

Job Description and Person Specification

Working in partnership

The Royal Wolverhampton NHS Trust
Walsall Healthcare NHS Trust



**Care Colleagues
Collaboration Communities**

Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



Care	Excel in the delivery of Care	
Colleagues	Support our Colleagues	
Collaboration	Effective Collaboration	
Communities	Improve the health and wellbeing of our Communities	

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

Job Description

1. Job Details

Job Title:	Clinical Technologist (Mould Room, Brachytherapy and Treatment Planning)
Band:	6
Reports to (Title):	Consultant Physicist, Head of Radiotherapy Physics
Trust Website:	www.royalwolverhampton.nhs.uk
Directorate:	Estates and Facilities
Department / Ward:	Medical Physics and Clinical Engineering
JD Number:	0599
DBS Check Required:	<ul style="list-style-type: none">Enhanced with Adult's and Children's Barred List

2. Job Summary

The Clinical Technologist will work within the Mould Room group specialising in a broad range of mould room techniques and procedures. The post holder will assist in the management of the technical work of the Mould Room group and will assist in the full technical charge of the group on a day-to-day basis and deputise for the mould room manager. In treatment planning this will include production of complex three-dimensional treatment plans and completion of checking procedures on less complex plans

They will be expected to have technical knowledge for the broad range of work provided by the group and is expected to perform with a high level of skill. The majority of his/her work is expected to be of a high complexity, and he/she will be involved in direct patient contact. They will work in conjunction with the Radiotherapy Physics subdivision of the department, which provides a comprehensive service to the Radiotherapy Department at Wolverhampton and will be managerially responsible to the mould room manager. Treatment planning aspects will be managed by Chief Clinical Technologist and professionally responsible to Consultant Physicist, Head of radiotherapy physics.

They will be expected to optimise and develop the services of the Mould Room group so that a high skill level is assured with these skills being deployed in a cost-effective manner. They will be involved in training other staff and will assist act as a workplace supervisor for MPPM trainees and apprentices.

The post holder will assist and deputise chief technical and operational lead for the HDR Brachytherapy Service, playing role in the organization and development of the HDR service. They will act as an IR(ME)R Operator for brachytherapy r They will also assist in carrying out complex clinical procedures involving the insertion of vaginal applicators for delivery of radiotherapy treatment of gynecological cancers using HDR Brachytherapy

3. Main Duties and Responsibilities

To be the Deputy Leader for the Mould Room group, and to assist managerially. Technically and professionally responsible to the Consultant Physicist Head of Radiotherapy Physics and through them to the Head of the Medical Physics and Clinical Engineering Department for the work of the group.

To be responsible to the Consultant Oncologist medically responsible for the patient's treatment for the delegated clinical brachytherapy work. The post holder, working under a protocol, will also be responsible for these treatment procedures at such times as the Consultant Oncologist is absent from the department. This includes assessing the patient's suitability to continue with their course of radiotherapy and deferring treatment if deemed necessary.

To ensure that the clinical responsibilities of the group are firmly established and that constructive relationships with clinical users are maintained.

To ensure that at all times, as required, adequate cover is provided by the group and take part in mould room cover during bank holidays and at other treatment days...

To take part in a flexible duty rota which will include duties in the Radiotherapy Physics treatment planning, and Mould Room sections of the department. The appropriate distribution of duties to be determined by the Chief Clinical Technologist (Treatment Planning) and Chief Clinical Technologist (Mould Room).

To carry out Mould Room procedures, the majority of which will be complex, and to be involved in direct patient contact, where skill and sensitivity will be essential. These include the taking of patient impressions, construction of immobilisation devices, accurate transfer of set up marks, construction of beam shielding blocks/ electron cutouts and set up and alignment of patients undergoing CT scanning for radiotherapy scanning.

To assist with the organization of the brachytherapy service including arranging patient treatment appointments, organizing theatre sessions, MRI sessions, ; ward admissions and medical staff.

To be a key holder (Operator) for the Brachytherapy Equipment and take responsibility for initiating treatment sessions when certified to do so.

To assist with Brachytherapy source preparation and removal at end of treatment, and to ensure that sources are handled in a safe manner during these procedures.

To act responsibly for any ongoing Technical and Operational issues relating to the HDR Brachytherapy service

To assist with carrying out Clinical Brachytherapy Procedures which may be complex, involving the insertion of vaginal applicators to treat gynecological cancers. To include the training and supervision of other staff during these procedures.

