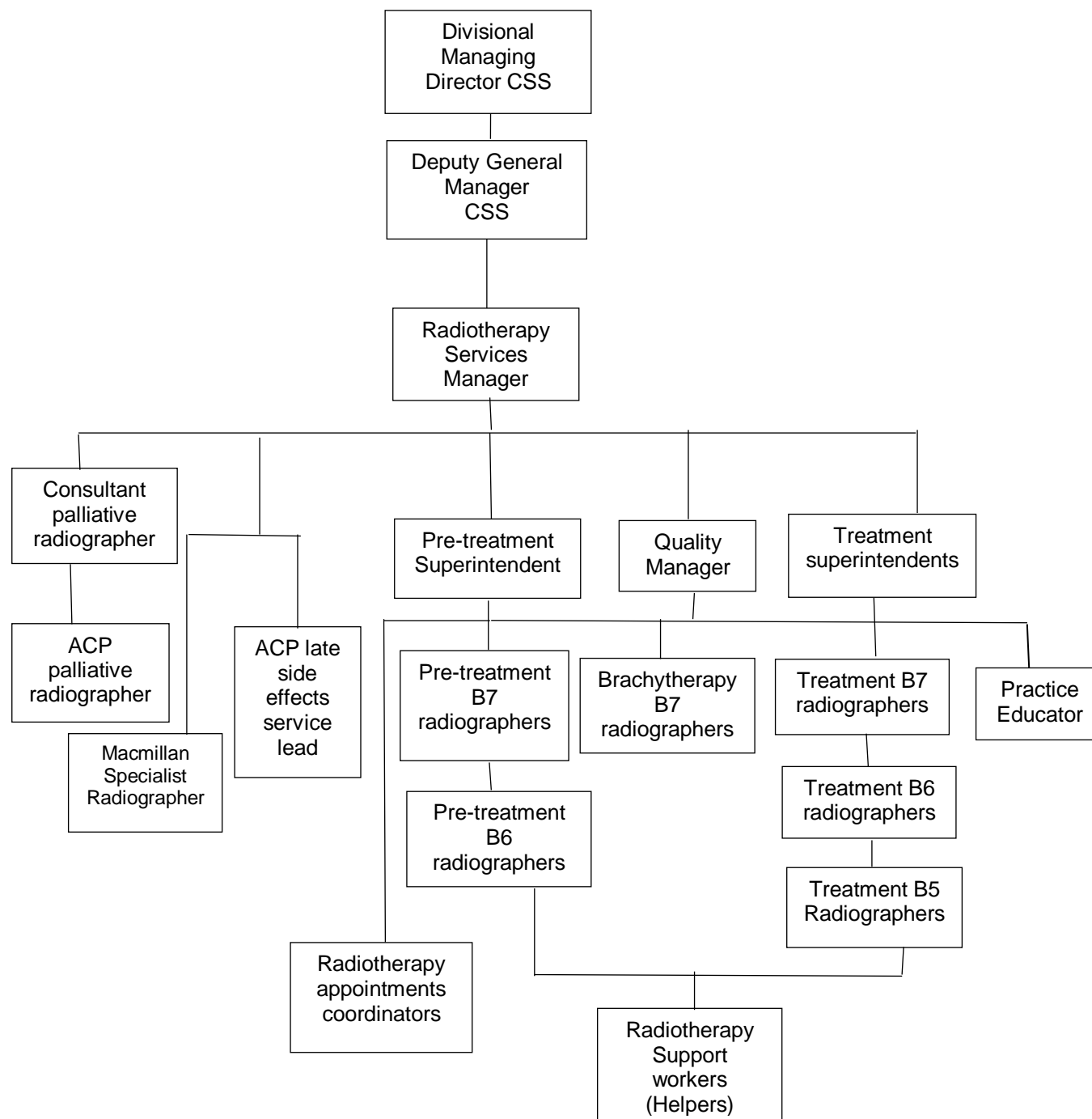


Job Description

1. Job Details	
Job title:	Therapy Radiographer
Current Job grade:	Band 5
Reports to (Title):	Radiotherapy Services Manager, through Superintendent Clinical Specialists
CMT:	Clinical Support Services
Department/Ward:	Radiotherapy
Location/Site:	County Hospital, Lincoln

2. Job Purpose
<p>To work as part of a team of staff and to assist in the provision of a high quality Radiotherapy service.</p> <p>To work as part of the radiographic team on all the treatment units and in the CT simulation/planning section on a rotational basis.</p> <p>You will receive comprehensive training in the form of a mentored training package.</p>

3. Organisation Chart



4. Duties

1. Communication

Establish and maintain effective communication with other radiographers, Oncologists, Physicists, Administrative and Nursing staff, Mould room and technical staff, patients and carers.

Liaising closely with all members of the multi-disciplinary team, working efficiently and



effectively and identifying areas of improvement in discussion with senior colleagues. To understand relevant information and to pass it on, either verbally or in writing, ensuring written documentation standards are met.

Ensure patients are given instructions and explanations about their planning and treatment when they attend the department, and ensure written consent has been obtained.

2. Clinical / Technical

To provide an efficient, caring, quality conscious service to all patients. Assist in monitoring the quality of the service through audit in order to evaluate own and team work, and make constructive suggestions on how to improve services.

To treat patients, carers and colleagues with respect, acting in ways that are consistent with peoples' expressed preferences.

To ensure each individual patient is treated according to their specific requirements.

Observe patients' general health and reactions to treatment, and to offer basic advice or refer to the relevant professional when necessary.

To ensure relevant tests e.g. blood counts, msu's etc. have been carried out and results recorded.

Ensure appropriate advice is given to patients at the start of and end of treatment.

To identify the moving and handling needs of each patient.

To prepare equipment for use, following good health and safety practice, in order to minimise risk to patient and self.

Check that all relevant diagnostic patient images required to produce radiotherapy treatment plans are available.

To work in the CT scanning section of the department as part of the rotational team of radiographers, as required, following protocols for working practice.

To carry out primary input and independent checking of all treatment information into the ARIA record and verify system, complying with departmental protocols, and to recall and verify the integrity of the data at the point of delivery.

Develop, record and demonstrate competencies in the use of all radiotherapy equipment and allied information technology.

Participate in the implementation of new treatment techniques and equipment.

To assist the Consultant in mark-up clinics, ensuring all relevant information is documented on the treatment sheet, request forms or electronically documented,



ensuring that all procedures and protocols are followed.

3. Teaching and training

To maintain and improve performance by engaging in formal learning opportunities and on-job learning, reflect on, and in, practice and maintain Continuous Professional Development.

To participate in the training and clinical education programme of student radiographers, preceptor radiographers and trainee assistant practitioners, acting as mentor when required.

To participate in the induction of all new staff.

To attend suitable seminars as part of training and personal development and to further the work of the department.

4. Professional

To maintain the highest possible clinical and professional standards.

Maintain knowledge of all current radiotherapy studies being carried out within the department and the radiographers' role within them.

To participate in the departmental Individual Performance Review programme and identify your personal training and development needs.

To provide an efficient, caring, quality conscious service to all patients. Assist in monitoring the quality of the service through audit in order to evaluate own and team work, and make constructive suggestions on how to improve services.

To keep up to date with the radiation protection policies of IR(ME)R, IRR17 and other departmental quality policies.

Attend team meetings, when issues and developments are discussed in order to improve practice.

Maintain an up to date knowledge of scientific and technical developments in radiotherapy.

Ensure all activities are carried out within a quality framework and conform to statutory regulations, approved Codes of Practice and Local Rules.

5. Miscellaneous

Undertake any other duties as required by the Radiotherapy Services Manager or Clinical Specialist Superintendent Radiographer in accordance with the grade and nature of the post.

Follow all the safety precautions relating to COSHH and Health and Safety regulations.

Undertake activities in compliance with departmental procedures, and report any risks / untoward incidents, accidents, injuries, and problems with equipment to the Operational Lead for Radiotherapy.

Observe and advocate the health and safety policies of the ULH NHS Trust, to ensure the safety of patients, staff and visitors within the department.

To be aware of the fire and emergency policy of the Trust.

The post-holder may be required to perform duties outside the normal working hours of the department. This may include working weekends to fulfil the 7 day working ethos of the NHS.

The post-holder will be required to participate in the department's Bank Holiday and on call working.

5. Physical and Mental Skills

Knowledge / Experience & Skills:

Good knowledge of radiotherapy

Awareness and compliance with departmental policies and procedures.

Working knowledge of ARIA computer system.

Knowledge of isodose treatment planning.

Awareness and compliance with departmental policies and procedures

Experience in organising, co-ordinating and delivering radiotherapy treatment.

Operation of radiotherapy equipment, requiring excellent hand-eye co-ordination and manual dexterity.

Ability to carry out and independently check treatment calculations.

An understanding and ability to maintain safe working conditions.

Experience of working as part of a team.

