- Provide information to patients about their examination and any follow up where necessary.

- Support, welcome and assist friends and relatives accompanying patients.
- Help patients prepare for an examination including undressing, reassurance and explanation, portering duties for those who require assistance. Escorting patients to and from mobile scanners.
- Care for patients prior to, during and post procedure taking into account their individual needs whilst maintaining privacy and dignity at all times.
- Conduct consent and screening safety checks with patients prior to examination to ensure their suitability for imaging examinations or procedures and to ensure that any contraindications are brought to the immediate attention of the supervising radiographer or line manager.
- Prepare clinical areas under the supervision of the radiographer in charge.
- Manage busy patient lists liaising with the nursing team to ensure efficient patient workflow through the unit.
- Support the radiographers with the positioning of patients on the scanners and set up of equipment under the supervision of radiographers, operating safely in accordance with all health and safety policies.
- Work in accordance with the CT local rules, systems of work and operational procedures to maintain safety at all times.
- Working to set standards and protocols in accordance with best practice and in a manner that meets professional, departmental and legal standards and requirements, in particular Ionising Radiation (Medical Exposure) Regulations 2017 (IRMER) as amended 2024.
- Data entry using radiology information systems (RIS), data sharing and checking image transfer is completed using CIMAR and Picture Archive (PACs), Image Exchange Portal (IEP) and other associated information systems ensuring accurate, legible, comprehensive medical records are maintained.
- To assist the radiographer with the development and implementation of workflow/process improvements in their area.
- To ensure a clean, safe and appropriate environment that facilitates the prevention and control of infections in compliance with regulatory requirements.
- Provide basic life support in emergency situations, perform and record basic observations and complete medical documentation.

Specific Duties

- To understand and support the duties of the clinical department managers, superintendents and senior radiographers through regular communications and/or meetings and to use this knowledge effectively in planning of daily responsibilities.
- To assist the clinical department managers, superintendents or senior radiographers with the development of and implementation of workflow/processes within the LCS service and the clinical imaging assistant team.
- Perform daily health and safety checks and report any non-compliant findings immediately to the radiographer in charge.
- To assist in clinical audits, collate data and generate KPI reports with accuracy and attention to detail. This includes completion of end of day reports.
- Assist with quality standards including BS 70000 and ISO accreditations on mobile services and support the service during external visits by Trust or industry stakeholders including CQC and BS70000 inspectors.
- Participate in clinical imaging assistant team meetings and when requested provide update reports in area of work.

- Support the delivery of induction, education and clinical training to colleagues within the team.
- Maintain up to date and accurate personal CPD records and participate in appraisal and mandatory training.
- Liaise with the Infection Control Lead to monitor and maintain environmental and patient equipment cleanliness and complete necessary checklists in accordance with the infection prevention and control program.
- Responsibility for stock checking consumables and ensuring correct levels are maintained, including items on the resuscitation trolley/bag and maintaining accurate monthly records.
- Dispense drugs as a designated practitioner under the direction of the medical practitioner or appointed practitioner (line manager) and maintain accurate records in accordance with medicine management legislation.
- Remove IV cannula in accordance with departmental procedures and policy and infection control practice [if relevant to the service].
- Any other duties in accordance with the level of the role.

Management of Resources

- Monitor and maintain laundry supplies and clinical consumables.
- Monitor and maintain beverage/refreshment supplies.
- Responsible for maintaining adequate supplies of stationery and marketing literature on the TLHC units.

Teamwork

- To work collaboratively with other departments within Cobalt.
- Taking an active part in team meetings.
- Champion the professional integrity of the organisation.
- Adhere to corporate policy and procedure.
- Advise and mentor staff members, particularly junior staff members.

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information. You are required to undertake the Data Protection training included in the NHS IT Governance Toolkit as instructed.

Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (cpd) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of Cobalt Health.

Person Specification

Qualifications and Training	Essential	Desirable
Minimum of five GCSEs (Grades A-C), to include English language, Maths and a Science subject or demonstrable relevant experience	✓	
Basic Life Support Certification	✓	
First Aid at Work Certification		✓
Fire Marshal Certification		✓
Crae Certification		✓
NVQ Level II in Health and Social Care or Level 2 Diploma in Clinical Healthcare Support or equivalent experience		✓

Knowledge and experience	Essential	Desirable
Proven experience in healthcare and patient focussed services	✓	
Experience working with unwell patients and assistance with their personal care		✓
Experience dealing with members of the general public, relatives and carers	✓	

Skills and abilities	Essential	Desirable
Full driving license to enable travel to various locations. Depending on work location and public transport infrastructure this may not be essential.		✓
Strong customer service skills	✓	
Confidentiality, discretion and trustworthiness	✓	
Ability to relate to people of all ages and backgrounds	✓	

Work well with other members of the team including communicating effectively, being kind and considerate, reliable and enthusiastic	✓	
Ability to work on your own initiative and be responsible for your own actions or decisions	✓	
Excellent listening skills	✓	
Help others in the team achieve their objectives and deliver safe, effective care	✓	
An understanding and application of health and safety regulations and infection control policy relating to a healthcare environment		✓
Ability to use IT systems to a high level, gather data, compile complex information and prepare reports		✓
Ability to develop, plan and implement goals		✓
Ability to prioritise workloads	✓	

Personal attributes	Essential	Desirable
Well organised with excellent interpersonal and communication and literacy skills	✓	
Flexible temperament towards working hours	✓	
Caring for the people who use our services, their families and carers, and other staff.	✓	
Compassion, patience and empathy and the ability to offer reassurance to anxious or distressed patients	✓	
Respectful of others and genuinely treating them how you would want to be treated	✓	
Physical dexterity, co-ordination and sensory skills required for positioning of or handling patients safely	✓	
Motivated commitment to continuing professional development and self-improvement	✓	
Able to deal with bodily fluids, faeces, vomit	✓	