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Author: Claire Ackerman	Date: July 2016

Job Description

Job Group (Delete as applicable):	Allied Health Professional
Job Title:	Radiotherapy Treatment Lead
Existing Grade:	7
Care Group:	Medicine Care Group
Service Line:	Oncology Summary
Department:	Radiotherapy
Location:	Derriford Hospital
Appraiser:	TBC
Accountable to:	Radiotherapy Manager
Position Number:	20195187
Date:	Jan 2022.

Job Purpose:

- The post holder is a clinical team leader in an area requiring demonstrable clinical expertise and will be directly responsible for the daily organisation of a busy Linear Accelerator with a varied and highly complex workload. The post holder will be responsible for ensuring highly accurate and consistent standards in the treatment delivery and the management of associated side effects of patients with a cancer diagnosis.
- Additionally the post holder works closely with a multi-disciplinary team including Radiotherapy Physicists, Technicians, pre-treatment Radiographers, Oncologists and other professional groups to provide a thorough, efficient service encompassing all aspects of accurate Radiotherapy treatment delivery and patient care.
- The post holder provides specialist clinical training and supervision of junior staff, new staff, students and other health professionals within their area of accountability.

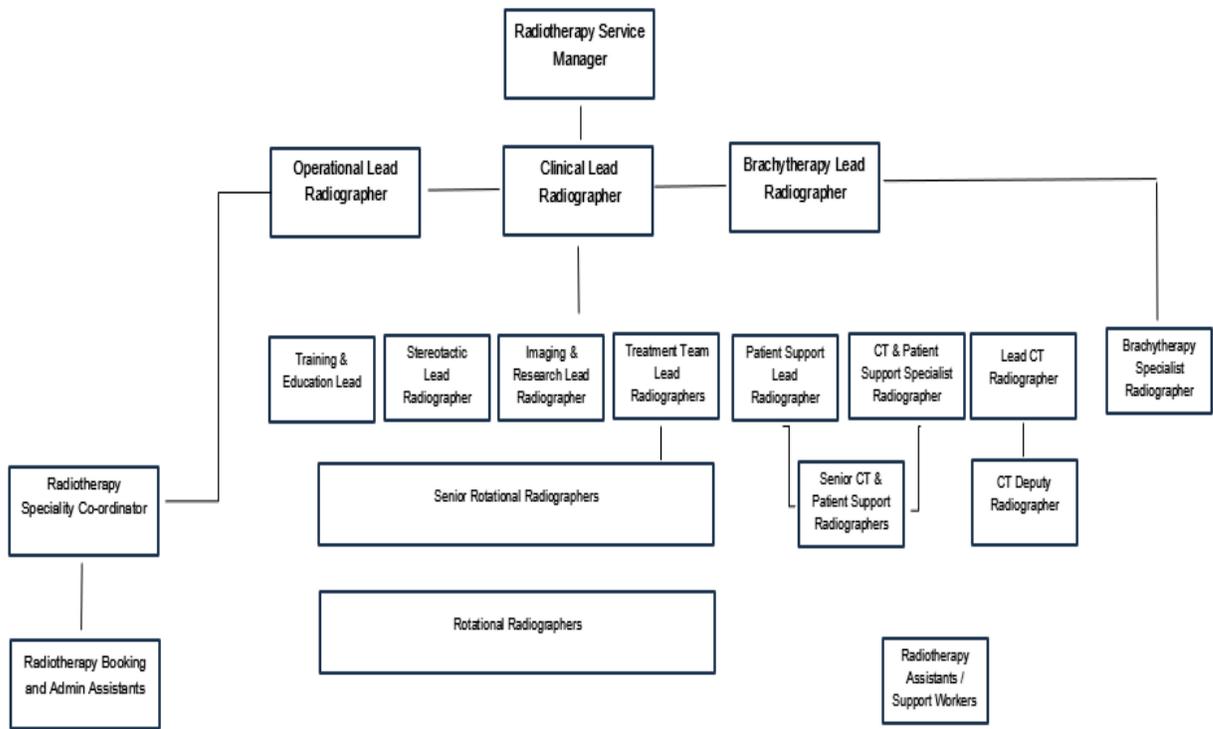
Key Dimensions:

- **To lead a busy Linear Accelerator with a varied treatment workload using effective clinical and personnel management skills and strategies.**
- **To provide safe and accurate specialist technical service delivering therapeutic ionising radiation, while maintaining a high duty of care to all patients undergoing Radiotherapy.**
- **Demonstrate ability to resolve complex treatment issues with problem solving skills and effective autonomous decision-making.**
- **To communicate and participate with the multi-disciplinary team involved in patient care and service delivery.**
- **Be able to proactively implement and effectively manage change.**
- **Demonstrate a good understanding of the IR(ME)R 2017 Regulations to ensure safe**

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- compliance with National Standard.**
- **Provide effective leadership to ensure smooth running of the treatment unit taking into account the needs of the patient, staff and service.**
 - **To set and maintain quality standards for work undertaken on the treatment unit.**
 - **Must organise personnel and daily clinical sessions demonstrating effective time management and managerial strategies using available resources to manage fluctuations in demand.**

Organisational Chart



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PRIMARY DUTIES & AREAS OF RESPONSIBILITY

GENERAL DUTIES

1. To ensure that the treatment equipment is safe to operate, both for staff and patients, undertaking the appropriate machine checks and reporting any variances promptly.
2. Manage the specialist treatment unit workload efficiently according to the needs of the patients, ensuring an efficient smooth running treatment unit.
3. To provide effective and safe patient management encompassing all patients' needs, using specialist knowledge of treatment side effects, skin reactions and their management. Taking responsibility for referring patients for clinical assessment by a consultant or deputy, prior to commencement of treatment when symptoms become acute.
4. Input and check palliative and complex radical treatment plans in Eclipse and ARIA.
5. To maintain and continually develop specialist knowledge of ARIA.
6. Undertake autonomous registration, review of images and take responsibility for ensuring the decision making on the changes required for the patients treatment procedure or non-continuation of patient treatment where appropriate.
7. To maintain and continually develop a working knowledge and understanding of pre-treatment procedures to enable participation in the on call rota for emergency patients.
8. To communicate effectively with Oncology Consultants & Registrars regarding highly complex treatment information to ensure safe and accurate delivery of treatment in accordance with trust and national legislation.
9. Be able to make clinical decisions on delivering accurate, effective and safe treatment based on theoretical knowledge, clinical judgement and departmental policy.
10. To provide, receive and use highly complex or very sensitive information, using developed persuasion, training, empathetic and re-assurance skills while maintaining patient dignity and confidentiality at all times, ensuring that accurate treatment records are produced.
11. To demonstrate effective critical thinking to determine efficacy of treatment prescription, planned and non-planned treatments and departmental procedures.
12. To take the clinical lead in delivering highly complex specialised techniques and provide support, advice and training for the team.
13. To ensure all patients and their carers receive adequate information and documentation on radiotherapy and the expected side effects prior to treatment e.g. consent and pre-treatment review.

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14. To ensure equipment is available for QA and equipment maintenance at agreed times, to comply with local agreements thus ensuring safety and reducing hazards associated with radiation exposure.
15. Provide a supportive and confidential environment for patients, carers and junior staff.
16. Provide daily support for terminally ill and very distressed patients, of all ages, and their relatives.
17. Must maintain a professional manner when managing a challenging workload
18. Must maintain a high level of concentration at all times to deliver highly complex treatments with minimal tolerances
19. Participate in departmental on-call, service, late rota and Bank Holiday rotas
20. Work flexible hours including early and late shifts and work overtime as necessary.
21. Participate in producing staff rotas for treatment floor.
22. Participate in undertaking, overseeing and facilitating relevant audits.
23. Participate in site specific treatment groups as a lead.
24. Participate in development and implementation of techniques, equipment and departmental policies.