Experience of training student radiographers and trainee assistant practitioners, mentoring the students as required.

Excellent numeracy skills.

Ability to use initiative.

Good IT skills.

Good patient care skills.

Knowledge and understanding of treatment related side effects.

Good inter-personal and communication skills.

Flexibility, adaptability and the ability to deal with change.

6. Responsibilities of the Post Holder

Under supervision, participate in the organisation and regulation of the daily activity of the assigned work area, and to provide and update the required statistics.

Assist technically in the treatment and CT simulation of patients' treatments by radiotherapy, and to carry out connected routine procedures as requested or as necessary.

Ensure patients have consented to treatment, and are given verbal and written instructions and explanations and re-assured about all procedures.

To provide the patient with the best possible care at all times– to empathise with the patient, encourage them, reassure them and help them through difficult and uncomfortable procedures.

Undertake all imaging, calculation and treatment procedures in accordance with departmental protocols and Local Rules.

Ensure accurate delivery of treatment prescriptions.

Ensure treatment prescriptions are annotated correctly, and any inaccuracies reported following departmental procedures.

Assess treatment verification images to ensure they comply with the Consultant's treatment volume approved images.

Comply with the standards of professional practice and codes of conduct as described by the College of Radiographers and the Health Professions Council.

"The post holder is expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect".

United Lincolnshire Hospitals Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.

The post holder is expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.

United Lincolnshire Hospitals Trust is committed to providing consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. We have a set of values that inform every action we take and every decision we make. They are the foundation of what United Lincolnshire Hospitals NHS Trust stands for, and encompass a desire in all of us to provide the highest quality of care to patients and each other.

All staff are required to advocate, champion and demonstrate the below values and behaviours

Patient centred	I am fully committed to providing the very highest standards of care to our patients
Safety	I do everything I can to keep my patients and my colleagues safe
	I keep my environment clean and tidy
	I recognise when something is going wrong and I have the courage to do something about it
Compassion	I show a genuine concern for my patients and my colleagues
	I communicate well with others, listening and showing an interest in what they have to say
	I am positive, approachable and friendly
Respect	I treat my patients and my colleagues with dignity and respect
	I work openly and honestly as part of an effective team
	I keep my promises and do what I say I will, when I said I will, or I will provide an explanation if I can't
Excellence	I will always go the extra mile and improve things for my patients and my colleagues
	I am competent to carry out my role and committed to my personal and professional development
	I will share good ideas and best practice and encourage my team members to do so too

7. Freedom to Act

Accountable for own professional actions; follows professional guidelines.
Be aware of your own personal limitations, and do not exceed these.

8. Physical, Mental and Emotional Effort Required

Stand or walk for a large part of the working day.
Push trolleys and wheelchairs.
Positioning, manoeuvring patients, equipment and accessories daily.

Extended periods of concentration when calculating treatment, inputting into verification system and carrying out treatment.

Works with patients with terminal illnesses, some of whom may have emotional, physical and psychological problems, requiring empathy and emotional support of the patient.

9. Outline of Working Conditions

VDU work

Occasional unpleasant and occasionally highly unpleasant:

Bodily fluids

Body odours

Open wounds

Work with patients having MRSA.

Understanding of hazards posed by, and precautions needed, with ionising radiation and infection control.

Person Specification

Post of Band 5 Radiographer

Job Related Criteria	Essential	How Identified	Desirable	How Identified
Qualifications (Academic, Professional & Vocational)	DCR(T) or BSc (Hons) in Radiotherapy and Oncology or equivalent. HCPC registration	Application form References		
Previous Experience (Nature & Level)	Training in all aspects of radiotherapy treatment and planning. Recent experience in the NHS.	Application form References Interview	Experience of new techniques.	Application form References Interview
Evidence of Particular: - Knowledge - Skills - Aptitudes	An understanding of basic techniques. Awareness of all legislation relevant to the post. Good organisational skills Careful and willing to pay attention to detail. Awareness and Knowledge of the dignity in care agenda. Ability to evidence/demonstrate key values and behaviours in line with the Trust framework: <ul style="list-style-type: none"> ➤ Patient Centred ➤ Safety 	Application form References Interview		

	<ul style="list-style-type: none"> ➤ Compassion ➤ Respect and ➤ Excellence 			
Specific Requirements	Ability to work under pressure and to deal with stressful situations.	References Interview	Flexible and willing to undertake a wide range of duties as a member of a team.	References Interview

Job Description Agreement

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

Signature

Date

Job Holder:

Line Manager: