



GIG
CYMRU
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WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

RHIF CAJE 2019/0020

DISGRIFIAD SWYDD

MANYLION Y SWYDD

TEITL Y SWYDD:	Radiograffydd Therapi
BAND:	Band 5
ORIAU GWAITH	37.5 awr yr wythnos
ADRAN	Adran Radiotherapi
LLEOLIAD:	Glan Clwyd

TREFNIADAU'R SEFYDLIAD:

YN ATEBOL I:	Rheolwr Gwasanaeth Radiotherapi
YN ADRODD I:	Uwcharolygydd / Prif Radiograffydd Uwch Radiograffydd / Radiograffwyr Arweiniol
GORUCHWYLIO:	Ymarferwyr Cynorthwyol Cynorthwywyr Therapi Radiotherapi Myfyrwyr Radiograffeg Myfyrwyr Profiad Gwaith

PWRPAS Y SWYDD

Fel gweithiwr BIPBC, cynorthwyo i ddarparu gwasanaeth i wella iechyd y boblogaeth, a darparu gofal rhagorol drwy fabwysiadu ei werthoedd drwy:

- Roi cleifion yn gyntaf
- Cydweithio
- Gwerthfawrogi a pharchu'r naill a'r llall
- Dysgu ac Arloesi
- Cyfathrebu'n agored ac yn onest

Cyfrannu at wasanaeth o'r ansawdd orau sy'n canolbwyntio ar gleifion dan oruchwyliaeth Uwch Radiograffwyr a'r Uwcharolygwyr Radiograffeg.

Cyfrannu at ddarparu gwasanaeth radiotherapi effeithiol ac effeithlon, gan nodi a chyfathrebu'r angen am welliannau posibl.

Ymgymryd â chynorthwyo ag ystod eang o driniaethau radiotherapi ar draws yr Adran Radiotherapi yng Nghanolfan Trin Canser Gogledd Cymru, fel bo'n briodol i lefel a sgôp yr hyfforddiant - Gall y sgôp triniaeth hwn gynnwys er enghraifft gwneud triniaethau brys y tu allan i oriau.

Gwneud Triniaethau Radiograffeg o ansawdd uchel gan sicrhau darparu llif gwaith yn effeithlon, a chydymffurfio â'r rheoliadau statudol sy'n ymwneud â pholisïau a gweithdrefnau'r Adran Ffiseg Feddygol, ymbelydredd ïoneiddio, BIPBC a Radiotherapi.

Ymgymryd ag oriau contract, gan gynnwys ar alwad, dros gyfnod o saith diwrnod, a bydd y patrwn a'r cyfnod yn cydymffurfio â'r Gyfarwyddeb Oriau Gwaith Ewropeaidd a Chanllawiau Amserlenni BIPBC.

Bydd hyn yn cynnwys darparu gwasanaeth y tu allan i oriau pan na fydd mynediad neu'n gyfyngedig at uwch staff, cefnogaeth rheolwyr a meddygon ymgynghorol, ee gweithio ar y penwythnos.

Goruchwylio a dysgu staff perthnasol, myfyrwyr ac ymwelwyr yn yr adran ac amgylcheddau gwaith eraill, gan sicrhau cydymffurfiaeth â pholisïau, protocolau ac arferion gwaith BIPBC a phenodol i Radiotherapi.

