

## AGENDA FOR CHANGE: JOB DESCRIPTION

<b>Post title:</b>	<b>Radiotherapy Advanced Practitioner, Clinical Specialist</b>
<b>Directorate/department:</b>	Radiotherapy
	Cancer Care
<b>Agenda for Change band:</b>	Band 7
<b>Accountable to:</b>	Radiotherapy Services Manager
<b>Accountable for:</b>	Band 5 and Band 6 Rotational Radiographers
<b>Main purpose:</b>	<ul style="list-style-type: none"> <li>a) Have developed expertise to be able to function at the forefront of professional practice. Detailed application of knowledge and understanding of how research informs practice are required.</li> <li>b) Use clinical knowledge to engage appropriate interventions when necessary along the treatment pathway.</li> <li>c) Ensure prompt, integrated and excellent treatment for all patients receiving radiotherapy - whether palliative or radical - as part of their cancer treatment. In collaboration with the Clinical Oncology consultants, to develop skills and expertise which will allow expansion of the AdP role to allow greater contribution to overall patient care.</li> <li>d) Providing effective team leadership and support, ensuring regard for relevant legal, ethical and professional frameworks.</li> <li>e) Provide advice/ guidance regarding the treatment and management of a range of complex radiotherapy related situations.</li> <li>f) Provide guidance for the Band 6 radiographers regarding machine organisational issues.</li> <li>g) Maintain and improve the standards of skill and professional conduct of radiographers, to ensure consistency of practice.</li> <li>h) Work closely with the operational and radiotherapy physics teams, to ensure that care, communication and service delivery are seamless.</li> <li>i) Able to deal with complex issues and tackle and solve problems. Demonstrate sound judgement, personal responsibility and initiative in complex and sometimes contentious situations.</li> <li>j) Work as part of a team in the implementation of new techniques and developments in Radiotherapy. Work to agreed timelines in a collaborative manner with any professional in the multidisciplinary team.</li> <li>k) Seek to disseminate information in a timely manner both up and down the chain of line management.</li> <li>l) All therapy radiographers are required to assess, plan and treat patients in accordance with broad occupational policies. Each radiographer works with autonomy for practice and works as part of a team who deliver treatment to a caseload of around 40 patients a day.</li> </ul>
<b>Key working relationships:</b>	Radiotherapy Services Manager Principal Radiographers Care Group Management Team Divisional Support Team (HR / Finance / Business & Planning) Other Advanced Practitioner Radiographers Radiographers, Assistant Practitioners, nurses and HCAs Consultant Clinical Oncologists / Clinical Leads Radiotherapy Medical Physics Team Other Department Managers / Leads Central South Coast Cancer Network
<b>General duties:</b>	<b>Clinical Duties</b> <ol style="list-style-type: none"> <li>1. Autonomously operate radiotherapy equipment to a standard required to support the service whereby all aspects of operation are effective efficient and safe within Department, Trust and National policies and legal frameworks.</li> <li>2. Educate, train and supervise other radiographers on the safe use and</li> </ol>

	<p>effective operation of radiotherapy equipment.</p> <ol style="list-style-type: none"> <li>Maintain associated health records.</li> <li>Move, transfer and position patients as appropriate to the delivery of treatment to the patient.</li> <li>When required obtain consent for procedures.</li> <li>Act as an Expert Advisor in radiotherapy treatment, to include imaging and technical development, technique change, service improvement and audit of practice.</li> <li>Gain SoR AdP Accreditation.</li> </ol> <p><b>Managerial Duties</b></p> <ol style="list-style-type: none"> <li>To participate in the management of staff at lower bands</li> <li>To participate in the recruitment of therapy radiographers and to induct new staff and students into the department. To ensure that all new radiographers are familiar with all aspects of local radiotherapy practice.</li> <li>To participate in the Trust's appraisal and development programme for staff and define development plans for junior radiographers.</li> </ol> <p><b>Operational Governance</b></p> <ol style="list-style-type: none"> <li>Co-ordinate and liaise with the radiotherapy management team to ensure all major equipment replacement programmes consider the clinical needs of the patients.</li> <li>Liaise with radiotherapy management team to plan and budget for minor medical and non-medical equipment replacement and expansion.</li> </ol> <p><b>Strategic Planning</b></p> <ol style="list-style-type: none"> <li>To liaise with the radiotherapy management team and contribute to any strategic and/or business planning process where expert knowledge contributes to the decision making process.</li> </ol> <p><b>Liaison and Communication</b></p> <ol style="list-style-type: none"> <li>Ensure appropriate and effective lines of communication in place for all staff.</li> <li>Liaison with other department and ward managers for all matters relating to service delivery.</li> <li>Liaison with the radiotherapy management team for all matters relating to the role.</li> </ol> <p><b>Governance</b></p> <ol style="list-style-type: none"> <li>Liaison with patients for all matters relating to patient experience monitor patient experience surveys and develop action plans against those results.</li> <li>Responsible for the assessment, data collection and improvement to the patient experience pathway</li> </ol> <p><b>Budgetary and Business Governance</b></p> <ol style="list-style-type: none"> <li>Responsible for identifying potential cost savings against CIP.</li> </ol> <p><b>Clinical and Safety Governance</b></p> <ol style="list-style-type: none"> <li>Take a lead role in producing, implementing and monitoring clinical governance compliance with departmental and Trust policies relating to the areas of advanced practice the post holder practices.</li> <li>Develop and review approaches to his/her area of practice.</li> </ol> <p><b>Patient Safety and Experience</b></p> <ol style="list-style-type: none"> <li>Contribute to the investigation of SIRIs relating to area of practice. Contribute to investigation of patient complaints and PALS issues when required.</li> <li>Ensure systems are in place to meet Trust Infection Control guidelines, measures and standards.</li> <li>Undertake risk assessment when required and update risk register.</li> </ol>
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	<p>25. Contribute to production of patient information through a variety of Media.</p> <p>26. Manage operational environment to optimise patient experience within budgetary constraints.</p> <p><b>Clinical Effectiveness</b></p> <p>27. Support and when appropriate, undertake clinical audit and research.</p> <p>28. Monitor professional development and contribute through strategic planning to ensure treatment processes and related administration and documentation processed are effective.</p> <p>29. To ensure that all staff are familiar with new/updated documentation, to highlight any changes to be made and to initiate documentation review in conjunction with the quality and governance risk lead.</p> <p>30. Engage in research and development in order to contribute to the evidence base within his/her field.</p> <p><b>Quality Regulations &amp; Assurance</b></p> <p>31. Ensure systems are in place to comply with all Health and Safety guidelines, policies and procedures, specifically but not restricted to:</p> <ul style="list-style-type: none"> <li>• IRR 99</li> <li>• IR(ME)R 2000</li> <li>• Health safety and Risk</li> <li>• CQC</li> <li>• NHSLA</li> <li>• CAS (SABS) Equipment Safety Notifications</li> <li>• Infection Control and hygiene</li> <li>• PEATS</li> <li>• CQUIN</li> <li>• NICE</li> <li>• COSSH</li> </ul> <p><b>Education</b></p> <p>32. Deliver education and training as part of internal CPD and organised study activities.</p> <p>33. Contribute to production of education and training materials for staff induction, preceptorships, competencies and CPD.</p> <p>34. Exercise clinical teaching and team leadership skills.</p> <p>35. To keep informed of new advances and developments in radiotherapy and to attend relevant training courses.</p> <p><b>Additional Duties and Expectations</b></p> <p>36. To participate in the departmental shift system between the hours of 8-20.00, Monday to Saturday and on call system as required.</p> <p>37. Evaluate critically and apply a range of theoretical perspectives.</p> <p>38. Demonstrate the critical application of knowledge, experience and advanced clinical skills to novel and challenging situations.</p> <p>39. Adopt a critical and analytical approach to his/her own and others' performance.</p>
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## IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<b>Duty of care</b>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<b>NHS standards of business conduct and professional registration</b>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
<b>Living our values every day</b>	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Always Improving</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<b>Health and safety:</b>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
<b>Infection prevention and decontamination of equipment:</b>	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<b>Child protection/safeguarding</b>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
<b>Confidentiality</b>	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</b></p>

## AGENDA FOR CHANGE: JOB DESCRIPTION

	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
<b>Mental Capacity Act 2005</b>	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
<b>Sustainability</b>	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
<b>Last updated</b>	25 April 2024