

VELINDRE JOB DESCRIPTION TEMPLATE

JOB DETAILS:

Job Title	Radiographer
Pay Band	5
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Cancer Services
Department	Radiotherapy
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Radiotherapy Services Manager
Reports to: Name Line Manager	Radiotherapy Superintendent
Professionally Responsible to:	Radiotherapy Services Manager

Accountable	<ul style="list-style-type: none"> • Do what you say you are going to do • Be personally and professionally responsible • Fulfil your role and deliver high quality outcomes • Feel empowered to take action and challenge inappropriate behaviour
Bold	<ul style="list-style-type: none"> • Be ambitious, innovative & able to take decisive action • Choose to do the right thing & not the easy thing • Have a 'Can Do' and proactive approach
Caring	<ul style="list-style-type: none"> • Be kind, respectful & make people feel their views have been taken seriously • Be inclusive and equitable, valuing all contributions • Demonstrate excellence in clinical interventions
Dynamic	<ul style="list-style-type: none"> • Be agile & flexible, responsive and adaptable to change • Be innovative & creative, always look for opportunities to improve • Positively engage with change, collaborative & willing • Be resilient & ready to adapt

Job Summary/Job Purpose:

To work in all areas of the radiotherapy department i.e. on treatment units (linear accelerators, Orthovoltage, and Flexitron), and in the pre-treatment area, carrying out accurate and consistent pre-treatment and treatment techniques.

To help organise the work load in the various functions of the department.

To be part of a large multi-disciplinary team and to be involved in the total care of patients undergoing radiotherapy.

To take part in the training and supervision of students.

To work flexibly according to the demands of the service including weekends and across more than one site.

To participate in CHART and on-call working as required.

DUTIES/RESPONSIBILITIES:**Communication**

- Provides complex information i.e. radiotherapy treatment and planning procedures to patients which include people with learning disabilities, mental health problems, patients with claustrophobia and children.
- To act on concerns/information received from patients in the most appropriate manner
- Ability to work and communicate effectively within a multi-disciplinary environment
- Reassures and empathises with patient regarding treatment procedures.

Service Management

- Organisational skills required to ensure that the work area runs smoothly and patients are seen in a timely fashion. This will often include organising porters, hospital transport and doctors.
- Reorganisation of working day when machine breakdown occurs. Involves re-arranging appointments and schedule, dealing with queries from patients and staff.

Service Improvement

- To discuss with the appropriate person constructive views and ideas on improving services for users and the public

Research and Development

- To participate in R&D activities such as evaluating services, patient surveys

Finance and Resources

- Effectively operates highly complex radiotherapy equipment to ensure safe, accurate and efficient usage.

Personal and People Development and People Management

- To evaluate own work and take part in continued professional development and be able to provide evidence to demonstrate it.
- Provide support to more junior qualified treatment staff
- Supervises work of support workers
- Trains staff in area of speciality.
- Responsible for the practical training and supervision of student radiographers allocated to that particular area, and to carry out all assessments as required.

Information Processing

- Responsible for inputting and checking clinical and patient treatment details into the radiotherapy management computer system.
- Updates patients' records.
- Awareness of the need for confidentiality and data protection
- To adhere to data Protection/Information Governance legislation.
- To comply with the Trust's policy on the use of the internet and email facilities.

Health Safety and Security

- To notify appropriate staff of any equipment malfunctions, clinical incidents or adverse events that require recording or investigating
- To attend manual handling training and ensure that techniques learnt are adhered to in line with relevant legislation.
- To understand and observe health and safety at work legislature and welfare issues, including ionising radiation regulations, to protect yourself and others
- To ensure that all Trust and local infection control policies and procedures are followed.
- To be aware and understand divisional policies and procedures especially those relating to Health and Safety, Data Protection and Confidentiality.

Quality

- To be aware and contribute towards the ongoing departmental quality management system (ISO:9001:2015)
- Implements relevant policies in own work area and proposes changes to working practice for own work area.
- Ensure that all staff in own work area adhere to relevant policies and procedures.
- Reflect and continually assess working practices and to make proposals for change.
- Take part in clinical audit
- Works within codes of practice and professional guidelines with accountability for own actions.

Effort and Environmental (physical, mental emotional and work conditions)

- Dexterity, coordination and sensory skills for the manipulation of patients in a range of manual radiotherapy treatment positions, with no room for tolerance levels.
- Tattooing permanent reference marks, checking of multi leaf collimators, alignment of patients when using tattoos and lasers.
- Physically able to carry out duties of a therapeutic radiographer
- Responsible for accuracy of machine positioning.
- To work on a daily basis with VDU equipment.
- Working with radiation and taking all necessary precautions

- Work pattern is unpredictable due to the nature of the job.
- Frequently change from one task to another at the request of another person i.e. doctor, colleague, patient which requires different actions from the radiographer.
- To be able to maintain concentration during disruptions and respond to unpredictable events e.g. adverse patient reactions to drugs, interruptions from clinical teams and other professionals, unwell patients.
- Checking patient details/radiotherapy treatment plan/IGRT to ensure patient safety and accurate treatment.
- Frequent exposure to terminally ill patients, providing treatment and care for the patients.
- To be empathetic to the need of the patient and their carers/families.
- Frequently exposed to diarrhoea and vomit, burst colostomy bags, foul linens, open wounds, fungating tumours, dirty dressings that radiographers have to clean up and dispose of.
- Adapting to changing team dynamics and dealing with people with challenging behaviour.

