



## IMAGE MATCHING SPECIALIST RADIOGRAPHER (BAND 7)

INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.





# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



# OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

# OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

## A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

*Louise Barnett*

Louise Barnett  
CHIEF EXECUTIVE OFFICER

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Image Matching Specialist Radiographer</b>
<b>Band</b>	<b>Band 7</b>
<b>Directorate</b>	<b>Service Delivery Directorate</b>
<b>Accountable to</b>	<b>Radiotherapy Services Manager</b>
<b>DBS Required?</b>	<b>Yes, Enhanced DBS</b>

## JOB OVERVIEW

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, Judgement 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.



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• BSc in radiographic studies or equivalent DCRT</li> <li>• State registration with the Health and Care Professions Council (HCPC)</li> <li>• Postgraduate study at MSc level or equivalent in a Radiotherapy IGRT treatment related subject</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification</li> <li>• Willing to undertake further post graduate learning at MSc level in related subjects</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Professional specialist knowledge and skill acquired through relevant practical experience post qualification on a full range of radiotherapy equipment and areas.</li> <li>• Wide range of experience in radiotherapy treatment modalities, equipment and techniques resulting in the physical skills required to precisely position a patient for radiotherapy.</li> <li>• Comprehensive understanding of national issues that will influence practice.</li> <li>• Treatment experience at a senior level</li> <li>• Management experience</li> <li>• Demonstrates application of expert knowledge into practice</li> <li>• Knowledge acquired during MSc post graduate training and knowledge and skills gained from extensive experience in clinical practice</li> <li>• Training and professional experience including oncology; fully comprehensive and detailed knowledge of disease process and treatment</li> <li>• Competent in IGRT for all sites</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement with staff training and service improvement</li> <li>• Experience of leading and organising change</li> </ul>



<ul style="list-style-type: none"> <li>• Knowledge of current radiotherapy developments</li> <li>• Radiobiology: effects of radiation on biological systems</li> <li>• Principles of radiotherapy techniques</li> <li>• Application of radiation physics to radiotherapy</li> <li>• Research and audit</li> <li>• Legislation associated with ionising radiation in medicine (Ionising Radiation (Medical Exposures) Regulations (IRMER))</li> <li>• Human anatomy and physiology</li> <li>• Chemotherapy – drugs and modes of action</li> <li>• Understanding the Professional Code of Conduct</li> <li>• Requirements of ISO9001/2015</li> </ul>	
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# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Management and leadership</li> <li>• Strong team player and team builder</li> <li>• Ability to formulate ideas and developments.</li> <li>• Good interpersonal skills</li> <li>• Good organisational skills</li> <li>• Empathy, respect, tolerance to all individuals without discrimination</li> <li>• Employs reflective practice.</li> <li>• Patient focussed.</li> <li>• Ability to analyse data.</li> <li>• Assimilate information.</li> <li>• Takes responsibility for skill acquisition where a training need is identified.</li> <li>• Ability to adapt and apply skills in a variety of situations.</li> <li>• Good IT/keyboard skills sufficient to support practice.</li> <li>• Use of MS Word/Excel</li> <li>• Use of Aria (Radiotherapy Management system)</li> <li>• Good presentation skills</li> <li>• Facilitates and contributes to team development and objectives.</li> <li>• Ability to plan, allocate and evaluate workload with due consideration to staffing.</li> <li>• Demonstrates good time and resource management.</li> </ul>	

## OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Take initiative in a professional manner.</li><li>• Ability to make decisions.</li><li>• Review and implement change.</li><li>• Creative thinker</li><li>• Organised – self and others.</li><li>• Works without supervision</li><li>• Enthusiasm for development of role and self</li><li>• Understand impact of own actions</li><li>• Identify and resolve conflict.</li><li>• Motivate others.</li><li>• Negotiate and persuade.</li><li>• Appreciation of multi-disciplinary nature of the oncology service</li></ul>	

## GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## 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 (IPC)

The prevention and management of acquired infection is a key priority for the Trust. 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 colleagues; 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.

- **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** - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. 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, to protect yourself and the Trust from any possible 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 continuous personal development including, 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

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

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 Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH 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 make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital