

JOB DESCRIPTION

1. Job Details							
Job Title:	SABR Advanced Practitioner Radiotherapy						
Band:	Band 7						
Reports to (Title):	Head of Radiotherapy						
Trust Website	www.royalwolverhampton.nhs.uk						
Directorate:	Oncology and Haematology						
Department/Ward:	Radiotherapy						
JD Number:	3906						
DBS Check Required:	Enhanced DBS						
	<p style="text-align: center;"><u>Our Vision</u></p> <p>An NHS organisation that continually strives to improve the outcomes and experiences for the communities we serve</p> <p style="text-align: center;"><u>Our Values</u></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="background-color: #0070C0; color: white;">Safe & Effective</td> <td style="background-color: #E91E63; color: white;">Kind & Caring</td> <td style="background-color: #90EE90;">Exceeding Expectation</td> </tr> <tr> <td style="background-color: #0070C0; color: white;">We will work collaboratively to prioritise the safety of all within our care environment</td> <td style="background-color: #E91E63; color: white;">We will act in the best interest of others at all times</td> <td style="background-color: #90EE90;">We will grow a reputation for excellence at our norm</td> </tr> </table> <p style="text-align: center;"><u>Strategic Objectives</u></p> <ul style="list-style-type: none"> ❖ To have an effective and well integrated health care system that operates efficiently ❖ Proactively seek opportunities to develop our services ❖ Create a culture of compassion, safety and quality ❖ Attract, retain and develop our staff and improve employee engagement ❖ Maintain financial health – appropriate investment to patient services ❖ Be in the top 25% for key performance measures 	Safe & Effective	Kind & Caring	Exceeding Expectation	We will work collaboratively to prioritise the safety of all within our care environment	We will act in the best interest of others at all times	We will grow a reputation for excellence at our norm
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We will work collaboratively to prioritise the safety of all within our care environment	We will act in the best interest of others at all times	We will grow a reputation for excellence at our norm					

2. Job Summary

- To be the lead practitioner for developing, implementing and maintaining radiotherapy treatment techniques, standards /practices for SABR.
- To lead departmental wide research in the development of radiotherapy technique for SABR. Take part in research and audit as appropriate to area of work to ensure that radiotherapy practice undertaken is evidence based and liaise with other members of the multi-disciplinary team.
- To act as technical SABR radiotherapy advisor within the radiotherapy department.
- To be responsible for supporting radiotherapy service development through the clinical implementation of technical development strategies and/or process change.
- To be responsible for highly specialised training requirements for radiotherapy staff and students with regard to new techniques.
- To develop and implement policies and procedures following change of practices and innovation within the service as required
- To assist the Radiotherapy Operations Manager in the implementation and management of change within the radiotherapy service

3. Main Duties & Responsibilities

PROFESSIONAL

1. To assist in the provision of all aspects of the radiotherapy service to ensure the highest quality patient care with continuous collaboration/co-operation with other Band 7 staff to ensure a seamless service.
2. To support responsible for managing and coordinating the day to day delivery of radiotherapy treatment -across all Radiotherapy Treatment Units in accordance with the policies of the Directorate and the Trust.
3. To Liaise with and work alongside medical physics and medical staff to develop appropriate clinical treatment pathways for new technologies, ensuring that national recommendations and guidelines are incorporated.
4. To provide expert support for radiotherapy treatment delivery and facilitate the development of new practice models.
5. To act as expert advisor within area of radiotherapy techniques to assist the strategic planning and long term goals of the radiotherapy service
6. To write, maintain and develop protocols and procedures for SABR and associated radiotherapy technique, to guide multidisciplinary staff.
7. To develop, implement and maintain training programs for all new innovative techniques and technical developments associated with SABR.