To carry out all mould room duties that involve direct patient contact in a sympathetic and considerate manner, immediately reporting any clinical problems to the relevant consultant.

To ensure that the highest possible skill levels are achieved across the broad range of Mould Room work, and that these standards are maintained by the staff within the group.

To use personal initiative and specialist expertise wherever appropriate in order to optimise the workflow and priorities within the group.

To be responsible for procurement of mould room supplies, in particular ensuring the maintenance of essential stock levels, including sourcing new materials, and identifying new suppliers where necessary.

Contribute to the development of the use of computerised mould room equipment, and network systems, including the training of other staff in the use of such systems.

To carry out administrative duties which may be required for the efficient running of the service, including the completion of records associated with the Resource Management arrangements.

To collate matters associated with annual leave, sick leave, on-call, overtime, appraisal etc within the group, and to compile this information as appropriate to the Consultant Physicist, Head of Radiotherapy Physics.

To be responsible for the training, to any required level as appropriate, and appraisal of staff working within the group. To act as work-based supervisor for MPPM trainees/ apprentices

To complete CPD to the relevant required standard

To demonstrate a flexible approach to the needs of the Medical Physics & Clinical Engineering Department.

To be available for on-call and overtime work as necessary.

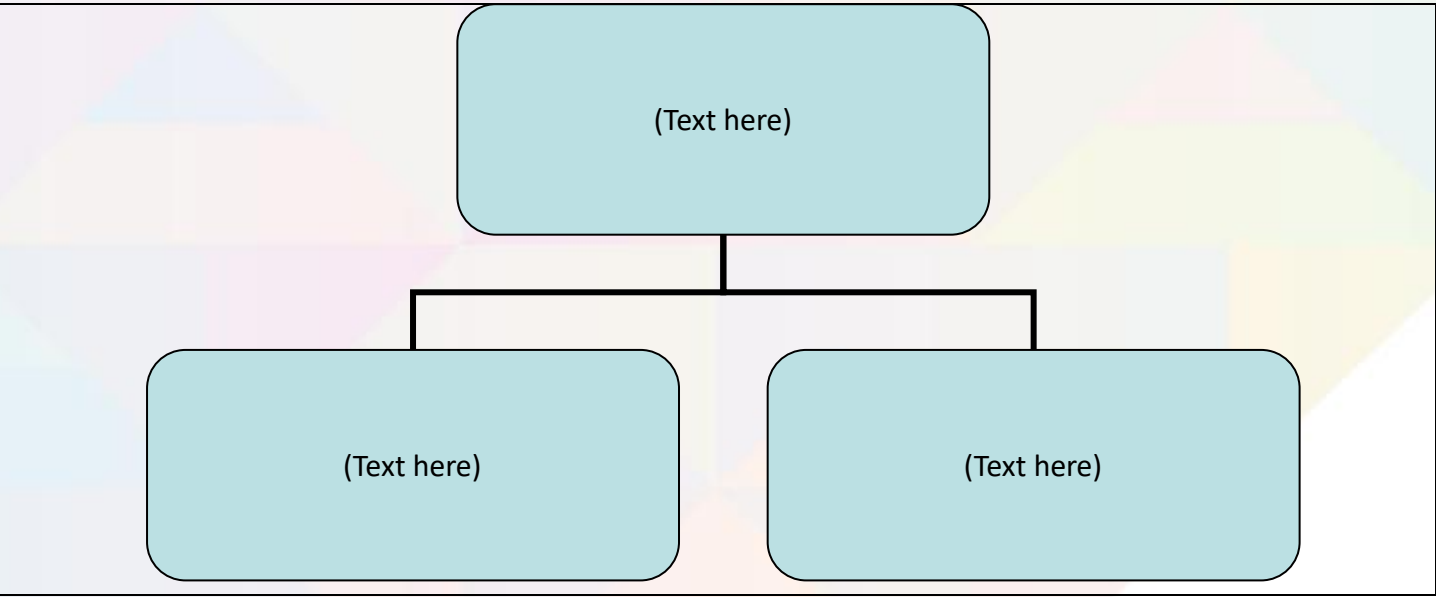
To conform to safe working practices, and departmental policies and procedures.

To be aware of and contribute to governance and risk management issues within the Department.

To undertake any other duties which may be required by the Consultant Physicist or the Head of Department and which are appropriate to the post.

