

## JOB DESCRIPTION

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### JOB DETAILS

<b>Job Title:</b>	Senior Radiographer – Band 6
<b>Department / Ward:</b>	Radiotherapy
<b>Division:</b>	Clinical Networked Services
<b>Base:</b>	Main base Withington/Oldham/Salford, as per advert, but will be expected to work across Christie network

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### ORGANISATIONAL ARRANGEMENTS

<b>Accountable to:</b>	<ol style="list-style-type: none"><li>1. Radiotherapy Manager</li><li>2. Principal Radiographers</li></ol>
<b>Other Accountabilities:</b>	<ol style="list-style-type: none"><li>1. Superintendent Radiographers</li><li>2. Senior Radiographers</li></ol>
<b>Responsible for:</b>	<ol style="list-style-type: none"><li>1. Supervision and guidance of junior colleagues, assistant practitioners, support workers, pre-registration students, other learners and visitors, patients and relatives</li></ol>

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### JOB PURPOSE

- Take responsibility for running a unit and manage a workload of patients across all areas of the radiotherapy service
  - Manage and co-ordinate radiographic activities and staff within the designated area of responsibility in order to provide an accurate, efficient and high quality radiation treatment service, ensuring the safe and competent use of radiation and the highest standard of patient care, in compliance with the accredited Radiotherapy Department Quality System and in accordance with the Professional Code of Conduct
  - To be actively involved with the development of Radiotherapy Services.
  - Maintain close communication and involvement with all Christie radiotherapy sites and host site
  - This is a rotational post and may involve working in Pre-treatment, Treatment delivery (Protons and Photons) across all Christie sites
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## **DUTIES AND RESPONSIBILITIES**

- To ensure that the highly complex radiotherapy and imaging equipment is safe and accurate to operate, both for staff and patients; undertaking the appropriate machine checks and reporting any variances, faults and malfunctions.
- Undertake and evaluate radiation dose delivery and complex calculations involving a range of radiation types and energies.
- Interpret, monitor and evaluate the treatment prescriptions to ensure that radiotherapy is delivered accurately and reproducibly and in accordance with the quality system.
- Evaluate delivery of radiotherapy through application and interpretation of treatment verification procedures.
- Ensure the team follows appropriate systems and working methods to achieve the safe, timely achievement of workload targets.
- Be able to accurately position patient and operate highly complex radiotherapy and imaging equipment along the radiotherapy pathway.
- Ensure the team keeps accurate records and comply with necessary policies and procedures.
- Analyse systematically and evaluate all data and information relevant to patients' diagnosis, ensuring the patient and their relatives are treated with dignity and respect at all times.
- Communicate confidential sensitive information, and provide emotional support, to patients and their carers/relatives including children and the terminally ill.
- Provide information to patients and their carers with regard to the radiotherapy pathway and expected side effects.
- To communicate accurate and timely information with all other disciplines involved along the patients pathway.
- With the team on the unit, patients and the wider multidisciplinary team manage areas of conflict and escalate as necessary.
- Anticipate and identify common and complex treatment related side effects, offering advice and where necessary refer to other relevant health care professionals.
- To provide, receive and use sensitive information maintaining patient confidentiality at all times in line with information governance legislation.
- Apply safe and effective moving and handling skills in order to protect patients



and staff and abide by Health and safety legislation in the work place.

- Minimise risk of cross infection through contamination by bodily fluids/matter. In accordance of the infection control policy.
- To implement the procedures and work instructions described for the department in accredited quality management system and report any variances.
- Contribute to development of the quality management system by reviewing and writing work instructions and operating procedures.
- Ensure all work and actions comply with local rules and current UK Ionising Radiation Regulations 1999 and IR(ME)R 2000.
- Be aware of and participate in the audit and research within the department and the implementation of new processes and techniques.
- Undertake training and competency to dispense medication under Patient Group Direction (PGD).
- Participate in the extended shift system, bank holidays, weekend working and on-call.
- Any other duties negotiated with the post holder, to develop their role in the Organisation.
- To achieve all the competencies as outlined by the radiotherapy education team within a time period as outlined by line manager.
- Demonstrates values in accordance with the Professional Code of Conduct and accountable for own attitude and behaviour

#### Supervisory & Managerial

- As a band 6 you will be expected to lead, co-ordinate, supervise and manage a team of staff operating radiotherapy equipment and act as lead practitioner, making assessments and key decisions in regard to workload management, patient care and treatment

#### Teaching and Training

- As a band 6 you will be expected to provide mentorship and guidance for junior staff and be a good role model.
- Participate in an annual Personal Development Review.
- Attend all essential training and clinical updates as required and ensure your team also attend all relevant training.
- Be capable of assimilating new ideas and techniques and have an ability to assess their value.



- Assist in the supervision and training/teaching of pre-registration students and new members of staff.
- Highlight to line manager all issues of inadequate performance, including capability and poor professional standards, for students and employees. Provide evidence where necessary and requested.

