

SHREWSBURY AND TELFORD HOSPITALS NHS TRUST
LINGEN DAVIES CENTRE
RADIODTHERAPY DEPARTMENT
JOB DESCRIPTION

POST TITLE

Radiographer (Band 5)

BASE

Royal Shrewsbury Hospital

DEPARTMENT

Lingen Davies Radiotherapy Department

MANAGER RESPONSIBLE TO

Radiotherapy Services Manager via Band 7 Radiographer

PROFESSIONALLY RESPONSIBLE TO

Radiotherapy Services Manager via Band 7 Radiographer

POST PURPOSE / SUMMARY

To carry out all aspects of Radiotherapy treatment under the supervision of senior staff in line with IR(ME)Regulations and the requirements of the Radiotherapy Services Manager.

To work alongside other professional groups to improve the quality of care for patients receiving radiotherapy at this centre.

To rotate through all areas of the radiotherapy department as specified by the superintendent radiographer.

Ensure the needs of the patient are identified and met.

To participate in CPD.

ORGANISATIONAL POSITION

See attached sheet.

SCOPE AND RANGE

To work on a treatment unit, or in pre-treatment within the radiotherapy department at Royal Shrewsbury Hospital; as rostered by the superintendent radiographer. Provide direct supervision of student radiographers and radiotherapy care assistants.

Participate in IGRT and virtual simulation

Participate in on-call rota, late cover and Bank Holiday working and occasional shift pattern if required

PRINCIPLE DUTIES AND RESPONSIBILITIES

Professional and Technical

1. Maintain high professional standards and technical ability in accordance with the requirements of the Radiotherapy Services Manager with the professional competence to keep HPC registration, treating patients safely and efficiently in line with Trust policies, departmental QA protocols and IR(ME)R regulations and HPC standards of conduct, performance and ethics. Take due care with all equipment ensuring that any faults or variations from normal are documented and reported.
2. Assist technically with and oversee all procedures relating to the patients pathway in radiotherapy on a daily basis, including:
 - Safe operation of specialised and complex equipment
 - Accurate interpretation of treatment requests, competent in CT scanning
 - Confirm patients consent
 - Accurately position immobilisation devices
 - Construct orfit * shells for palliative patients
 - Tattoo patients
 - At CT accurately record patient position and position of accessory devices
 - Maintenance of complete and accurate treatment records
 - Calculation of treatment plans
 - Input treatment parameters onto computerised verification systems
 - Accurate interpretation of treatment sheets and plans
 - Undertake verification using IGRT
3. Provide high standards of patient care, respecting confidentiality, promoting good communication and appropriate information, and work with more senior staff to ensure that patient needs are met.
4. Monitor and report any changes in the medical condition of patients undergoing treatment to other team members.
5. Participate in the clinical training of students, assistant practitioners and care assistants within the team. Ensure their understanding and compliance with agreed regulations and procedures.
6. Promptly report any deviations from prescribed treatment. Record observations and comments in the patient's treatment file, sign and date these annotations. Undertake a personal responsibility to maintain an up-to-date knowledge of new oncology practices, and undertake CPD
7. Participate in the on-call rota for emergency weekend duties
8. Bring to the attention of the Band 7 or Team Lead radiographer any areas of concern that may affect the treatment or well being of patients within the department.

Systems and Equipment

The radiographer must safely and efficiently manipulate all complex, specialised equipment associated with the treatment of cancer patients undergoing treatment with potentially lethal doses of ionising radiation, this includes:

- Linear accelerator
- CT scanner
- Superficial and Orthovoltage machines
- Patient scheduling system
- Record and verify systems
- Image acquisition
- Image processing
- IT skills e.g. word, excel, PowerPoint etc.
- Patient record system
- Digital camera and associated software
- Manual handling equipment
- Patient immobilisation equipment
- Mould room equipment
- Intercom and telephone systems
- Bleeps

Decisions, Judgments and Freedom to Act

- If a radiographer has any concerns about the accuracy of a treatment or the wellbeing of a patient they must report their concerns to either a senior or superintendent radiographer and not proceed with the treatment of that patient until their concerns have been addressed to their satisfaction.
- A radiographer has sufficient initiative to support the safe and efficient operation of the working area, but will refer most decisions to a more senior radiographer.
- They are able to answer most patient queries and give complex, sensitive information and advice to cancer patients and their carers during treatment.

Communications and Relationships

The radiographer works alongside other therapy radiographers, students, assistant practitioners and care assistants who work within the radiotherapy department. A radiographer also communicates verbally with:

- Physicists
- Medical technical officers
- Oncologists
- Nursing staff on Ward 23 and in the chemotherapy day centre
- Clinical Trials staff
- Macmillan Therapy Team
- Receptionists
- Secretaries
- Clinic staff
- Other professional groups

Whenever required, a radiographer records observations and comments in the patient's treatment file, and signs and dates these annotations. The treatment sheet is completed and signed each day of a patient's treatment, and when required measurements that verify the accuracy of treatment are recorded.

Incident reporting is carried out using the Trust Incident Reporting forms.
Authorised QA forms are used for Non-conformance reporting and concessions.

Physical, Mental and Emotional Demands of the Post

- A radiographer is on their feet for the greater part of their working day, walking between the control area and the treatment room at least twice for each patient treated.
- They must have excellent spatial awareness and dexterity so that they can safely and efficiently manoeuvre complex and highly specialised equipment around patients as well as accurately positioning patients and other required accessory equipment are positioned ready for treatment each day.
- Safely transfer patients from wheelchairs and beds to the treatment couch and occasionally fetch bedridden patients from the ward.
- An integral part of the radiographer's role is to monitor the health of patients on treatment each day and report concerns to more senior staff.
- A radiographer must sustain concentration throughout treatment sessions in order accurately interpret instructions on treatment sheets and also concentrate on the machine's operation to detect any variance from normal at the earliest opportunity so that any faults can be repaired.
- Therapy radiographers treat terminally ill patients as part of their daily workload, on occasion these patients and or their carers can be very distressed and require calm and compassionate care.
- Anxious patients, and or their carers on occasion, can also be extremely emotionally demanding.

WORKING CONDITIONS

The postholder works in an environment where high levels of ionising radiation are used under rigorously controlled procedures that minimise the risk of occupational exposure. They may occasionally be exposed to unpleasant body odours, bodily fluids (e.g. faeces, vomit) which are highly unpleasant, infection control risks e.g. HIV, Hepatitis, MRSA and ESBL.

Cleans soiled equipment and disposes of soiled linen which is unpleasant and on rarer occasions highly unpleasant.

There is also the possibility of being exposed to aggressive behavior from patients, relatives and staff.

During the working day radiographers occasionally tattoo patients

HEALTH & SAFETY

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and

- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

INFECTION PREVENTION AND CONTROL

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this

information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust’s approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

STAFF/PUBLIC RELATIONS

The Lingen Davies Centre was provided and is partly maintained through the use of public funds. In recognising this staff of the department should be prepared on occasion to take part in public relations work when requested.

The Oncology Service is receiving an increasing number of visits from other Health Care Professionals and the post holder is expected to take part in their education if required to do so.

Self help and Support groups for people with cancer are integrated in the Oncology Service and the post holder should be aware of their activities.

This job description does not contain an exhaustive list of duties and you may be required to undertake additional responsibilities. It is a dynamic document that will be subject to review with the post-holder in order to adapt and develop the role according to service needs and hospital policies.

<u>MANAGER</u>	<u>POSTHOLDER</u>
<u>Name</u>	<u>Name</u>
<u>Signature</u>	<u>Signature</u>
<u>Date</u>	<u>Date</u>