

Job Description

Job Title	Radiology Liaison Nurse
Department	Radiology
Reports to	Radiology Services Manager/Theatre Director
Date	Sept 2010

Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are paramount.

Responsibilities

1. Performs all duties and responsibilities according to the philosophy and standards of UPMC Beacon Hospital, embracing the system-wide core competencies which include:
 - a. Making quality patient care and patient satisfaction the number one priority;
 - b. Initiating and participating in performance improvement initiatives;
 - c. Conveying courtesy, respect, enthusiasm and positive attitudes with patients, staff, medical staff and visitors; and
 - d. Maintaining confidentiality at all times.
2. Demonstrates the ability to establish priorities and perform assignments in the allotted time frames while maintaining accuracy and attention to detail.
3. Collaborates with radiologists/radiographers/schedulers in the coordination of patient care.
4. Coordinates and communicates patient information via telephone, fax, etc. while maintaining confidentiality and privacy.
5. Completes documentation and paperwork related to patient assessment accurately and within acceptable timeframes.
6. Liaises with the various departments and wards in the hospital ensuring bloodwork and checklists completed pre-radiology procedures.
7. Develops and maintains knowledge of interventional radiology services and other radiology related procedures eg. biopsies, cardiac CT's etc.

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| <ol style="list-style-type: none">8. Maintains accurate daily logs of patients referred.9. Other related duties as assigned. |
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Clinical Responsibilities:

The post holder will be familiar with and adhere to The Professional Scope of Practice Framework (An Bord Altranais 2000.).

The post holder will partake in the **Total Quality Management** processes thereby contributing to:

- The identification of quality/policy/guideline issues
- The evaluation of current practices to best practice
- The setting of standards utilising structure, process and outcome
- All hospital, regional and national audit processes
- The Hospital Wide Accreditation Cycle
- Health Promotion initiatives.

Personal / Professional Responsibilities:

The post holder is expected to

- Attend in a timely manner all mandatory education sessions
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of nursing and UPMC Beacon Hospital.
- Identify potential and beneficial topics for nursing research
- Utilise all practical opportunities to educate the patient and their families.
- Attend *appropriate* study days/courses.
- Be a preceptor and or supervisor to students/newly appointed staff
- Participate in their performance review with their direct reports

Educational Responsibilities:

- Develop teaching skills and participate in the planning implementation of orientation and teaching programmes for student nurses in the clinical setting.
- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area.
- Participate in the clinical induction of all new nursing and support staff.
- Develop leadership ability in order to act as an effective role model.
- Assume responsibility for own learning and development needs.

Other Duties and Responsibilities

- Utilizes effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness
- Attends staff meetings, reads email and other postings.
- Attends all required in-services.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate
- Wears Identification badge when working.
- Reports accidents/incidents, complaints to the Radiology Services Manager
- Participate in regular staff meetings to ensure that information is disseminated and issues discussed.

Person Specification

Experience	• Experience in Interventional Radiology and other radiology related procedures • Candidates must possess teaching abilities, leadership qualities, professional judgment, critical thinking and problem solving abilities, and a sense of professional development. Must demonstrate multi-tasking ability. • The employee, must speak, read and write grammatically correct English. • Utilizes effective time management skills
Job Specific Competencies and Knowledge	Teamwork • Demonstrate ability to work as part of a multi-disciplinary team. • Demonstrate motivation and an innovative approach to job. Communication & Interpersonal Skills • Demonstrate effective communication skills including the ability to present information in a clear and concise manner. • Demonstrate an understanding of change management Planning and Organising • Demonstrate evidence of effective planning, organising and time management skills • Demonstrate flexible approach – to internal rotations, rostering. Knowledge • Demonstrate evidence of recent and relevant experience in the specialised area and in an acute hospital setting. • Demonstrate knowledge of new developments in specialised area.

	• Demonstrate knowledge of national strategies where appropriate to nursing care Patient/Customer Focus • Demonstrate a focus on quality • Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
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This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee

Signature

Date