DYLETSWYDDAU A CHYFRIFOLDEBAU

Proffesiynol

1. Gweithio'n annibynnol fel radiograffydd cofrestredig gwladol, gan gynnal a bodloni safonau hyfforddiant, sgiliau proffesiynol, ymddygiad ac iechyd fel y datblygwyd a chytunwyd arnynt gan y corff rheoleiddio proffesiynol iechyd a gofal a elwir yn y 'Cyngor Proffesiynau Gofal Iechyd' (HCPC).
2. Cymryd cyfrifoldeb dros eich gweithredoedd eich hun.
3. Ymddwyn mewn modd proffesiynol a chwrtais bob amser.
4. Ymarfer yn ddiogel o fewn fframweithiau cyfreithiol, moesegol, proffesiynol a rheolaethol perthnasol.
5. Cymryd cyfrifoldeb dros ba bynnag hawliau rôl IR(ME)R penodol rydych yn eu cael gan BIPBC, h.y. unigolyn sy'n cyfeirio, ymarferydd, gweithredwr. Bydd hyn yn gofyn am sicrhau bod unigolion yn cydymffurfio â gofynion statudol IR(MER) ac yn cymryd cyfrifoldeb cyfreithiol fel gweithredwr unigol am gynhyrchu a gweinyddu ymbelydredd ïoneiddio yn ystod triniaethau radiotherapi.
6. Ymddwyn fel ymarferydd annibynnol, gan gymryd cyfrifoldeb unigol i roi gwybod i'r uwch radiograffydd, yr oncolegydd sy'n gyfrifol neu'r clinigwr sy'n cyfeirio am adweithiau anffafriol neu bethau sy'n gwrth-ddweud o ran triniaeth sy'n gofyn am eu sylw.
7. Sicrhau safon uchel o ran ymddangosiad a phrydlondeb.
8. Gweithio i'r safon uchaf i ddarparu gofal diogel o safon uchel i gleifion a'u teuluoedd gan sicrhau tosturi, parch ac urddas.
9. Sicrhau a chynnal amgylchedd diogel ac iach i'r holl ddefnyddwyr.
10. Cynnal safonau uchel o lendid, a chydymffurfio â pholisïau atal heintiau BIPBC a'r Adran.
11. Cydymffurfio â holl bolisïau, protocolau a gweithdrefnau penodol BIPBC a'r Adran.
12. Cymryd rhan yn natblygiad proffesiynol parhaus (CPD).
13. Cynnal dogfennaeth gywir ac amserol, gan gydymffurfio â'r polisïau a'r gweithdrefnau sy'n ymwneud â llywodraethu gwybodaeth.
14. Wrth arwain drwy esiampl, ymddwyn fel patrwm ymddwyn i radiograffyddion, myfyrwyr radiograffeg a gweithwyr gofal iechyd.

Dyletswyddau Craidd Radiotherapi.

1. Bodloni anghenion gofal cleifion a'u teuluoedd yn sensitif a pharchus, gan ystyried gwahaniaethau cymdeithasol-ddiwylliannol, cefnogi cydraddoldeb, amrywiaeth a hawliau bob amser.
2. Defnyddio a hyrwyddo'r agenda diogelu ehangach o ran oedolion a phlant bregus.
3. Ystyried statws iechyd a chyd-forbidrwydd cleifion, gan hyrwyddo byw'n iach.
4. Datblygu eich gwybodaeth, hyfforddiant a'ch gallu eich hun yn barhaus i gynnal arfer gorau ac ansawdd.
5. Goruchwylio ymarferwyr cynorthwyol, staff cefnogi, myfyrwyr radiograffeg, a myfyrwyr profiad gwaith.
6. Gweithredu fel pwynt cyfeirio ar gyfer maes arbenigedd a swyddogaeth broffesiynol, gan gydweithio gyda staff perthnasol fel bo angen.
7. Defnyddio sgiliau, barn a gwybodaeth i gynghori eraill ar ddarparu agwedd o ymarfer clinigol yn effeithiol.

