

Job Description



South Tees Hospitals
NHS Foundation Trust

Role Details

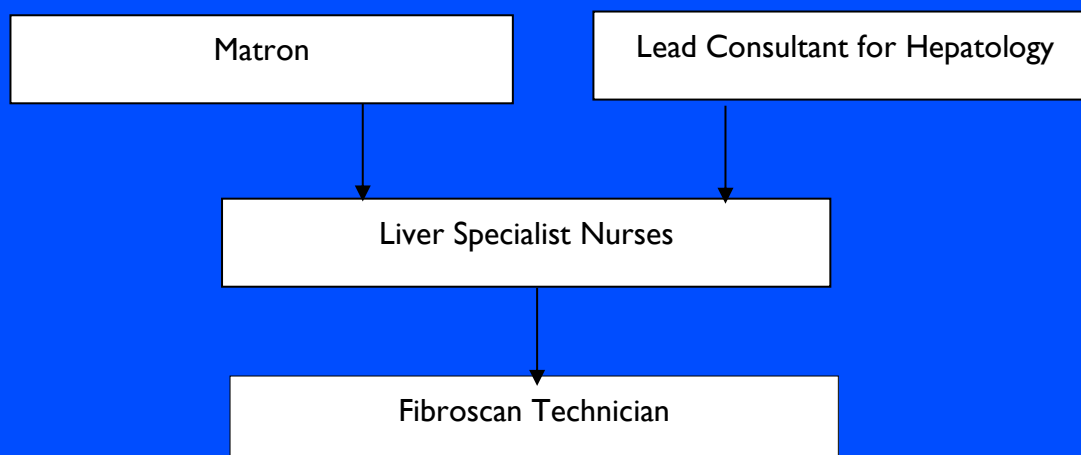
Job Title	Fibroscan Technician
Band	3
Department/Service	Gastroenterology, Digestive Diseases, Urology & General Surgery Collaborative

Organisational Relationships:

Responsible to:	Liver Specialist Nurses
Accountable to:	Liver Specialist Nurses
Professionally Accountable to:	Liver Specialist Nurses
Responsible for:	No Direct Reports

Organisational Chart:

Organisational Chart:



Key Relationships:

The post-holder is expected to build and maintain professional working relationships with a wide variety of Trust employees including (but not exclusive to) the following.

- Patients and Carers
- Liver Specialist Nurses
- Consultants
- Departmental Nursing Team
- Matron
- Medical Secretarial Teams

Core Functions:

This is a new post to support the Liver Services Team in providing a Fibroscan service. Fibroscanning (Transient elastography) is a non-invasive investigation which measures liver fibrosis and is seeing increasing utility across viral hepatitis and hepatology services. This role will be central to the provision of a fibroscan service for patients with suspected liver disease and is very much about early diagnosis of these patients. The post holder will participate as a valued member of the Hepatology service, assisting with specific duties and taking responsibility for managing a delegated workload within the service under nursing supervision.

Job purpose:

- Effectively deliver Fibroscan's to a high standard and in accordance with local and national protocols.
- Support the team in developing the Fibroscan service.
- Work effectively with the multi-disciplinary team
- To contribute to the quality assurance process departmentally and undertake audit and quality improvement as required.
- Support the team with accurate data collection.
- Act as a liaison for all healthcare professionals involved in health care provision to facilitate integrated patient focused care.
- To treat all patients with dignity, respect and high standards of care.
- To assist with raising awareness of liver disease.

Core Functions:

- The post holder will be responsible for assisting with the maintenance of the Fibroscan machine including calibration.
- The post holder will be responsible for Fibroscanning patients referred by members of the multidisciplinary team within Hepatology, other departments within the hospital and external referrals.
- To ensure that equipment is prepared adequately prior to the procedure and to carry out Fibroscan's in a safe environment, following the manufacturers safety guidelines.
- To communicate effectively with patients and family members, ensuring the procedure is explained fully, any questions answered, and verbal consent is obtained.
- To maintain patient and carer confidentiality and preserve their dignity and privacy, at all times and in all situations

