



JOB DESCRIPTION

JOB DETAILS

Job Title:	Superintendent Radiographer - Treatment
Department / Ward:	Radiotherapy
Division:	Clinical networked services
Base:	Main base Withington site but may be expected to work across Christie network interchangeable
Hours:	37.5 hours
Shift Patterns:	Expected to work shifts patterns between 6:00 am and 23:00 pm.

ORGANISATIONAL ARRANGEMENTS

Accountable to:	<ol style="list-style-type: none">1. Radiotherapy Manager2. Principal Radiographers
Other Accountabilities:	<ol style="list-style-type: none">1. Clinical Director
Responsible for:	<ol style="list-style-type: none">1. Supervision and guidance of senior radiographers, radiographers, assistant practitioners, support workers, pre-registration students, other learners and visitors, patients and relatives.

JOB PURPOSE

- The post holder is required to be responsible for the day to day operational management of a designated clinical area in accordance with the accredited radiotherapy department quality system and all other professional standards and national guidance.
- Providing clinical leadership and supervising treatment delivery procedures, ensuring that standards are maintained and that staff are kept up to date with technological developments across the whole service.
- To act as treatment delivery and imaging expert.
- Lead on implementation of new techniques, software and technology to provide a safe and well managed transition from the development stage to treatment delivery.
- To support principal Radiographers and the department managers by playing a key role in the department management and to deputise in their absence if required.

- Responsible for high standard of patient care and experience in designated area.
- This is a rotational post and may involve working in, treatment delivery (Protons and Photons) across all Christie sites.
-

DUTIES AND RESPONSIBILITIES

- The post holder is expected to troubleshoot patient care or technical issues in designated area.
- To supervise, instruct and take part in the use of complex radiotherapy calculations'.
- To supervise, instruct and take part in treatment delivery and image guided radiotherapy.
- To supervise and participate in CT Scanning and Virtual simulation when required
- To be pro-active in the development and implementation of evidence based clinical practice in line with local and national initiatives, facilitating changes in service where necessary.
- To act as an expert resource on treatment delivery equipment, imaging and oncology management systems. Providing support and advice as appropriate.
- Be pro-active in the maintenance, improvement and development of their competence.
- To provide technical advice in the evaluation, procurement and introduction of new techniques, procedures and equipment.
- To be responsible for the equipment in the work area, ensuring that fault reporting and handover procedures are followed, working closely with medical physics and technical services staff to ensure that repairs and routine servicing of equipment is carried out with minimal disruption to service provision.
- To work closely with the other Superintendents and the Quality manager, to monitor the work across the service in order to maintain high quality service delivery and professional standards, helping to further develop and maintain the accredited Quality Management System.
- Take a lead role in reviewing and writing work instructions and operating procedures for which overall responsibility and sign off will be with the Principal Radiographers
- Ensuring all errors in designated area is reported in a timely manner in accordance with current departmental policy.
- To continually assess and monitor risk in their practice and that of others, challenging others as appropriate.
- In depth knowledge of UK radiation legislation IRR 1999 and IR(ME)R 2000 and to act as an expert resource in interpretation of the legislation with regards standard operating procedures and error reporting.
- Good knowledge of other relevant legislation, including Health and Safety at Work Act 1974, Manual Handling Operations regulations 1992.
- Participate in the extended shift system, bank holidays, weekend working and on call.

Supervisory and managerial

- To provide professional, technical, operational and clinical leadership, advising and supporting radiographic staff across the service.
- Act as an advocate for The Christie at national forums and vendor meetings.
- To keep up to date with best practice and national guidance in radiotherapy locally and nationally and disseminate to the team.
- To establish and maintain good communication links between multi-disciplinary team.
- Promote opportunities for team development and individual role enhancement.
- Will act as named lead for on call duties and manage the on call service
- To initiate preliminary discussion with patients, relatives, visitors and other professional disciplines in regard to complaints, failures and feedback.
- Attend meetings at managerial, Trust committee and local Trust partnership level, acting as advocate for area of work and profession. To undertake clinical operational responsibility in the absence of the lead/principal radiographer.