TEACHING, TRAINING and RESEARCH

1. Provide Specialist Clinical Training and supervision of junior radiographers, students, new members of staff and other health professionals within the area of accountability.
2. Participate in application training of newly installed equipment; this may include the writing of competency framework documents.
3. Assist with training updates on the CT and Virtual Simulation for all radiographers to facilitate their participation in the on-call rota.
4. Participate in the induction of new staff, be a mentor within the area of accountability.
5. Prepare and give tutorials to students and other health professionals.
6. To keep up to date with best practice in radiotherapy locally and nationally and contribute to the implementation of evidence based clinical practice.
7. Participate in clinical treatment Trials and data collection.
8. Initiate in-house research and technical developments.
9. Assist/Participate in writing site specific documents in conjunction with Clinical Lead and Educational and Quality Lead.

Professional

1. Responsible to organise/ manage own day to day delegated tasks

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- adhering to any time frames set. Prioritises work appropriately managing own time and facilitating the time requirement needs of others.
2. Responsible for setting and maintaining local standards and expectations of efficiency, patient care, safety and team satisfaction for aspects under their control
 3. The post holder will adhere to the Professional Code of Conduct for Radiographers and promote the status of Therapeutic Radiographers as autonomous health care professionals.
 4. To contribute to effective clinical risk management, Quality and service improvement.
 5. To maintain and update clinical continuous professional development to ensure mandatory professional registration is achieved.
 6. To be aware of & comply with National and Trust policies.
 7. To be aware of and comply with current regulations concerning administration of ionising radiations.
 8. The post holder will be directly responsible for ensuring they are familiar with all local and national legislation issued by the trust related to radiation exposure and health & safety issues to promote good working practice and safe working environment for both patients and staff members.
 9. The post holder will annually update their specialist skills and knowledge and maintain clinical competence in other areas of the department.
 10. Attend meetings, in-service training and courses, as required and appropriate.
 11. Must maintain a professional manner when frequently exposed to foul odours, due to tissue necrosis, and bodily fluids
 12. Responsible for learning about relevant conditions and their management related to your job.
 13. Assist in providing induction and training for students and lesser experienced staff.
 14. Exercise good personal time management, punctuality and consistent reliable attendance.
 15. Responsible to ensure effective communication takes place at all times, taking a team approach to patient care and service needs.
 16. Responsibility to attend statutory training and courses.
 17. Contribute to the discussion of and actively participate in the departmental changes, taking account of resources available.
 18. Maintain patient confidentiality and security of patient records.
 19. Take personal responsibility for the safe and competent use of all treatment equipment, through teaching, training and the supervision of practice.
 20. Participate in the appraisal scheme as an appraisee and be responsible for complying with your agreed personal development programmes to

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meet set knowledge and competencies.

21. Undertake appraisals for junior staff.
22. Participate in clinical governance activities, such as clinical audit, survey and research.
23. The post holder will actively participate in Presentations + Open days to promote the profession and improve recruitment.
24. To demonstrate an understanding of and ability to identify the constructive nature of incident reporting policy for the trust.
25. Build and maintain effective working relationships to ensure positive team dynamics.

Communication and Working Relationships

1. Work collaboratively and ensure effective communication with all staff members within Oncology.
2. Communicate professionally and effectively with staff within the directorate.
3. Communicate professionally and effectively with External agencies and other Trusts.
4. Use effective methods for Telephone and Face to Face communications with Patients, Relatives, colleagues and other Health Professionals.

All Job Holders are required to...

- Work to the Trust values - Put people first, Take ownership, Respect others, Be positive, Listen, learn and improve.
- Adhere to National and Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, IR(ME)R 2017 etc.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential and mandatory training.
- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the "UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR)" or "Data Protection legislation" which encompasses both laws.
- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or

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risks that they identify and take all necessary actions to reduce risk.

- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.
- Ensure they attend Child Protection training at the appropriate level within the specified time frame.
- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.
- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

Note

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances and /or developments following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

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PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Proven Specialist knowledge of treatment delivery. • Demonstrable Experience as a qualified radiographer to masters level or equivalent. • Proven Specialist knowledge and understanding of the ARIA computer system. • Proven Specialist knowledge of cancer pathology and disease patterns. • An active awareness of relevant legislation, national cancer standards, professional guidelines and trust policies. (IRR, IR(ME)R, ISO9001:2015) • Demonstrable experience of leadership or staff management. • High level of clinical competence as an autonomous practitioner or team lead. • Proven Current specialised knowledge and experience of the field of radiotherapy. • Proven Specialised knowledge of treatment area, including potential radiation risks, acute treatment side effects and their effective management • Awareness of Research Methodology: to enable participation in departmental and national research trials. 	<ul style="list-style-type: none"> • Required to use computer systems and VDU equipment .use excel, word etc to produce documents and spreadsheets for audit. Be able to extract the information and produce audit reports. • Prior proven evidence of project management • Proven Knowledge of CT and planning processes and methodologies • Awareness of Research Methodology to enable participation in departmental and national research trials.
PROFESSIONAL	<ul style="list-style-type: none"> • Degree in Therapeutic Radiography or equivalent. • DCR (T) or BSc (Hons) • Current HCPC Registration. • Up to date proven evidence of C.P.D. • Proven Evidence of MSc Learning 	<ul style="list-style-type: none"> • PGCE or equivalent in training • Advanced practice • Quality management
APTITUDE & ABILITIES	<ul style="list-style-type: none"> • Possess a high level of emotional intelligence. • High level of concentration needed, must be able to concentrate when subject to unpredictable working patterns, whilst delivering highly complex and potentially harmful radiation treatment. (Must be able to manage interruptions by clinical staff, patients and carers with requests or 	

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	<p>problems whilst treating another patient)</p> <ul style="list-style-type: none"> • Ability to teach and educate other professional staff. • Able to concentrate for prolonged periods of time when performing highly complex calculations, inputting patient treatment data into the treatment computer system, and when undertaking the final data check prior to the commencement of the patient's radiation treatment. • Able to enter data into specialist databases. • Ability to communicate complex information across professional boundaries (i.e. when resolving complex treatment issues concerning patient set-up, patient reactions, patient documentation, patient radiation dose prescription or changes required to achieve accurate patient treatment.) • Willingness to challenge poor standards or inappropriate behaviours of care or treatment delivery to safeguard patient well-being and treatment accuracy. • Highly developed physical accuracy and hand/eye co-ordination. • Demonstrable ability to Communicate well with: - Consultants, Registrars, and House Officers. Radiotherapy manager. Radiographers in all areas of the department. Physicists, Medical Physics Technologists. Dietician, oral hygienist, Physiotherapist. Students, other Health Care Workers. Nurses in out –patient clinic, in chemotherapy and on wards. • Nurse Specialists. Secretaries and clerical staff. Porters and Cleaners. • Patients, Relatives and Visitors. 	
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<p>DISPOSITION / ATTITUDE / MOTIVATION</p>	<ul style="list-style-type: none"> • Must possess and maintain a positive attitude. • Self-motivated, has the ability to work as a member of a team and autonomously. • Effective personnel management skills, including supervision of radiographers, students and other health care workers. • Good interpersonal skills and the ability to relate well to people of all ages and background. • Ability to build relationships and influence as necessary to ensure smooth running of Linear Accelerator. • Able to deal with frequently distressing circumstances, working with life threatening illness and giving support to patients, relatives and carers. • Able to exercise own initiative when dealing with issues within own specialist area. 	
<p>OTHER FACTORS</p>	<ul style="list-style-type: none"> • Able to work in an environment with constant light changes, dark to light every few minutes, the use of lasers within the room, working in air conditioned environment without windows or natural sun light • Ability to work in frequent unpleasant (occasionally highly unpleasant) conditions e.g. body odours, open wounds, necrotic tissue and bodily fluids. • Must possess physically fitness commensurate with requirements of the role. Constant physical exertion for short period repeated through the day due to lifting and moving heavy equipment (approx 7 kg) to facilitate the accurate set-up required achieving the correct patient treatment. With occasional short intervals of moving equipment up to 15kg. • Ability to undertake all manual handling needs of role. Including frequent patient handling techniques manoeuvring patients into accurate set-up positions. • Work with computer screens requiring concentration at all times. 	

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Author: Claire Ackerman	Date: June 2015