8. Defnyddio sgiliau, dyfarniad clinigol, gwybodaeth a phrofiad i gyfeirio llywodraethu clinigol effeithiol.
9. Cyfrannu at gaffael offer radiotherapi penodol pan fo'n ofynnol, drwy gymryd rhan mewn gwerthuso'r offer.
10. Darparu gwasanaeth radiotherapi cynhwysfawr drwy ymgymryd â dyletswyddau cylchdroi/ ystod mewn mannau fel sy'n briodol i sgôp ymarfer a lefel hyfforddiant a dderbyniwyd/ goruchwyliaeth sy'n angenrheidiol.
11. Bod yn alluog i berfformio gweithgareddau'n ddiogel yn unol â pholisïau, gweithdrefnau a phrotocolau.
12. Ymgymryd â thriniaethau radiotherapi yn yr adran radiotherapi o fewn dulliau eraill, ee yn cynnwys CT a chyn triniaeth, bydd y cyfraniad yn cadw at sgôp ymarfer unigol a lefel hyfforddiant.
13. Mynd i gyfarfodydd o fewn Radiotherapi ac yn allanol iddo fel y dirprwyir gan Reolwyr Gwasanaeth Radiotherapi a'r Uwcharolygydd/ Prif Radiograffyddion.
14. Cymryd cyfrifoldeb personol dros ddogfennaeth ac adrodd pryderon a digwyddiadau clinigol yn unol â phrotocolau BIPBC a Radiotherapi, gan gyfrannu, os yn ofynnol, at unrhyw ymchwiliadau canlyniadol.
15. Bod yn gyfrifol am ddefnyddio cyfarpar drud a chymhleth yn ddiogel a galluog.
16. Cael gwybodaeth am, a gallu defnyddio, lefelau dos ymrwymiad derbyniol, sy'n ymwneud â gwiriadau triniaeth a chyfiawnhau a rhagorir ar y lefelau hyn.
17. Cymryd rhan i ddadansoddi delweddau sydd wedi'u gwirio a gweithredu ar ganfyddiadau yn unol â phrotocolau a gweithdrefnau penodol. Lle bo angen cynnwys addysg/ ailhyfforddi cysylltiedig.
18. Cynorthwyo i ddatblygu a gweithredu protocolau, cyfarwyddiadau gwaith a pholisïau Radiotherapi.
19. Sicrhau bod offer radiotherapi yn gweithio'n iawn ac felly'n ddiogel i weithredu drwy gymryd rhan yn rhaglenni rheoli ansawdd (QC) a sicrwydd ansawdd (QA), profi offer, a chanfod namau. Bydd hyn yn gofyn am ddadansoddiad o'r canlyniadau, ac adrodd ar yr amrywiadau o bryder.
20. Cymryd cyfrifoldeb dros gydymffurfiaeth â 'Rheolau Lleol' i fonitro a chynnal meysydd ble rheolir ymbelydredd, y mae triniaeth sy'n cynnwys ymbelydredd ïoneiddio yn cael eu cynnal, e.e. Cyflymydd Unionlin, offer orthofolteidd. Bydd hyn yn gofyn i gynghori staff am fesurau i gynnal diogelwch personol.
21. Meddu ar wybodaeth am ocsigen, a meddyginaethau eraill a ragnodir, gan gynnwys eu defnydd, gwrtharwyddion, adweithiau drwg a thriniaethau fel sy'n briodol i'r lefel angenrheidiol o hyfforddiant a gallu.
22. Dangos hyfedredd mewn technegau cefnogi bywyd sylfaenol, ac wrth ddefnyddio offer brys fel bo'n briodol i'r lefel gofynnol o hyfforddiant, rheoli heintiau a symud a llawio.
23. Egluro'r holl archwiliadau/ triniaethau i gleifion neu eu heiriolwyr i ail-gadarnhau cydsyniad yn unol â chanllawiau cydsynio radiotherapi.
24. Gwerthuso ceisiadau archwilio a thriniaeth a chyflwr y claf (meddyliol, corfforol ac emosiynol) fel ymarferydd yn gwneud penderfyniadau proffesiynol gwybodus ar sail 'canllawiau a *phrotocolau lleol i benderfynu ar y dechneg/ dull trin fwyaf priodol, yn cynnwys addasu techneg lle bo'n briodol.*
25. Gwerthuso'r delweddau sydd wedi'u gwirio a gynhyrchwyd i adnabod delweddau a meysydd trin cywir fel bod angen i gynorthwyo gyda thriniaeth radiotherapi.
26. Defnyddio sgiliau cydgysylltiad llaw/ llygaid a theimlo i sicrhau bod y claf yn cael ei osod yn gywir i baratoi ar gyfer triniaeth wrth gynnal amgylchedd gwaith diogel.
27. Bod yn gyfrifol am les, gofal a diogelwch bob claf.
28. Cynghori cleifion am gadw eu heiddo a'u pethau gwerthfawr yn ddiogel yn yr adran.
29. Hyfedredd i ddefnyddio gwiriadau radiotherapi a systemau cofnodi gwybodaeth a systemau cysylltiedig yn yr adran radiotherapi.
30. Ymgymryd â hyfforddiant a diweddariadau gan Brifysgol Caerdydd i asesu gwaith myfyrwyr radiograffeg yn ffurfiol ar gyfer rhaglen hyfforddiant clinigol israddedig.

Cyfathrebu

1. Cyfathrebu gwybodaeth yn effeithiol a all fod yn gymhleth a/neu sensitif, i gleifion a/neu ofalwyr sydd ag amrywiol rwystrau rhag deall, er mwyn cael cydsyniad, cydweithredu, a dealltwriaeth o radiotherapi.
2. Cyfathrebu â gweithwyr proffesiynol iechyd eraill ac asiantaethau allanol eraill yn effeithiol, fel bo angen, yn unol â pholisïau a gweithdrefnau BIPBC/ Radiotherapi, er mwyn sicrhau rheolaeth gyflym ac effeithiol o gleifion. Efallai y bydd hyn yn gofyn am roi cyngor a barn.
3. Hyrwyddo a chynnal perthnasau gwaith da â chleifion, gofalwyr, perthnasau, a'r holl staff gofal iechyd ac asiantaethau allanol.
4. Cyfathrebu ar bob lefel drwy ddefnyddio ystod eang o dechnegau cyfathrebu (ar lafar, di-eiriol, ysgrifenedig, electronig ac ati).
5. Rheoli, tawelu, ac ymateb yn briodol i gwynion llafar, a sefyllfaoedd o wrthdaro ac ymosodedd, trwy wybodaeth, hyfforddiant, profiad a rhoi polisïau BIPBC ar waith.

Datblygu Gwasanaeth, Cynllunio a Threfnu

1. Cymryd rhan a chynnig newidiadau i bolisïau, protocolau, gweithdrefnau ac arferion gwaith BIPBC a Radiotherapi lle bo'n briodol.
2. Gweithredu a hyrwyddo polisïau, protocolau, gweithdrefnau ac arferion gwaith BIPBC a Radiotherapi.
3. Cyfrifoldeb ariannol drwy wneud deunydd effeithlon o adnoddau lle bo'n bosibl.
4. Rheoli eich hunan a'ch llwyth gwaith yn effeithiol ac yn amserol.
5. Cynllunio eich llwyth gwaith eich hun, ei drefnu a'i flaenoriaethu gyda uwch staff.

Hyfforddiant, Datblygiad, Ymchwil, Llywodraethu ac Archwiliad

1. Atebolrwydd am eich gwybodaeth eich hun, eich hyfforddiant a'ch galluedd, gan ymgymryd â hyfforddiant statudol a gorfodol.
2. Cymryd rhan mewn Adolygiadau Datblygiad Personol blynyddol a chyfrannu at gynlluniau datblygiad personol.
3. Cyfrifoldeb am ddatblygiad proffesiynol parhaus (CPD) eich hunan, gan ddefnyddio arferion gorau, adolygu llenyddiaeth, tystiolaeth ymchwil, arferion clinigol newydd, canllawiau'r llywodraeth a deddfwriaethau ar gyfer radiograffeg a meddygaeth gysylltiol.
4. Cymryd rhan mewn archwiliad, ymchwil, a datblygiad proffesiynol parhaus, cyfrannu at ddatblygiad arfer radiotherapi er lles cleifion.
5. Rhannu gwybodaeth a gafwyd drwy ffynonellau dysgu ac arferion gorau mewnol ac allanol.
6. Cymryd rhan mewn addysgu cynorthwywyr radiotherapi a myfyrwyr radiograffeg yn anffurfiol. Gall y wybodaeth hon fod yn gymhleth, yn sensitif ac yn gynhennus ar brydiau.