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Date Prepared:

Prepared By: Julie Davies

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Date Reviewed:

Reviewed By:

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**PERSON SPECIFICATION**

**Job Title: Band 6 Radiographer**

	Criterion	E/D	Demonstration Narrative	Evidence
<b>QUALIFICATIONS</b>	Graduate level qualification in radiotherapy	E	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Graduation with a registerable qualification in radiotherapy (e.g. DCR(T), BSc (Hons) or PGDip in Therapeutic Radiography)</li> </ul>	C
	Registration with the HCPC as a Therapeutic Radiographer	E	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Registration as demonstrated by a registration number, which can be validated with the HCPC</li> </ul>	A
	Evidence of post-registration study/education in area relevant to role	D	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Attendance at post-registration training events, M-level modules or management/leadership training</li> </ul>	C/A/I
<b>EXPERIENCE</b>	Clinical Experience within a treatment setting	E	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Contemporary range of treatment equipment and techniques including ablative techniques (SRS/SABR)</li> <li>• Supporting colleagues in managing patients including protocol variations, response to imaging/changes in treatments</li> <li>• Experience in on-treatment imaging and relevant on-set clinical decision making</li> </ul>	A/I
	Experience of quality, governance and service improvement	E	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Contributing to a ISO9001-accredited system or similar</li> <li>• Reporting of incidents, errors, complaints and compliments</li> <li>• Participating in technical developments</li> </ul>	A/I
	Experience of working within a team environment	E	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Supporting staff colleagues in their development</li> <li>• Managing workflows and ensure patient activities are conducted in a safe, effective and efficient manner</li> <li>• Managing non-direct patient activities to ensure the pathway is efficient and timely</li> </ul>	A/I
	Evidence of CPD activity	E	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Ongoing personal development activities</li> <li>• Attendance at internal and external courses and seminars</li> <li>• Mentoring, supervising and assessing students and junior colleagues</li> </ul>	A/I



	Awareness of contemporary trends in advanced radiotherapy	D	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Awareness of clinical practice at other Radiotherapy centres</li> <li>• Awareness of trial protocols and procedures</li> </ul>	I
KNOWLEDGE	Knowledge of the principles of radiotherapy applied to all aspects of the radiotherapy pathway	E	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Radiotherapy physics, anatomy and radiobiological knowledge</li> <li>• Understanding of referral pathways and the patient's journey up to, through and beyond radiotherapy</li> </ul>	A/I
	Good knowledge of other relevant legislation, guidance and national working parties in radiotherapy	E	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Advanced knowledge of IR(ME)R 2017 and IRR 2017 and responsibilities relating to own professional practice</li> <li>• Knowledge of Data Protection legislation, health and safety legislation, etc.</li> <li>• Awareness of the professional context including the role and function of the College of Radiographers, the National Radiotherapy Board and the National Radiotherapy Implementation Group</li> </ul>	A/I
SKILLS	Ability to communicate effectively	E	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Ability to manage difficult conversations</li> <li>• Ability in conflict resolution with all grades of staff, patients, carers and general public</li> <li>• Ability to foster a team-environment, motivating colleagues</li> <li>• Ability to impart messages including in group setting, utilising presentation aids as appropriate</li> </ul>	A/I
	Demonstration of leadership skills	E	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Ability to manage colleagues</li> <li>• Ability to manage workload</li> <li>• Ability to manage pathways</li> <li>• Ability to analyse data and formulate plans based on these</li> <li>• Ability to make sound judgements to support clinical decisions</li> </ul>	A/I
	Excellent IT skills	E	Demonstrated by evidence of: <ul style="list-style-type: none"> <li>• Ability to utilise core clinical IT (e.g. R&amp;V systems, PACS/RIS systems, PAS systems)</li> <li>• Ability to utilise clinical support IT (e.g. quality management systems, incident reporting systems, audit software)</li> <li>• Ability to utilise core non-clinical IT (e.g. MS Office etc)</li> </ul>	A/I



Values	Ability to demonstrate the organisational values and behaviours		Demonstrates values in accordance with the Professional Code of Conduct and accountable for own attitude and behaviour	A/I/R
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D: Desirable E: Essential C: Certification A: Application form I: Interview R: References

### **GENERAL STATEMENTS:**

#### **RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Trust 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.

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#### **RECORDS MANAGEMENT/DATA PROTECTION**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

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#### **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

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#### **CONFIDENTIALITY AND INFORMATION SECURITY**

As a Trust employee you are required to uphold the confidentiality of all records held by the trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the Data Protection Act 2018 and should be managed in accordance with this legislation.

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#### **TRUST POLICIES**

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.



### **EQUALITY, DIVERSITY AND INCLUSION**

The Christie NHS Foundation Trust is committed to advancing equality, diversity and inclusion for all our patients, other service users and staff. We want to ensure that everyone who works at the Christie or uses our services is welcomed, valued and treated with dignity and respect.

It is your responsibility to understand and work in line with the Trust's equality, diversity, inclusion and human rights policies. You should value others and treat everyone you come into contact with at work with fairness, dignity and respect at all times and uphold their human and other rights.

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### **INFECTION CONTROL**

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with the best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI

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### **ENVIRONMENTAL SUSTAINABILITY**

All employees of the Trust have a responsibility to ensure they have an awareness of environmental sustainability issues which affect the Trust and to contribute to the achievement of the reduction of the Trust's environmental and energy performance footprint e.g. (but not limited to) the use of energy consumed in workspaces (heat/light/paper consumed) and to recycle consumable products wherever possible using appropriate facilities.

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### **FLU VACCINATION**

All Trust staff must take part in the Trust's annual flu vaccination programme and ensure they receive the influenza vaccination on an annual basis.

