

Job Description

Clinical Support Health Group

Job Title: Level 6 Apprenticeship in Therapeutic Radiography

Band: 3

Accountable To: Radiotherapy Manager

Reports To: Advanced Practitioner for Professional Education

Tie in period: On completion of the 3 years, the apprentice will move to a period of preceptorship and will be expected to work in the department for 2 years.

OUR VALUES

CARE

We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive.

We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable.

HONESTY

We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions.

We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts.

ACCOUNTABILITY

We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide.

We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust.

Job Summary: To follow a three year training programme encompassing theory and practical experience working towards a degree in Therapeutic Radiography. The trainee will undertake the practical training whilst working with a team of Therapeutic Radiographers

who form part of a multidisciplinary team providing the Radiotherapy service. During the period the trainee will be in a supernumerary role within the department. Upon completion of their 3 year training they are expected to have completed their undergraduate degree in Therapeutic Radiography. They will register with the Healthcare Professions Council (HCPC) in order for them to become a practising Therapeutic Radiographer within the team.

Knowledge and Skills

Communication and Relationship Skills

- Ability to communicate sensitively with cancer patients, relatives and carers that have recently received bad news or coming to terms with their diagnosis.
- Ability to communicate sensitively with patients that have additional needs for example; Dementia, mobility issues, physical/mental/emotional changes due to their diagnosis
- Work flexibly as part of a team
- Participate in team meetings to discuss departmental issues and contribute to developments.
- To work collaboratively on a day to day basis with others to contribute to the smooth and efficient running of the service

Knowledge, Training and Experience

- To participate fully in the theoretical training e.g. attend all lectures and meetings as required of the degree course at the Higher Education Institute (HEI) or local departmental training.
- Complete and submit course assignments in a timely manner.
- To undertake training and development to maintain and develop personal skills, up-to-date and effective practice and knowledge in relation to the role through continuing professional development.
- Comply with all mandatory training
- Complete the competency based training providing evidence in the required portfolio/degree modules.
- Complete an annual appraisal with clear objectives aligned with your year of training
- Act as peer support in years 2 and 3 to apprentices or undergraduate degree students commencing their programmes

Analytical Skills

- Comply with departmental protocols; under supervision
- Can use their own judgement following assessment of patient and identifying needs that require escalation to a registered professional in the team eg side effect review
- Will develop their skills in analysing complex treatments during the course of their training, will contribute to clinical discussion under the supervision of the team

Planning and Organisational Skills

- Understand the departmental processes and can assist with the daily workflow for

- the area they are working in.
- Manage their own time effectively eg academic requirements with the clinical service

Physical Skills

- Following the manual handling policy transfer patients on and off equipment couches ensuring the safety of patients and staff
- They will have the ability to position patients to millimetre accuracy

Responsibilities

Responsibilities for patient care

- The post holder will ensure they are following the local policies and guidelines to deliver high quality patient care.
- Responsible for monitoring, maintaining and cleaning environments; including equipment pre/post procedure
- Highlight any concerns regarding patient safety to the senior radiographer in their team immediately.

Responsibilities for Policy and Service Development

- Suggest any quality improvement ideas to the senior Therapeutic Radiographer in their where appropriate.
- The post holder will be responsible for ensuring they are up to date with the Quality documentation by regularly monitoring their outstanding tasks in the Quality Management System (QMS).

Responsibilities for Financial and Physical Resources

- Endeavour to use resources effectively and efficiently
- Ensure the safe use of capital equipment and supplementary equipment used in radiotherapy procedures
- Report and escalate faults when required, following departmental policy.

Responsibilities for Information Resources

- Follow all Information Governance policies procedures and guidance.
- The post holder will ensure all patient records are clear, unambiguous and accurate.

Responsibilities for Research and Development

- Participate in simple audit/research and development programs under supervision

Freedom to Act

- Ensure personal compliance with mandatory and personal development programs

according to service needs. Ensure personal compliance with departmental and trust codes of conduct and work within agreed Trust local policies and protocols. Promote and ensure equality, diversity rights for all.

- Take on delegated roles as appropriate

Effort and Environment

Physical Effort

- Good hand-eye co-ordination, hearing and eyesight.
- Good general fitness and overall strength and flexibility due to manual handling of patients and equipment. This is required for every patient throughout the working day and staff will follow Trust and local procedures for moving and handling patients and equipment.
- Moving immobile patients into the correct treatment position, manually or with hoists.
- Good concentration levels, as the post holder is required to remain mentally alert at all times, including frequent use of VDU's

Mental Effort

- Concentration required throughout the day while clinical decisions for each patient

Emotional Effort

- Daily contact with patients that are at various stages of disease many of which will be on palliative pathways and very unwell.
- You will work flexibly to be able to re-prioritise workload

Working Conditions

- You will be able to establish and maintain contacts with patients and staff across the Radiotherapy service.
- You will adapt to working in variety of situations according to service needs and priorities on a daily basis, this will potentially include situations including managing bodily fluids and odours due to the patients' health condition.
- Work wearing PPE where appropriate.

Health and Safety

In addition to the Trust's overall responsibility for your health and safety you have a personal

responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

You are responsible for the implementation and adherence to Trust safety policies and procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measure implemented.

You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit.

Infection Control

In addition to the Trust's overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care within the organisation. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust.

Sustainability

To actively support the Trust's goals for sustainability by encouraging and adopting sustainable ideas and practices.

Safeguarding

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee* you have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are

concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies which are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in the light of developing organisational and service needs, and wherever possible change will follow consultation with the post holder.

**Person
Specification**

Job Title: Therapeutic Radiographer Apprentice

Department: Radiotherapy

Requirement	Essential	Desirable	How Assessed
Qualifications	<p>A-levels or BTEC National (in a relevant subject) 120 points, including one of the sciences or social science)</p> <p>Approved access to HE Diploma in Health studies</p> <p>Completion of Foundation year in Health, Sports, Science and Social care (Sheffield Hallam University)</p> <p>GCSE Maths and English (at least grade C or 6.)</p> <p>Meet the criteria for the academic component</p>		Application form
Experience	<p>Computer literate</p> <p>Working with people.</p>	Practical experience of working with vulnerable people	Application Form
Skills, Knowledge and Ability	<p>Excellent communicator</p> <p>Team worker</p> <p>Ability to follow instructions</p>		Application Form. Interview
Personal Attributes	<p>Values and respects others, treats everyone as an individual, is non-judgemental</p> <p>Motivated to be</p>		Application form, interview

	<p>genuinely kind and caring</p> <p>Helps and co-operates with colleagues</p> <p>Pro-active and takes responsibility</p> <p>Willing to learn, open to change. Motivated to make a difference in whatever way they can</p> <p>Takes pride in themselves, their appearance, their role and where they work</p> <p>Good interpersonal and communication skills</p> <p>Ability to use initiative and be self-motivated</p> <p>Conscientious</p> <p>Be able to maintain composure in stressful situations</p>		
Other Requirements	<p>Ability to work across all sites within the Trust</p> <p>Able to carry out manual handling duties of the post.</p>		

Organisational Chart