Bod yn gysylltiedig â rhaglenni ymchwil a datblygiad (gan gynnwys treialon clinigol) lleol a chenedlaethol.

GOFYNION CYFFREDINOL

Gallu

Ni ddylai deilydd y swydd ar unrhyw adeg weithio y tu allan i lefel ddiffiniedig cymhwyster. Os oes pryderon ynghylch hyn, dylid eu trafod ar unwaith gyda'r rheolwr/goruchwyliwr. Mae gan weithwyr gyfrifoldeb i hysbysu eu goruchwyliwr/ rheolwr os byddant yn amau eu gallu eu hunain i gyflawni dyletswydd.

Gweithiwr Proffesiynol Iechyd Cofrestredig

Gofynnir i holl weithwyr y Bwrdd Iechyd Lleol y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.

Goruchwyliaeth

Pan fo'r sefydliad proffesiynol priodol yn gofyn am ofyniad o ran goruchwyliaeth, cyfrifoldeb deilydd y swydd yw sicrhau y cydymffurfir â hyn. Os bydd gan weithwyr unrhyw amheuaeth am fodolaeth gofyniad o'r fath, dylent siarad â'u Rheolwr.

Rheoli Risg

Elfen safonol o rôl a chyfrifoldeb holl staff y BILI yw eu bod yn cyflawni rôl ragweithiol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, pethau y bu ond y dim iddynt ddigwydd a pheryglon.

Rheoli Cofnodion

Mae gweithwyr BIPBC yn gyfreithiol gyfrifol am yr holl gofnodion maent yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'u gwaith yn y Bwrdd Iechyd (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Mae cofnodion fel hyn yn cael eu hystyried yn gofnodion cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd gyfreithiol o hyder i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i weithiwr adael y BILI). Dylai deilydd y swydd ymgynghori â'i reolwr os oes ganddo unrhyw amheuaeth am reoli cofnodion yn gywir.

Gofynion Iechyd a Diogelwch

Mae'n ddyletswydd ar holl staff y BILI i ofalu am eu diogelwch personol eu hunain ac eraill yr effeithir arnynt gan eu camau neu ddifaterwch. Mae'n ofynnol i ddeilydd y swydd gydymffurfio â rheolwyr i alluogi'r BILI i gwrdd â'i ddyletswyddau cyfreithiol ei hunan ac i adrodd am unrhyw sefyllfa beryglus neu gyfarpar diffygiol. Rhaid i ddeilydd y swydd gadw at bolisiau rheoli risg, iechyd a diogelwch a pholisiau cysylltiedig y BILI.

Datganiad Hyblygrwydd

Amlinellir dyletswyddau'r swydd yn y swydd ddisgrifiad a'r fanyleb bersonol hon a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

Cyfrinachedd

Mae'n rhaid i ddeilydd y swydd fod yn ymwybodol o bwysigrwydd cynnal cyfrinachedd a diogelwch gwybodaeth bob amser wrth wneud ei waith. Bydd hyn yn cynnwys mew'n sawl achos, gweld gwybodaeth bersonol yn ymwneud â defnyddwyr gwasanaeth. Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau Deddf Diogelu Data 1998 a pholisi'r sefydliad.

