

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

Canterbury

District Health Board

Te Poari Hauora o Waitaha

December 2018

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Radiology Hospital Aide	
Reports to:	Charge Nurse Manager, Radiology	
Key Relationships:	Internal: <ul style="list-style-type: none"> • Radiology staff • Other CDHB staff as required • Patients and clients of the CDHB • Other departments/ services of the CDHB • Supply coordinators • Procurement Staff • Inward and Outward goods staff 	External: <ul style="list-style-type: none"> • Patients and their support people • External Health care providers • Other Health organisations including DHB's and Private providers
Organisational Vision:	<p>The Canterbury District Health Board's vision is to promote, enhance and facilitate the health and well being of the people of the Canterbury District.</p> <p>Ki te whakapakari, whakamanawa me te tiaki i te hauora mō te oranga pai o ngā tāngata o te rohe o Waitaha.</p>	
Organisational Values & Philosophy:	<p>The Canterbury DHB is committed to being an excellent and caring funder / provider of health and hospital services. Integral to the achieving our vision, goals and objectives of the DHB are the values of the organisation:</p> <p>Care and respect for others. Manaaki me te whakaute i te tangata. Integrity in all we do. Hāpai i ā mātou mahi katoa i runga i te pono. Responsibility for outcomes. Te Takohanga i ngā hua.</p>	
Role Purpose:	<p>The Hospital aide will be responsible for delivering supportive duties related to the maintenance of a safe, clean and tidy well stocked environment, conducive to the delivery of effective quality care while patients undergo imaging procedures.</p> <p>The key deliverables are –</p> <ul style="list-style-type: none"> - Efficient timely and through set up of procedure rooms, preparation, sluice and storage rooms. - Maintain a safe, clean and tidy environment within departments of the Radiology Services. 	
Complexity:	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none"> - Maintaining commitment to a safe, clean, tidy and well stocked environment that assists radiology staff to ensure the timely, efficient and patient focused care. - Managing daily, weekly workload across multiple areas 	

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KEY ACCOUNTABILITIES:

The Hospital Aide is responsible for:	The Hospital Aide will be successful when
<p>1. Health and Safety</p> <p>Maintaining a high quality, safe and secure work environment by following relevant Canterbury DHB and divisional policies, protocols and standards.</p>	<p>All Canterbury DHB safe work procedures and instructions are observed</p> <p>Own safety and that of others is ensured</p> <p>All hazards or potential hazards are immediately reported</p> <p>Protective equipment is used when appropriate and protective clothing is worn when required</p> <p>Unsafe work situations are made safe or, if they cannot, the supervisor or manager is informed</p> <p>Workplace hazards and employees health is monitored</p> <p>All accidents or incidents are promptly reported to your manager</p> <p>The Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work, is activated when required</p> <p>Advice is sought from your manager if you are unsure of any work practice</p>
<p>2. Quality</p> <p>Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement.</p>	<p>Conduct as required the regular Quality control tests.</p> <p>Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise.</p> <p>All staff are to be involved in quality activities and should identify areas of improvement.</p> <p>All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.</p>
<p>3. Assist nursing staff in providing quality, safe, right time patient care</p> <p>To assist with the efficient workflow of the Radiology Services</p>	<p>Assist with the preparation of rooms and equipment required for imaging procedures. Check and record daily checks of specific equipment around the areas is functioning and turned on E.g. Emergency equipment Oxygen, suction, fridge temperature and weekly hoist checks.</p> <p>Set up Sterile Trolleys.</p> <p>Assist with minor procedures as required</p> <p>Understand infection control principles</p> <p>Ensure waste is disposed of in recommended manner.</p> <p>Assist in maintaining a safe environment within the department to promote patient wellbeing and reporting any hazards.</p> <p>Assist in the efficient workflow of the area, including clearing/cleaning procedure rooms between cases, mopping floors and cleaning procedural trolleys after each case.</p> <p>Assist with patients' hygiene needs, dressing and other activities of daily living. Assist patients with mobility.</p> <p>Escort patients as directed</p> <p>Answer telephone enquiries</p>
<p>4. Assists in ensuring the departments are appropriately stocked with imprest linen</p> <p>To ensure day to day clinical operations of the service are met.</p>	<p>Under the supervision of the CNM ensure the linen levels remain at imprest levels.</p> <p>Ensures the staff scrub levels are adequate and stored neatly in the staff change room.</p>
<p>5. Stock and equipment management</p> <p>To ensure day to day clinical operations of the service are met.</p>	<p>Timely delivery of stocks from store rooms to all procedure and set up rooms. Checking IV trolleys are clean, tidy and well stocked.</p> <p>Order products from sterile services to ensure adequate supplies are available for all cases.</p> <p>As requested under the supervision of the CNM assist with stock management, ordering and issuing products.</p> <p>Check correct products received and expiry dates.</p> <p>Receipt on "Oracle"</p> <p>Bar code products, store and restock in the appropriate areas in Radiology Service</p> <p>Observe when stocks of product appear low and report to CNM</p> <p>Assist with annual stock take.</p> <p>Clean equipment as per protocol</p>

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6. Relationships Demonstrates good interpersonal relationships and communication skills	Responds to patients sensitively and with understanding of their needs. Responds to cultural and spiritual beliefs. Preserves patient confidentiality at all times. Act as chaperone for patients as required Relays all messages promptly and accurately and reports any untoward incident. Ensures all relatives and friends are referred to the appropriate persons when requiring information. Assist patients with care while in the department.
7. Communication	Positive and professional behaviours in all relationships are role modelled Communication is clear, open, accurate and responsible Confidentiality is maintained Communicates clearly and proactively seeks feedback Minutes that are recorded and circulated are read and actioned appropriately Contribute to a supportive environment in order to create a high functioning service.
8. Other duties Ensure that all duties required to be performed from time to time will be carried out in a professional and competent manner	Ensure patient waiting areas are clean and tidy. Ensure staff rooms are clean and tidy, load and empty dishwasher as required. Ensure cups, cleaning liquids, tea, coffee and milo supplies are replenished. Ensure water cooler bottles are adequately filled. Clean medication and food fridges weekly. Undertake other duties as requested by the Charge Nurse Manager from time to time

PERSON SPECIFICATION:

Leadership Capabilities (as per the Leadership Capability Framework) Level 1 -2	
Dimension	Description
Display self-knowledge	Actively seeks feedback and opportunities to improve
Build relationships and mobilise support	Work effectively with others in a team
Think and act strategically	Models organisational values and ethics
Communicate a vision and sense of purpose	Inspire a sense of purpose and commitment
Consolidate and continuously improve on strategic change	Identify change imperatives and opportunities
Fosters a positive culture	Embrace difference and diversity

Qualifications & Experience (indicate years of experience required and level of learning)	
Essential <ul style="list-style-type: none"> Even temperament Ability to work well under pressure and prioritise daily tasks Good communication skills, both written and oral Contributes positively to the team Attentive to detail Organised and adaptable 	Desirable

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The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.