8. To take an active part in the strategic planning of the radiotherapy service, to include presentations and formal meetings as required.
9. To fully participate in the clinical rota, including any shift patterns and on- call rota.
10. To participate in the radiographer and student training programs, supervising and demonstrating procedures to qualified and/or unqualified staff as required.
11. To be responsible for ensuring all aspects of training for all radiotherapy staff on all treatment units is completed particularly pertinent to new techniques/developments.
12. To work in liaison with all disciplines in implementing, coordinating, monitoring and evaluating clinical and technical requirements to ensure optimum service quality.
13. To undertake clinical audits as required to monitor practice.
14. To maintain up to date knowledge of clinical/technical developments, attending such courses/in service training as indicated by the need of the service.
15. To bring to the attention of the Head of Radiotherapy, Radiotherapy Operations Manager, Superintendent Radiographers and Consultant Clinical Oncologists any matter of clinical concern.
16. To support Radiographers in maintaining and developing professional and personal skills and standards
17. To liaise with all other disciplines/specialties/voluntary agencies as required.

MANAGERIAL

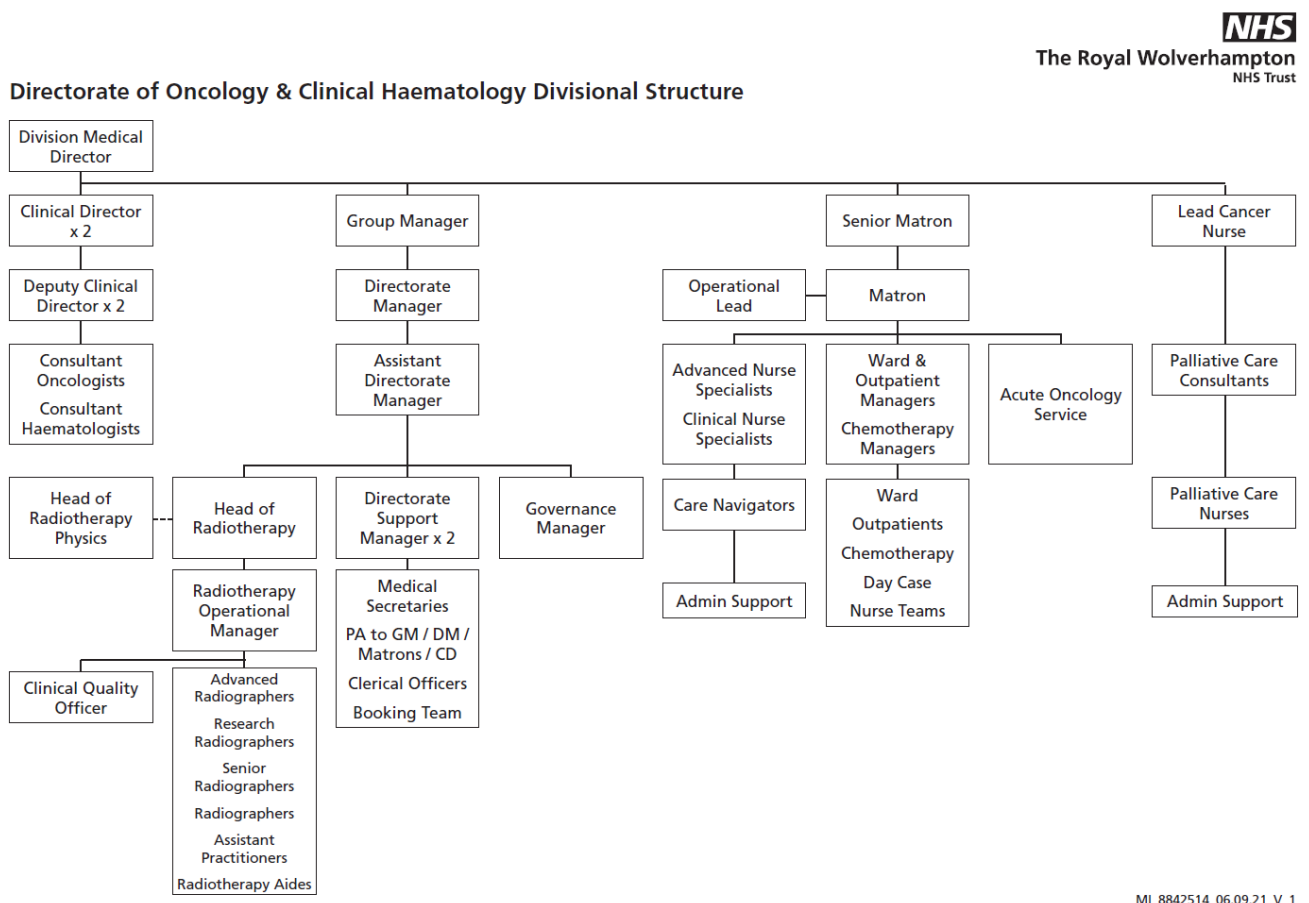
1. To provide in liaison with the Radiotherapy Operations Manager and Band 7 Radiographers, the daily effective, efficient and patient centered radiotherapy treatments.
2. To participate in recruitment, selection and induction of junior staff.
3. To undertake annual staff appraisal and performance review and ensure personal development plans are in place.
4. To maintain accurate departmental records and statistics, producing management information on activity and workforce as required.
5. To ensure safe operation of all equipment working with the Medical Physics department regarding operational procedures.
6. To be responsible for the compliance of staff with all statutory and local regulations.
7. To create, maintain and enhance effective working relationships
8. To assist the governance lead in clinical governance and risk management issues.
9. To play an active role in the formal quality assurance programs
10. To cover and liaise with other Advanced Practitioners in their absence