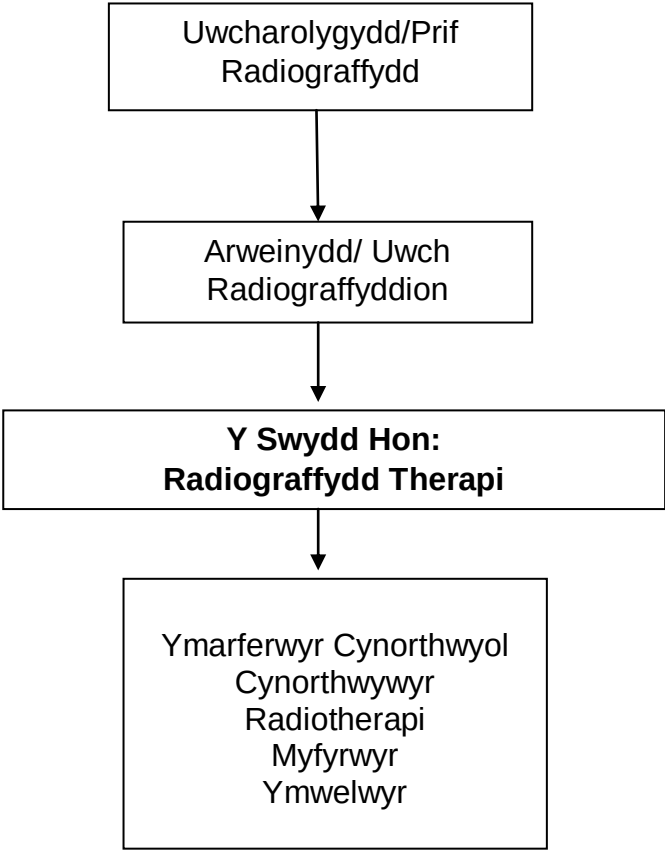
Hybu Amrywiaeth ac Urddas yn y Gwaith

Mae'r BILI wedi ymrwymo i hybu amrywiaeth ac urddas yn y gwaith. Mae'n cydnabod nad yw gwahaniaethu nac aflonyddwch yn dderbyniol a'i fod er budd y BILI a'r boblogaeth mae'n ei

wasanaethu i ddefnyddio sgiliau'r gweithlu cyfan. Rhaid i ddeilydd y swydd gydymffurfio â'r polisïau cyfle cyfartal ac urddas yn y gwaith a chadw atynt.

SIART SEFYDLIADOL- Radiotherapi

Rheolwr Gwasanaethau Radiotherapi





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caje no 2019/0020

JOB DESCRIPTION

JOB DETAILS

JOB TITLE	Therapy Radiographer
JOB GRADE	Band 5
HOURS OF WORK	37.5 hours per week
DEPT	Radiotherapy Department
BASE	Glan Clwyd

ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:	Radiotherapy Service Manager
REPORTING TO:	Superintendent /Principal Radiographer Senior Radiographer/Lead Radiographers
SUPERVISION OF:	Assistant Practitioners Radiotherapy Therapy Helpers Student Radiographers Work Experience Students

JOB PURPOSE

As an employee of BCUHB, assist in the delivery of a service to improve population health and provide excellent care by adopting its values to:

- Put patients first
- Work together
- Value and respect each other
- Learn and Innovate
- Communicate openly and honestly

Contribute to a patient focussed service of the highest quality under the supervision of senior radiographers and the Superintendent Radiographers,.

Contribute to the delivery of an efficient and effective radiotherapy service, identifying and communicating the need for possible improvements.

Undertake and assist with a wide range of radiotherapy treatments across the Radiotherapy Department in the North Wales Cancer Treatment Centre, as appropriate to the level and scope of training – This scope of treatment may include for example undertaking emergency treatments out of hours.

Perform high quality Radiotherapy Treatments ensuring efficient delivery of workflow and compliance with the statutory regulations relating to ionising radiation, BCUHB, Radiotherapy, and Medical Physics Department policies and procedures.

Undertake contractual hours, including on call, over a seven day period, the pattern and duration of which will be compliant with the European Working Time Directive and BCUHB Rostering Guidelines. This will involve service provision out of hours when there is limited or no direct access to senior staff, managerial and consultant support, e.g. weekend work

Supervise and teach relevant staff, students and visitors in the department and other working environments, ensuring compliance with BCUHB and Radiotherapy specific policies, protocols and working practices.