The post-holder can be based at (or provide services in relation to) either site and will be responsible for providing outstanding support to patients and other team members.	
Administrative Responsibilities	<ul style="list-style-type: none"> • Carry out routine administrative duties as required by the service working as part of a multi-disciplinary team. The post-holder is expected (but not limited to) the following duties • Working closely with other members of the administration team, managing their own workload and supporting other members of the team as necessary. • Taking ownership for the patients experience within department actively encouraging and seeking out feedback via patient surveys. • Arrange pre-assessment appointments and communicate any patient issues with the pre-assessment team. • Request/retrieve all relevant medical records in good time for the admission, ensuring that all paperwork is correct filed, tracked and recorded. • Participate in clinic reconciliation as required to outcome patient appointments following attendance. • Book patient support services such as transport for admission/discharges as required and Interpreters for those patients where English is not their first language.
Clinical Responsibilities	<ul style="list-style-type: none"> • Being responsible for managing the Fibroscan clinic. • Notify nursing colleagues of any special patient needs brought to their attention upon patient arrival. • Dealing with patients who might be upset by their results.
Management and Leadership Responsibilities	Champion the Trust improvement and leadership strategy, through attendance at New and Aspiring Leaders and Foundation Quality Improvement.
Policy and Service Development	Champion and lead quality improvement initiatives across your immediate team and within your service
Research and Audit Responsibilities	<ul style="list-style-type: none"> • There are no direct responsibilities for research within the role. • The post-holder should ensure that all standard operating procedures are complied with in relation to their area of responsibility, ensuring that there is an auditable trail of activity in the event of any need for investigation in the future.

Managing Resources Responsibilities	<ul style="list-style-type: none"> • Be responsible for the effective and efficient use of resources in the delivery of care including Trust efficiency programmes. • Obtain and deploy resources and evaluate their use • Utilise available resources efficiently. • Ensure that there is equipment available and sufficient stock for clinics and clinical procedures.
Education and Training	<ul style="list-style-type: none"> • The post-holder is expected to be aware of, and react to, their personal development and training needs, by fully-engaging in the trust's annual staff development review (SDR) process. • The post-holder would be expected to attend and fully engage in any training/development courses that the Specialist Nurses/Matron/General Manager feel is appropriate to either their own personal development or development of the wider team.
<i>The job description and duties may be subject to future review as the needs of the service change.</i>	

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> Ability to work as part of a multidisciplinary team Good written and oral communication skills Able to organise workload efficiently 	<ul style="list-style-type: none"> Experience in a clinical setting Knowledge of medical terminology Understanding of a range of work procedures associated with outpatient clinic arrangements, general office procedures and case note procedures Knowledge of General Data Protection Regulations and patient confidentiality 	<ul style="list-style-type: none"> Application Form Interview
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> Good standard of general education/GCSEs/NVQ 3 or equivalent. IT Skills Experience of providing high levels of efficient and accurate patient care 	<ul style="list-style-type: none"> Experience of working as a Fibrosan Technician Knowledge in patients with liver disease 	<ul style="list-style-type: none"> Application Form Interview
EXPERIENCE		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> Knowledge of Office and Outlook, including word, excel, e-mail and internet Experience of working within a healthcare setting 	<ul style="list-style-type: none"> Experience of managing difficult conversations Previous experience working within a team 	<ul style="list-style-type: none"> Application Form Interview
PERSONAL ATTRIBUTES		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> High professional standards Excellent communication skills Customer focused Sensitive, tactful and diplomatic Self-motivated Team player 		<ul style="list-style-type: none"> Application Form Interview

<ul style="list-style-type: none"> • Positive and enthusiastic • Flexible 'can do' attitude, adaptable to changing demands • Personal resilience; ability to cope with additional workloads created as a result of staff shortages to ensure the service continues • Good telephone manner 		
--	--	--

General Requirements:

Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

4. No Smoking

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

5. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

6. Equal Opportunities

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

7. Infection Control

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

8. Safeguarding Children and Adults

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

HR Use Only

Job Reference No:



South Tees Hospitals
NHS Foundation Trust

APPENDIX 2

PROFILE SUPPLEMENT

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos			√			
Lifting weights/objectives above 15 kilos			√			
Using equipment to lift, push or pull patients/objects	√					
Lifting heavy containers or equipment			√			
Running in an emergency			√			
Driving alone/with passengers/with goods	√					
Invasive surgical procedures		√				
Working at height or in a confined space		√				
Concentration to assess patients/analyse information	√					
Response to emergency situations			√			
To change plans and appointments/meetings	√					

depending on the needs of this role						
Clinical interventions			√			
Informing patients/family/carers of unwelcome news			√			
Caring for terminally ill patients			√			
Dealing with difficult family situations			√			
Caring for/working with patients with severely challenging behaviour			√			
Typing up of formal minutes/case conferences	√					
Clinical/hands on patient/client care	√					
Contacts with uncontained blood/bodily fluids			√			
Exposure to verbal aggression			√			
Exposure to physical aggression			√			
Exposure to unpleasant working conditions dust/dirt/fleas			√			
Exposure to harmful chemicals/radiation		√				
Attending the scene of an emergency		√				
Food preparation and handling		√				
Working on a computer for majority of work	√					
Use of road transport	√					