Teaching and training

- To ensure all the training needs associated with new developments are recognised and to put into place the mechanisms to meet them.
- Use technical expertise to induct and train staff in radiotherapy, ensuring competencies is attained in a timely manner.
- Be responsible for a portfolio of personal development reviews of junior staff.
- Ensuring the team supervise and manage pre-registration student training in accordance with trust/university policy.
- Ensuring all team members in designated area are capable, have requisite competencies and have up to date essential training.
- To ensure that opportunities for clinical audit and research and development are identified and that staff are encouraged to participate in relevant projects.

Responsibilities for human resources

- To work closely with the other Superintendent and Principal Radiographers to ensure the most effective use of staffing resources across the department.
- Active role in managing inadequate performance, including capability and poor professional standards for students or employees. Participating in investigation process and providing evidence.
- To work closely with the Radiotherapy Manager, Principal Radiographers, Pre-treatment and/or Treatment Delivery Superintendents to monitor the work across the service in order to maintain high quality service delivery and professional standards. Applying disciplinary and or capability policies where necessary.
- Participate in the recruitment and selection of staff through chairing of appointment panels, completion of paperwork and liaison with Human Resources and Occupational Health departments to ensure successful employment of candidates.

Research

- Lead, supervise and/or undertake an active role in research, development, improvement and implementation of new techniques and practices within the department assessing results and impacts.

This job description is not exhaustive and will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Date Prepared:

Prepared By:

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Date Reviewed:

Reviewed By:



PERSON SPECIFICATION

Job Title: **Superintendent Radiographer**

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	METHOD OF ASSESSMENT
QUALIFICATIONS	DCR(T) or BSc (Hons) Therapeutic Radiographer State Registered Therapeutic Radiographer. HCPC Registration. Evidence of CPD activity Evidence of post graduate study/ education in area relevant to role.	M level qualification in associated subject. Management qualification. IT skills	Certificates
EXPERIENCE	Expert experience with a contemporary range of equipment and techniques. Expert experience of working with ISO 9001/2008 or equivalent accredited quality system. Significant experience at a senior level. Team management experience. Evidence of participation in audit, research and-or radiotherapy development work.	Experience/awareness of clinical practice at other Radiotherapy centres. Participation in the implementation of new equipment or technology.	Application Form Interview References
SKILLS	Ability to communicate effectively and manage conflict resolution with all grades of staff, patients, carers and general public. Effective people management skills of all staff. Ability to work well in a team environment and autonomously. Ability to motivate junior members of the team. Excellent leadership skills, organisation and decision making skills under pressure in a clinical environment. Excellent analytical and numerical skills. Ability to lead the introduction of new techniques, equipment or software. Excellent technical skills and dexterity. Excellent contemporary image interpretation skills.	Demonstrate ambition in personal development and in service development. Good presentation skills.	Application Form Interview References

KNOWLEDGE	<p>Knowledge and experience of advanced and complex treatment techniques.</p> <p>Advanced knowledge of IR(ME)R 2000 and IRR 1999 and responsibilities relating to own professional practice.</p> <p>Good knowledge of other relevant legislation, guidance and national working parties in radiotherapy.</p> <p>Expert knowledge of the principles of radiotherapy apply to all aspects of the radiotherapy pathway.</p> <p>Excellent radiotherapy physics, anatomy and radiobiological knowledge.</p>	<p>Awareness of current trends in radiotherapy</p>	<p>Application Form Interview References</p>
OTHER (Please Specify)	<p>Flexibility in working hours. Ability to travel to other Christie sites when requested. Participation in on-call service.</p>		<p>Application Form Interview Document Check References</p>

Date Prepared:
Agreed by: Employee
Date Agreed:
Date Reviewed:

Prepared By:
Agreed By: Manager
Date Agreed:
Reviewed by:



The Christie **NHS**
NHS Foundation Trust

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.

RECORDS MANAGEMENT/DATA PROTECTION ACT

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.

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.

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 1998 Data Protection Act and should be managed in accordance with this legislation.

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.

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

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 work spaces (heat/light/paper consumed) and to recycle consumable products wherever possible using appropriate facilities.