EDUCATIONAL

1. To demonstrate a continuous process of professional and personal development in order to develop own and others skills and be aware of the changing needs of the service.
2. To play an active role in the training and development of all staff and students during their clinical duties.

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.

3. Organisational Chart



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.

To comply with the Local Rules of the Directorate in accordance with the Ionising Radiation Regulations 2017 and IR (ME) R.

To act as a responsible person (Fire) providing cover for other Band 7 staff in their absence

1. To undertake risk assessments in respect of health and safety regulation

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>	State Registration HCPC	E	AF
	BSc Radiography or DCR(T)	E	AF
	MSC in Oncology/radiotherapy	D	AF
Experience/Skills <i>(Type and level of experience required to fulfil duties)</i>	Highly developed specialist radiotherapy knowledge	E	AF and Int.
	Substantive clinical and supervisory experience in area of clinical expertise	E	AF and Int.
	Experience of developing and implementing new techniques /protocols	D	AF and Int.
	Masters equivalent knowledge of routine and highly specialist radiotherapy techniques and associated requirements for patient care.	E	AF and Int.
	IT skills	E	AF
	Able to analyse and interpret complex technical situations and decide upon appropriate action	E	AF and Int.
	Decision-making skills	E	AF and Int.
	Problem-solving Unsupervised role	E	AF and Int. AF
Communication Skills <i>(Indication type of communication and</i>	Excellent communication skills	E	AF and Int.
	Face to face with patients /carers and relatives, communicating complex and	E	AF and Int.

<i>audience. e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	sensitive information		
	Presentations of highly complex information to multidisciplinary colleagues	D	AF and Int.
	Present technical information	D	AF and Int.
	Ability to manage difficult situations	E	AF and Int.
Flexibility <i>(Note here any flexibilities required by the post. e.g. Shift Working required, New tasks may need to be undertaken frequently,)</i>	Occasional shift working	E	AF
	Ability to extend working hours	E	AF
	Adaptable	E	AF
	New tasks to be frequently undertaken	E	AF
	To cover on behalf of absent colleagues	E	AF
Other <i>(Any other key issues not recorded elsewhere in JD or person spec.)</i>	VDU - frequent use	E	AF
	Clinical /Professional	E	AF
	Enclosed environment - artificial light Chemicals	E	AF
	In contact with acute patients -cancer diagnosis, relatives and carers, dealing with distressed patient relatives and carers on a daily basis	E	AF
	Some contact with bodily fluids	E	AF
	Some lifting/manual handling of patients/heavy objects	E	AF
	Need personal coping mechanism	E	AF and Int.
	Ability to concentrate for prolonged periods whilst caring for patients during constant interruptions	E	AF and Int.

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

	Designation	Name	Signature	Date
Post Holder				

