

Job Description

Job Title	Therapy radiographer
Pay Band	5
Delivery Unit	Singleton Delivery Unit
Service	Cancer Services
Department	Radiotherapy
Reports to (Line Manager):	Maureen Noonan
Accountable to (Professionally/managerially):	Ceri Gimblett
Safeguarding Children Training	Level 1

Job Summary/Job Purpose

The post holder will be expected to play a key role in the verification & delivery of an exceptional service within the Radiotherapy Department. The post holder will be part of the team of radiographers providing care for patients, ensuring the provision of a high quality, patient focused service.

The post holder must ensure they are fully compliant with IR(ME)R regulations, and also the trusts own policies and values.

Organisational Chart

Ceri Gimblett cancer Services manager



Maureen Noonan, Radiotherapy Service Manager



Lead radiographer



Band 5 Radiographer

Our Values

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

Key Tasks and Responsibilities of the Post

To provide safe and accurate highly specialised radiotherapy planning and treatment to patients, covering a broad range of tumour sites.

As a radiographer you are legally responsible and accountable for your professional actions, ensuring that proper authorization in accordance with established criteria has been met and the treatment will be of benefit to the patient.

You will ensure a safe working environment is maintained at all times for staff, patients and visitors to the department.

Work on a rotational basis through both the pre-treatment and treatment areas of the department.

You will exhibit a high standard of personal integrity and professional demeanor, maintaining strict patient confidentiality at all times, thereby justifying public trust and confidence.

To ensure at all times the effective delivery and verification of radiotherapy treatment.

To ensure you are fully compliant with IR(ME)R regulations governing the use of ionizing radiation.

To maintain the appropriate competencies relating to treatment techniques, equipment, patient care, communication skills, innovation and manual dexterity.

Management and Organizational Duties

- Optimizing an effective service Delivery
- Contribute towards managing the patient work load on the treatment machines and CT/Sim to include the scheduling of appointments.
- To be responsible for the adjustment of a patients care pathway when necessary, e.g. contacting patients and altering their treatment schedules.

- **Physical Dexterity**
- Tattooing. Alignment of patients when using tattoos and lasers.
- Manual dexterity for complex computer tasks.
- Dexterity co - ordination and sensory skills for the manipulation of patients in a range of manual radiotherapy treatment positions, with zero tolerance levels

Responsibility for Patient Care.

- Provides a highly specialist clinical service. Interprets complicated treatment plans and calculations.
- Provides advice and support to patients prior to and whilst they are undergoing radiotherapy treatment. ↗Signpost to additional support services if/when required.
- Ensures that confidentiality and the dignity of patients is recognised and respected at all times. ↗
- Undertakes assessment of patients attending for radiotherapy to evaluate their physical, mental and social welfare to ensure that the patient is fit for treatment

Physical Effort

- Push patients in chairs or on trolleys, transfer patients from chair to table, moving radiotherapy equipment. This is done on a frequent basis i.e. at least half the periods worked.
- Positioning of patients as required to achieve the correct position for planning/treatment in compliance with correct manual handling principles. This task may require considerable effort.

Mental Effort

- Required to have high levels of concentration during each period of work which can be unpredictable, changing from one activity to another.
- Able to deal with frequent interruptions, unpredictable workloads and clinical emergencies.
- Ensuring radiation protection for patients and staff.
- Ensuring Q/A /safety checks/schedules are maintained.
- Changing techniques and patient positions to acquire optimum patient treatments.

Emotional Effort

- Frequent exposure to terminally ill patients, providing treatment and care for the patients.
- Dealing with difficult and sensitive situations involving staff and colleagues.

<ul style="list-style-type: none"> • Supporting colleagues when dealing with difficult situations <p>Working Conditions</p> <ul style="list-style-type: none"> • May encounter distressing physical conditions e.g. diarrhoea and vomit, burst colostomy bags, foul linens, open wounds, fungating tumours, dirty dressings that radiographers have a responsibility to clean up and dispose of. • Use of IT/VDU equipment for a significant portion of the day. • Expected to work to a rota / shift system, as required by the needs of the service. • Expected to undertake on-call duties commensurate with experience.
<p>Clinical</p> <ul style="list-style-type: none"> • To act as autonomous practitioner at all times. • Interpret complicated treatment plans and calculations. • Constantly review the clinical service provided, e.g. referring to additional specialist support e.g. Review radiographer. • Ensure daily quality assurance is undertaken. • To be responsible for the safe and accurate delivery of radiotherapy by taking an active role in the assessment and evaluation of planning and verification treatment volumes and the calculation of treatment sheets. • To accurately input, retrieve and maintain patient and treatment details form a range of computer systems enabling research, audits and statistical data to be completed. • Maintain and update all relevant mandatory training and all relevant clinical skills. • Regularly participate in out of hour's emergency duties, emergency weekend on-call rota and bank holiday working as required by operational management.
<p>Professional</p> <ul style="list-style-type: none"> • The operational management of Linear Accelerators, CT/Sim and pre-treatment area. • Implementation of all SBU policies and procedures. • To promote and maintain high professional standards by undertaking training and supervision. • Support of students on clinical placement within the department. • To be responsible for CPD (continuous professional development) by attending relevant courses, seminars, group meetings etc. To present information within a multi-disciplinary group.

<p>Communication</p> <ul style="list-style-type: none"> • Communicates highly specialised and complex information regarding treatment, the effects and symptom management to the patient/carer, frequently having to overcome barriers such as learning disabilities, ethnicity, psychiatric issues, deafness, age etc. • Liaise with nursing and medical staff on wards and in other hospitals to facilitate organisation of all appointments and patient transfers. • Communicates in a reassuring and empathetic manner, with patients and relatives regarding treatment procedures. This may include highly sensitive information.
<p>Education and Training/Staff Management</p> <ul style="list-style-type: none"> • DCR(T) or BSc in therapeutic radiography and HPC registration. • Maintains personal competence in appropriate areas of work in order to act as a resource for staff and colleagues • Identifies own training and development needs and updates knowledge appropriately.
<p>Information Resources</p> <ul style="list-style-type: none"> • Responsible for correct use of computer software to generate treatment plans/reports which are used by the doctors and other radiographers to correctly treat patients. • Responsible for inputting clinical and patient treatment details into the radiotherapy computer systems. • Responsible for coordinating treatment schedule with additional appointments (e.g. chemotherapy, support services) • To help ensure that the information and support needs of all patients and carers attending the radiotherapy department are met together with those of colleagues in the multi-disciplinary teams.
<p>Research and Development</p> <ul style="list-style-type: none"> • To participate in research and development activities as appropriate and to be involved in working groups to develop and implement new techniques and working practice. • Participate in audit and recommend appropriate actions to ensure a high quality evidence based service is maintained

General Considerations

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the Health Boards individual performance review process to ensure continued professional development.
 - **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
 - **Confidentiality:** In line with the Data Protection Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
 - **Health & Safety:** The post holder is required to co-operate with the health Boards Health and Safety Policy to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
 - **Quality Improvement:** The Health Board is keen to promote an understanding of the principles of continuous quality Improvement and encourages all staff to undertake IQT ("Improving Quality Together") training.
 - **Corporate Governance:** The post holder is required to ensure the highest standards of corporate governance and probity are maintained by ensuring all staff work within the provision of Standards of Business Conduct, Standing orders and Standing Financial Instructions.
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- **Records Management:** The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a

responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Job Description:** This job description is not exhaustive but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

For Clinical Staff Only: All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations HCPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.

- **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.