



## **JOB DESCRIPTION**

<b>Job Title:</b>	Nursing Auxiliary, Radiology Department
<b>Responsible to:</b>	Radiology Lead
<b>Accountable to:</b>	Chief Executive
<b>Overall objective:</b>	To work as part of the Radiology team, delivering a high standard of care to all service users.

### **Main duties and responsibilities**

1. To maintain a high standard of tidiness and cleanliness throughout the X-ray Department preparing each examination room for use as required.
2. To chaperone patients in the Radiology Department and in accordance with the instructions of the X-ray Radiology Lead, adhering to IR(ME)R 2018 Regulations at all times.
3. To manage and maintain patient lists within the ultrasound service in X-ray e.g. breast clinic
4. To order and assist with stock control.
5. To clean equipment in accordance with instructions, reporting faults as appropriate.
6. To assist with administrative duties as requested by the Radiology Lead.
7. To fulfil additional duties as requested by the Radiology Lead e.g. accompanying patients to other departments within the hospital.

### **General Duties**

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
2. Communicate effectively with all users of the service, being courteous and respectful and ensuring confidentiality, at all times.
3. Actively participate and contribute to the continuous improvement of the service.
4. Attend all mandatory in-service training and lectures.
5. Comply with the Ulster Independent Equal Opportunities Policy at all times.



6. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
7. Participate in annual performance review and maintain own personal development file.
8. Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
9. Adhere to and abide by professional code at all times (as applicable).

***The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.***

**Personnel Specification**

<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Experience</b>	<p>1 years' experience of working in a formal caring role.</p> <p>Administration experience.</p> <p>Ability to cite examples of when you have demonstrated sensitivity and understanding of patient needs.</p>	<p>Experience of working as a healthcare assistant/nursing auxiliary in a hospital.</p>
<b>Education/ Qualifications/ Training</b>	<p>GCSE (or equivalent) Grades A to C in English Language and Mathematics.</p> <p>Proficient in use of computers</p>	<p>Have completed recent training relevant to the position (e.g. First Aid, Manual Handling or Basic Life Support).</p> <p>NVQ Level 1 (or equivalent) in a health and social care related subject.</p>
<b>Other</b>	<p>The post holder will be required to be flexible in their working pattern to meet service needs</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"><li>• References</li><li>• **Evidence of right to live and work in UK</li><li>• Health screening</li><li>• Qualification checks</li><li>• Satisfactory *ACCESSNI clearance.</li></ul>	



## Competencies:

- Teamworking
- Patient focus
- Effective communication and interpersonal skills
- Good planning and organisational skills

## Information for Applicants

Please refer to our website <https://ulsterindependentclinic.com/jobs/> for the following policies in relation to your application:

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

\*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

\*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

\*\* You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.