This Job Description may be reviewed periodically in the light of developing work requirements. The Clinical Technologist will be expected to contribute to that review.

4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

Infection Prevention

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

Equal Opportunities Policy

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

Data Protection

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

Customer Care

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

Smoking Policy

The Trust provides a smoke-free work environment.

Confidentiality

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is not subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions is not necessary.

AfC Person Specification

This document describes the qualities required for a post-holder that are not captured by the JD.

Specification	Description	Rating – Essential (E) or Desirable (D)	Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T)
Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here).</i>	<ul style="list-style-type: none"> Relevant degree or equivalent level of knowledge Professional membership of a relevant professional body Registration as a Clinical Technologist or Therapy Radiographer Previous post degree experience in the field of radiotherapy 	E	AF/INT
Experience / Skills <i>(Type and level of experience required to fulfil duties).</i>	<ul style="list-style-type: none"> The post holder should have achieved a high level of knowledge and competency in the physics of radiotherapy in the following key areas, enabling them to act as a medical physics operator under IRMER Specialist knowledge and experience in Mould Room procedures Specialist knowledge and experience in radiotherapy treatment planning Sound knowledge of the practical aspects of radiotherapy treatment delivery, and the production of associated devices Sound knowledge of current legislation, protocols and standards applicable to the radiotherapy mould room and to the use of sealed sources A similar range of knowledge of Human Anatomy and Physiology Substantial experience and 	E	AF/Int

	<p>understanding of the appearance of a wide range of medical images</p> <ul style="list-style-type: none"> • Experience in the use of checking procedures for a range of routine work produced by other staff • Ability to produce complex Radiotherapy treatment plans for the range of treatments carried out by the Centre • Ability to carry out a range of complex mould room procedures • Experience and skill in the use of machine and other tools in the production of treatment devices designed for individual patients • Manual dexterity: able to construct and mark up immobilisation devices accurately • Ability to exercise own initiative when dealing with issues within own specialist area of competence • The post holder should have proven managerial skills or be able to demonstrate the potential for developing those skills • Able to prioritise and manage own work and that of junior staff to meet fixed clinical deadlines • Ability to organise the provision of requisite supplies of standard or new mould room consumables • Able to supervise junior staff • The post holder should be able to • Carry out complex specialist patient procedures with sensitivity and understanding • Deal with often distressing circumstances when working in clinical areas (patients may be terminally ill or suffer from severe disfigurement) • Concentrate frequently when subject to unpredictable working patterns • Use Word etc to set up documents and reports 		
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Communication Skills <i>(Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	<p>The applicant must demonstrate an ability and willingness to work in a multidisciplinary team and the ability to work flexibly to further develop the radiotherapy service provided by MPCE</p> <p>Able to communicate effectively with:</p> <ul style="list-style-type: none"> • Consultants and other medical staff • Other Healthcare Professionals • Patients and relatives • Students and trainees <p>The post holder must be able to:</p> <ul style="list-style-type: none"> • Communicate clearly with Consultant Clinical Oncologist in the discussion of individual cases • Understand complex treatment information and discuss with other professional groups • Demonstrate good verbal and written skills • Participate in the training of junior staff and regional trainees • Produce clear and accurate instructions and reports • Maintain clear and accurate records <p>The post holder will be required to contribute towards the training of other staff</p> <p>The post holder is expected to be able to use their judgement involving complex facts that require analysis, interpretation and comparison of a range of options</p>	E	AF/Int
Flexibility <i>(Note here any flexibilities required by the post, e.g. Shift Working required, New tasks may need</i>	<p>Required to work flexibly to meet fluctuating demands on the service imposed by variations in patient workflows.</p>	E	AF/Int

<i>to be undertaken frequently).</i>			
Other <i>(Any other key issues not recorded elsewhere in JD or person spec).</i>	<p>Must be aware of the hazards posed by, and precautions needed with:</p> <ul style="list-style-type: none"> • Ionising radiation: Treatment machines / calibration sources • Clinical work with patients • Lifting of moderately heavy weights and patient handling • Work with hazardous materials eg molten metals and hot plastics • Work with machine tools: cutting and grinding • Plaster cutting and dust • Prolonged use of computer equipment • Infected material (contaminated patient immobilisation devices) <p>Understands the reasons and importance of patient confidentiality and the need for accurate records.</p>	Af/Int	

I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				
Manager				

