



Job Description

Job Title:	Radiology IR nurse
Band:	Band 6
Hours:	Luton based: 22.5 hours per week (3 days)
Base:	Luton and Dunstable Hospital, Bedford Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
Reporting to:	Emily Metcalfe
Terms and Conditions of Service:	Currently those of Agenda For Change and other local agreements

OUR VALUES:





JOB SUMMARY:

Interventional radiology are looking for a competent band 6 IR Nurse to care for patients undergoing IR procedures, working up to co-ordinating our small team during shifts
Ensuring daily IR lists are planned and completed in a safe & timely way under the supervision of the lead Nurse

The post holder will be required to oversee and assist patients undergoing IR procedures in the Radiology Department as well as participate and assist the radiologist in procedures

The post holder will effectively communicate and maintain good working relations with all members of the MDT to co-ordinate & facilitate daily lists of IR procedures

They will be required to mentor, train and supervise Band 5 Nurses and Imaging assistants as well as any student Nurses / Radiographers

KEY RESPONSIBILITIES:

Assist with the organisation, delivery and evaluation of nursing care for patients undergoing procedures within the Imaging department (e.g. liver biopsies, lung biopsies, and nephrostomies) this includes caring for terminally ill, disabled, elderly and confused patients

Oversee the safety and comfort of patients before, during, and after procedures, Nurse led discharge of patients if stable.

To work independently to organise, co-ordinate and prioritise own daily workload

Communicate effectively and sensitively verbally, face to face and by telephone with a wide range of clinical technical and administrative staff across the Trust, patients, relatives/Carers and visitors to the department. This will include patients whose first language may not be English.

Assist the Radiologist in diagnostic procedures according to their professional training and departmental protocols

To arrange imaging appointments as required, liaising with wards, radiographers, theatres, staff and patients, dispensing any necessary preparation and instructions

Assist in the co-ordination of the reception, transfer or admission of patients in conjunction with medical and bed management staff

Assist with arranging transfers of patient information to other hospital site within the trust to arrange procedures cross site

as scrub nurse, sedating/monitoring nurse and circulating Nurse (training will be provided)

Practice and monitor the correct wearing of PPE (lead aprons) where necessary

Preparation of sterile trolleys including the correct labelling of drugs in syringes, assisting in the use of guide wires, catheters and interventional equipment whilst practicing the principles of asepsis

Participate in the assessment, planning and implementation of moderate sedation, administering sedative drugs and monitoring sedated patients (training will be provided)

To frequently deal with unpleasant conditions within the clinical environment. This will include bodily fluids, unpleasant odours, and disposal of bedpans.

Safe moving and handling of patients and equipment

Wearing lead apron for prolonged periods when in fluoroscopy environment

To accurately input details on to the Radiology management system; to update patient details, record information post procedure and scan all documents on system.

Assist in ensuring that equipment is kept clean, faults reported and defective equipment removed from use

The post holder is expected to be able to use their initiative while in this busy environment and be prepared to continually improve their practice, assisting with the introduction and implementation of procedures protocols and other documentation.



Assist with the maintenance and monitoring of stocks and materials within the clinical areas, ensuring that adequate stock levels maintained, to include drugs
Ensure that infection control precautions are upheld within the care environment
Inform Lead Nurse / Imaging Operations Manager of any matters affecting professional standards of patient care
Assist in the checking and administration of Controlled and other Drugs within the clinical environment
Responsibility for the co-ordination of Student Nurse Placements
To be professionally accountable for all aspects of own work including the management of own workload
To be responsible for maintaining own competency to practice, maintain and develop personal portfolio
Responsibility to maintain IRMER regulations and be aware of radiation protection regarding staff and patients
Participate in the development of professional practice within the Imaging Department
Participate in the training and education programme for all departmental staff
Be able to demonstrate and supervise nursing procedures to qualified and unqualified staff
To attend and actively participate to regular staff meetings
Establish and maintain an effective working relationship with all members of the multi-disciplinary team
To participate in the Trust appraisal system and maintain a personal development plan
To be involved in audit and clinical governance processes within the department
Participate in the achievement of departmental objective
Be aware of and adhere to Trust and local policies and procedures; ensure that they are complied with at all times.
Relevant documentation issued by statutory bodies be adhered to.
Participate in the utilisation of research and development

GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedford Hospital is four weeks.



STANDARDS:

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

PRIVACY STATEMENT:

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.



The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

PROMOTING EQUALITY:

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

SMOKE FREE:

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

DISCLOSURE REQUIREMENTS:



A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

Note: Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.

ASSISTANCE WITH TRUST PROCESSES:

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.