Clinical skills

- BSc (Hons) T, Diploma College of Radiographers DCR(T), or Post Graduate Diploma in Radiotherapy
- Registered with HCPC
- Experience rotating through all specialist areas/units of radiotherapy service
- In depth experience or in depth theoretical study of a range of techniques
- Provides a highly specialist clinical service. Implements highly specialist radiotherapy procedures i.e. use of complex imaging to reproduce plan and perform radiotherapy treatments.
- The experience of the radiographer will allow for an informed discussion within a MDT environment of how optimum treatment delivery can be achieved.
- Interprets complicated treatment plans and calculations.
- Provides first line advice for GPs, nurses and doctors.
- Undertakes daily calibrations and quality assurance of the treatment machine.
- Specialist skills for assessing acute and chronic cancer conditions. This includes assessment of patient prior to and during radiotherapy, evaluation of treatment plan, plan modifications, radiotherapy reactions, and general patient health and wellbeing.
- Calculation of radiotherapy treatment doses including appropriate corrections or alterations within stated protocols.
- Continuous assessment of patient, plan and on treatment imaging throughout patient's course of treatment
- Analysis of on treatment verification images to assess correct treatment delivery.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<ul style="list-style-type: none"> • B.Sc. (Hons) in Therapeutic Radiography or Diploma of College of Radiographers DCR (T) • Registration with Health Care Professions Council • Knowledge and understanding of principles and concepts underpinning applications and techniques used in radiotherapy. • Knowledge and understanding of current oncology issues • Full knowledge of radiation regulations 	<ul style="list-style-type: none"> • Evidence of CPD (continuing professional development) gained through short courses at Masters level or equivalent 	Application Form Certificate Registration Check Interview References
Experience	<ul style="list-style-type: none"> • Knowledge of radiotherapy acquired by rotating through all aspects of radiotherapy (inc as a student) involving the whole range of highly specialised and highly complex radiotherapy equipment including linear accelerators and CT scanners • Sound practical and technical ability 	<ul style="list-style-type: none"> • Experience of working with Varian and/or Elekta equipment • Quality assurance • Clinical audit • Student assessment 	Application Form Interview References
Aptitude and Abilities	<ul style="list-style-type: none"> • Excellent communication skills • Organisational skills • Interpersonal skill • IT skills • Organised • Adaptable to change • Shows initiative/ drive • Self-motivated • Team worker • Reliable and punctual • Flexible approach to work and needs of the service 	<ul style="list-style-type: none"> • Ability to speak Welsh to Level 1 • Supervisory skills – radiographers and students • Mentoring skills 	Application Form Interview References
Values	<ul style="list-style-type: none"> • Excellence in Patient care • Adhere to trust values 		Application Form Interview References
Other	<ul style="list-style-type: none"> • Physically able to carry out duties of a Therapeutic Radiographer 	<ul style="list-style-type: none"> • Ability to lift static loads and 	Application form Interview

	including inanimate and animate manual handling requirements <ul style="list-style-type: none"> • Flexibility of working times • Willing to work across 2/3 sites as required by role An understanding that work may be required to cover <ul style="list-style-type: none"> • Emergency and on call treatments • Routine working during evenings and weekends • Shifts and/ or extended days to suit the service 	non-static loads in accordance with manual handling regulations <ul style="list-style-type: none"> • Broad range of Interests 	Document check
--	---	--	----------------

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Trust are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees 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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation 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 post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the

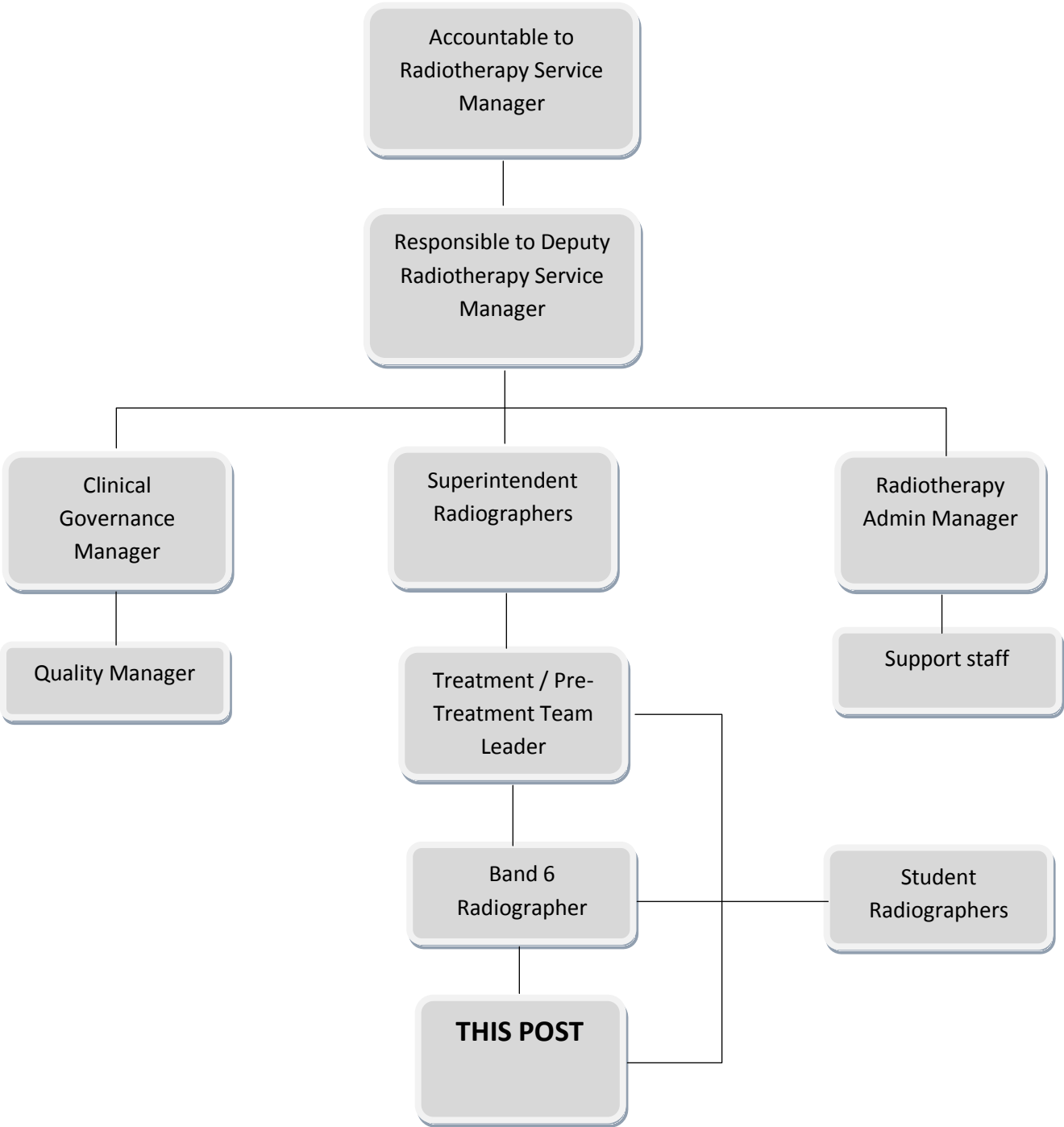
organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder 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.
- **Data Protection Act 1998:** The post holder 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. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- **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.

Job Title: Band 5 Therapy Radiographer

Organisational Chart



Job Title: Band 5 Treatment Radiographer

Supplementary Job Description Information

Physical Effort

Examples of Typical effort(s)	How often per day / week /	For how long?	Additional Comments
Positioning of patients on the treatment couch at chest height and manipulating the patient with small rotational movements to line up their reference marks to lasers	Daily		
Manoeuvring and transferring patients using appropriate manual handling aids	Daily		
Manoeuvring of immobilisation equipment, Linear accelerator accessories, trolleys, wheel chairs, drip stands and hoists	Daily		
Walking in and out of treatment room repeatedly during working hours	Daily		
Performing required manual handling tasks on daily basis with appropriate equipment	Daily		
Sitting at a computer.	Daily		
High levels of dexterity and coordination skills	Daily		

Mental Effort

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Unpredictable work pattern due to the nature of the job.	Daily		
Frequently change from one task to another due to changing priorities, and at the request of another person i.e. doctor, colleague, patient which requires different actions from the radiographer.	Daily		
Operating CT and Linear accelerators (hardware and software)	Daily		
Carrying out complex treatment calculations	Daily		
Assessing patient condition and acting accordingly	Daily		
Periods of high levels of concentration during radiotherapy planning and treatment.	Daily		
Checking patient details/radiotherapy treatment plan/IGRT to ensure patient is treated safely and accurately.	Daily		
Ensuring accurate information is inputted into all IT /software systems used within the Radiotherapy department	Daily		

Emotional Effort

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Exposure to terminally ill patients, providing treatment and care for the patients.	Daily		
Comforting upset patients, relatives, carers	Daily		
Adapting to changing team dynamics	Daily		
Dealing with people with challenging behaviour	Daily		
Reacting to changes in work pattern/unplanned events	Monthly		Reorganising working day, rescheduling appointments, informing patients of changes, altering own working pattern

Working Conditions

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Frequently exposed to diarrhoea and vomit, burst colostomy bags, foul linens, open wounds, fungating tumours, dirty dressings that radiographers have to clean up and dispose of.	Daily		
Use of VDU equipment for most of the working day	Daily		
Working with radiation and taking all necessary precautions	Daily		