

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

POST TITLE

Image Matching Specialist Radiographer (Band 7)

BASE

Royal Shrewsbury Hospital

CENTRE

Surgery, Oncology and Haematology

DEPARTMENT

Lingen Davies Radiotherapy Department

HOURS OF DUTY

37.5 over 4 days with occasional On-call, Saturday and Bank Holiday working

MANAGER RESPONSIBLE TO

Radiotherapy Services Manager

PROFESSIONALLY RESPONSIBLE TO

Radiotherapy Services Manager

POST PURPOSE / SUMMARY

To provide first line supervision of the whole IGRT process, including technical oversight for the implementation of new image matching techniques.

To provide image match training and competency assessment

To deputise for the Radiotherapy Services Manager as appropriate

To bring to the attention of the Radiotherapy Services Manager any areas of concern within the service and to assist in developing a response to these concerns in line with agreed departmental policy.

To ensure that the needs of the patient are identified and met at all times. Liaise with other sections within the department. Ensure the needs of the patient are identified and met.

To participate in CPD.

SCOPE AND RANGE

The Imaging Specialist Radiographer is responsible for overseeing the IGRT process, liaises with other departments, provides and co-ordinates staff training in IGRT ensuring that staff IGRT competencies are valid, recorded and up to date. They will have a wide scope to act within the department providing advice for staff on all IGRT issues.

MAIN DUTIES AND RESPONSIBILITIES

IGRT

The Imaging Specialist Radiographer in radiotherapy will 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.

To recommend new imaging protocols as new treatment techniques are developed.

To work with the Clinical Trials Team in the delivery of required imaging for all radiotherapy trials.

They will be required to work as part of a team to ensure that all radiotherapy has relevant and appropriate imaging protocols in place.

To ensure that imaging is a part of all new technique developments.

To ensure that regular training and audit of current practice is undertaken and results are disseminated in a timely manner both up and down the chain of line management.

They should participate in any root cause analysis of imaging errors and work to implement and disseminate any learning.

They should work to agreed timelines in a collaborative manner with any professional in the multidisciplinary team.

Produce management information as required.

Be involved in the internal and clinical audit process within the department

Initiation, set up and running of IGRT site group meetings

In collaboration with the Clinical Oncology consultants to develop skills and expertise which will allow expansion of the IGRT role to allow greater contribution to overall patient care.

Maintain professional and competent radiographic skills, sufficient to maintain state registration, in accordance with the requirements of the Radiotherapy Services Manager.

Participate in the on-call rota for emergency duties

Work closely with senior radiographic staff to ensure that staff are competent to carry out the IGRT tasks expected of them in the line of duty.

They will be able to deal with complex issues and tackle and solve problems. They are required to demonstrate sound judgment, personal responsibility and initiative in complex and sometimes contentious situations.

Liaise with all other health professionals to promote a smooth and efficient workflow through the department and to take responsibility for decisions and actions taken.

Monitor the health of patients undergoing treatment and inform the consultant or his appointed deputy of any areas of concern.

Ensure as far as possible, that the needs of the patient are identified and met.

Accept personal responsibility to maintain an up to date knowledge of oncology and radiotherapy practice, and to ensure this knowledge is widely shared throughout the department

Inform the Radiotherapy Services Manager or their deputy of any areas of concern that could affect the treatment or well being of patients within the department.

Take personal responsibility for tasks within their job description.

Assist in promoting the public image of the department

Managerial

Carry out day to day supervision of the orthovoltage unit (Gulmay) and Linear Accelerators if required, paying due regard to the needs of the patients, staff and service.

To ensure that the objectives and the policies of the department are met as identified by the Radiotherapy Services Manager.

To work with the Radiotherapy Services Manager, to take responsibility for the promotion of morale, discipline and good working relations within the Radiotherapy Department.

To assist with day to day workload management.

To be responsible for promoting Continuous Professional Development, Professional Competency, and assist in identification of training requirements of the Radiotherapy staff.

To produce management information as required

Systems and Equipment

The post holder will be expected to be competent in the use of the following equipment and systems associated with the treatment of patients with potentially lethal doses of ionising radiation:

- Linear accelerators
- CT
- Superficial and Orthovoltage machines
- Booking system
- Record and verify systems
- Image acquisition: both in CT and Linear Accelerator inc MV, kV and CBCT
- Image matching
- IT skills e.g. word, excel, PowerPoint etc.
- Patient record system
- Digital camera and associated software
- Manual handling equipment
- Patient immobilisation equipment
- Intercom and telephone systems
- Bleeps

Decisions, Judgments' and Freedom to Act

Work under remote supervision, which is regulated via regular meetings, pro-active communication, Trust and departmental policies.

Within the professional Codes of Practice, Trust policies and procedures, has freedom for day to day decision making. Follow codes of practice guidelines.

Responsible for own workload and prioritising of that workload

Responsible for recording and reporting of imaging non-conformities

Be involved in implementation of changes and developments in IGRT in the department

Take a lead role in developing IGRT, updating relevant policies and protocols, and making changes within both a team and departmental situation.

Communications and Relationships

On occasion give reassurance, together with complex and often sensitive information to cancer patients and their carers. Complex verbal guidance, instruction and advice is given to more junior staff, care assistants, student radiographers and clinicians

Communicate effectively with:

- Colleagues
- Radiotherapy Service Manager
- Radiographers
- Clinicians
- Radiotherapy physics staff
- Nursing staff on wards and in Chemotherapy day centre
- Clinical Trials staff
- A&C staff – receptionists, medical secretaries, ambulance administrative staff, OPA clinic staff
- Patients and carers
- G.Ps and District Nurses
- Visitors,
- Relatives,
- Students
- Members of the public within the department, Trust and other organisations both verbally and in writing

Records observations and comments in the patient's treatment file, and signs and dates these annotations.

Records of all exposures and information required for accurate treatment of patients.

Incident reporting is carried out using the Trust Incident Reporting forms

Physical, Mental and Emotional Demands of the Post

The post is on occasion physically demanding requiring very good coordination, sensory skills, spatial awareness, dexterity, manipulation, strength, stamina, speed and accuracy, a high level of responsiveness, agility and keyboard skills.

High levels of concentration are required to deal with:

- Management of own workload
- Production and updating of protocols and procedures
- Completion of audits
- Organisation of meetings and training sessions
- Constant interruptions, and to achieve daily deadlines and long term goals.

The postholder deals with emotionally stressful situations including cancer patients and their relatives receiving bad news, dealing with treatment and disease side effects, supporting emotional problems of colleagues and working occasionally with terminally ill patients.

Efficiently manage the demands of clinicians.

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

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 Trust's 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>