DUTIES AND RESPONSIBILITIES

Professional

15. Work autonomously as a state registered radiographer, meeting and maintaining the standards for training, professional skills, behaviour and health as developed and agreed by the health and care professionals' regulating body known as the 'Health Care Professions Council' (HCPC).
16. Take responsibility for own actions.
17. Act in a professional and courteous manner at all times
18. Practice safely within relevant legal, ethical, professional and managerial frameworks.
19. Take responsibility for whichever specific IR(ME)R role entitlement you are given by BCUHB, i.e. referrer, practitioner, operator. This requires ensuring individual compliance with the statutory requirements of IR(ME)R and taking legal responsibility as an individual operator for the production and administration of ionising radiation during radiotherapy treatments ..
20. Act as an autonomous practitioner, take individual responsibility to immediately notify their senior radiographer , responsible oncologist or referring clinician of specific adverse reactions or contra-indications to treatment that require their attention
21. Ensure a high standard of appearance and punctuality.
22. Work to the highest standard to deliver safe high quality care to patients and their families ensuring compassion, respect and dignity.
23. Ensure and maintain a safe and healthy environment for all users.
24. Maintain high standards of cleanliness and comply with BCUHB and Departmental infection prevention policies.
25. Comply with all BCUHB and Departmental specific policies, protocols and procedures.
26. Engage in continuing professional development (CPD)
27. Maintain accurate and timely documentation, complying with the policies and procedures related to information governance..
28. In leading by example, act as a role model for radiographers, student radiographers, and health care employees.

Radiotherapy Core Duties.

31. Meet the care needs of patients and their families, sensitively and respectfully having regard for socio-cultural differences, supporting equality, diversity and rights at all times.
32. Apply and promote the wider safeguarding agenda in relation to vulnerable adults and children.
33. Have due regard for patients' health status and co-morbidities, promoting healthy living.
34. Continually develop own knowledge, training and competence to maintain best practice and quality.
35. Supervise assistant practitioners, support staff, student radiographers and work experience students.
36. Acts as a point of reference for area of speciality and professional role, liaising with relevant staff as required.
37. Use knowledge to advise others on the effective delivery of an aspect of clinical practice
38. Utilise skills, clinical judgement, knowledge and experience to direct effective clinical governance

39. Contribute, as and when required, to the procurement of specific radiotherapy equipment by participating in the evaluation of that equipment.
40. Provide a comprehensive radiotherapy service by undertaking a rotation/range of duties in areas as appropriate to scope of practice and level of training received/supervision required.
41. Be competent to perform activities safely in line with policies, procedures and protocols.
42. If required, undertake radiotherapy treatments within the radiotherapy department work within other modalities eg CT and pre-treatment, the contribution to which will be in keeping with the individual scope of practice and level of training.
43. Attend meetings within and external to Radiotherapy as delegated by Radiotherapy Service Manager and Superintendent/ Principle Radiographers ..
44. Take personal responsibility for the documentation and reporting of concerns and clinical incidents in accordance with BCUHB and Radiotherapy protocols, contributing, if required, to any resultant investigations.
45. Be responsible for the safe and competent use of expensive and complex equipment.
46. Have knowledge of, and be able to apply, acceptable concomitant local dose levels relating to treatment verification and justify if these levels are exceeded
47. Participate in the analysis of image verification and act upon findings according to set protocols and procedures . Where necessary include resultant education/retraining
48. Assist in the development and implementation of radiotherapy protocols, work instructions and policies.
49. Ensure radiotherapy equipment is functioning correctly and is therefore safe to operate by participating in the departmental quality control (QC) and quality assurance (QA) programmes, equipment testing, fault finding. This will require analysis of the results and reporting of the variations of concern.
50. Take responsibility for compliance with 'Local Rules' in the monitoring and maintaining of radiation-controlled areas in which examinations involving ionising radiation are being undertaken, e.g. Linear Accelerators, orthovoltage equipment .. This will require advising staff about measures to maintain personal safety.
51. Have knowledge of oxygen and other prescribed medicines including the use, contraindications, adverse reactions and treatments as appropriate to the required level of training and competence.
52. Demonstrate proficiency in basic life-support techniques and in the utilisation of emergency equipment as appropriate to the required level of training. , infection control and moving and handling.
53. Explain and reconfirm consent prior to all examinations/procedures to patients or their advocates in line with the radiotherapy consent guidelines.
54. Evaluate examination and treatment requests and the patient condition (mental, physical and emotional) as a practitioner making informed professional judgements based on ' guidelines and *local protocols to determine the most appropriate treatment technique/method, including adaptation of technique where necessary.*
55. Evaluate the verification images produced in the identification of accurate treatment areas and images as required to assist with radiotherapy treatment ..
56. Utilise hand/eye co-ordination and palpating skills to ensure precise patient positioning in preparation for treatment whilst maintaining a safe working environment..
57. Be responsible for the welfare, care and safety of patients, ..
58. Advise patients of the safe keeping of their property and valuables, whilst in the department,
59. Proficiency in the use of the Radiotherapy verification and recording information systems and associated systems in the radiotherapy department .
60. Undertake training and updates as provided by the University of Cardiff to formally assess the work of student radiographers for the undergraduate clinical training programme

Communication

6. Effectively communicate information which may be complex and/or sensitive, to patients and/or carers with differing barriers to understanding so as to gain consent, co-operation and understanding of radiotherapy .
7. Effectively communicate with other health professionals and other external agencies as required, in keeping with BCUHB/Radiotherapy policies and procedures, to ensure fast and efficient patient management. This may require giving advice and an opinion.
8. Promote and maintain good working relationships with patients, carers, relatives, all healthcare staff and external agencies.
9. Communicate at all levels by utilising a wide range of communication techniques (verbal, non-verbal, written, electronic etc.).
10. Manage, defuse and respond appropriately with verbal complaints and situations of conflict and aggression through knowledge, training, experience and implementation of BCUHB policies.

Service Development, Planning and Organisation

6. Participate and propose change to BCUHB and Radiotherapy policy, protocols, procedures and working practices where appropriate
7. Implement and promote BCUHB and Radiotherapy policy, protocols, procedures and working practices.
8. Financial responsibility by making efficient use of resources wherever possible.
9. Manage self and workload effectively and in a timely way.
10. Plan, organise and prioritise workload with senior staff .

Training, Development, Research, Governance and Audit

7. Accountable for own knowledge, training and competence, undertake statutory and mandatory training.
 8. Participate in annual Personal Development Reviews and contribute to personal development plans
 9. Responsible for own continuing professional development (CPD), applying best practice, literature review, research evidence, new clinical practices, government guidelines and legislation for radiography and related medicine.
 10. Engage in audit, research and continuing professional development, Contribute to the development of radiotherapy practice for the benefit of patients.
 11. Sharing and disseminating of knowledge and best practice acquired from internal and external sources of learning.
 12. Participate in informal teaching to radiotherapy helpers and student radiographers. This information may sometimes be complex, sensitive and contentious.
- Involvement in local and national research programmes and development (including clinical trials).

GENERAL REQUIREMENTS

Competence

At no time should the postholder work outside their defined level of competence. If there are concerns regarding this, the postholder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their supervisor/manager if they doubt their own competence to perform a duty.

Registered Health Professional

All employees of the LHB who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

Supervision

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If employees are in any doubt about the existence of such a requirement they should speak to their Manager.

Risk Management

It is a standard element of the role and responsibility of all staff of the LHB that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management

As an employee of the LHB, the postholder is legally responsible for all records that they gather, create or use as part of their work within the LHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and the postholder has a legal duty of confidence to service users (even after an employee has left the LHB). The Postholder should consult their manager if they have any doubt as to the correct management of records with which they work.

Health and Safety Requirements

All employees of the LHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The postholder is required to co-operate with management to enable the LHB to meet its own legal duties and to report any hazardous situations or defective equipment. The postholder must adhere to the LHB's risk management, health and safety and associated policies.

Flexibility Statement

The duties of the post are outlined in this job description and person specification and may be changed by mutual agreement from time to time.

Confidentiality

The Postholder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The postholder must treat all information whether corporate, staff or patient information in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and organisational policy.

Promoting Diversity and Dignity at Work

The LHB is committed to promoting diversity in employment and dignity at work. It recognises that discrimination and harassment is unacceptable and that it is in the best interests of the LHB and the

population it serves to utilise the skills of the total workforce. The postholder must comply with and adhere to the equal opportunities and dignity at work policies.

ORGANISATIONAL CHART- Radiotherapy

