

Job title:	Therapy Radiographer
Band:	5
Hours of work:	37.5
Location:	Radiotherapy Department – Oncology Centre
To whom professionally accountable:	Head of Radiotherapy
To whom responsible:	Head of Managerial Operations
Job summary:	<p>To work within a team of radiographers to provide accurate and safe planning and delivery of radiotherapy treatment.</p> <p>To work as a member of the Multi-disciplinary Team (MDT) in the total care of patients undergoing radiotherapy treatment.</p> <p>To give support and advice to patients and their carers throughout the course of radiotherapy treatment.</p> <p>To ensure the highest standard of care is provided at all times within the resources available.</p>

Key duties and responsibilities:

Clinical

- To work with and under supervision of the Senior Radiographer in charge of the assigned work area, to provide high quality care with safety and accuracy to patients in accordance with local Trust Guidelines and Codes of Practice.
- To rotate through all areas of the department, working in both pre-treatment and treatment areas according to local rota.
 - To perform CT scanning of patients in conjunction with permanent CT staff.
 - To ensure patient planning procedures are carried out to a high standard and all information annotated accurately within Mosaicq.

- To be able to interpret and upload patient planning data, feeding relevant information into the Radiotherapy Electronic Patient Management System.
- To be competent in all aspects of dose calculation.
- To deliver external beam radiotherapy on all treatment units, following work instructions and procedures – reporting deviations as they occur.
- To position the patient accurately from annotated instructions using immobilisation devices as required.
- Checking treatment parameters against documentation.
- Using treatment console to deliver the correct dose of radiation.
- To participate in the on-call system provided in the radiotherapy department.
- To ensure accurate and appropriate information is given to all patients and carers regarding all aspects of radiotherapy, including pre and post treatment information advice.
- To carry out pre-treatment, treatment and summary checks.
- To correctly identify patient's and assess each on a daily basis to identify any changes which may affect the patient's treatment and take action as appropriate including liaising with appropriate senior staff.
- To take images and carry out gross error checks and verification of images using computer software where appropriate.
- To accurately use Thermoluminescent dosimetry and diodes as part of departmental quality assurance.
- To maintain accurate patient documentation in the computer data base throughout course of treatment.
- To ensure personal radiation protection and consider that of others.
- To use manual handling aids as required, moving patients appropriately around the department.
- To participate in departmental audit and R&D as required by national and local initiatives.
- To implement service improvement in line with Government / local requirements.
- To be aware of own knowledge limitation and seek advice accordingly or refer to senior colleagues.

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Educational

- To further develop post graduate knowledge and competency in all radiotherapy techniques.
- To identify areas of specialist interest and undertake clinical, theoretical and practical training to increase level of expertise.
- To further increase post graduate knowledge in cancer site specific treatment.

- To undertake training in communication and team building skills as required.
- To monitor, report and implement changes in the Quality Assurance programme in conjunction with the Quality Assurance Manager and Senior Radiographers.
- To work with the students / trainees in the department and act as mentor / assessor as required, assessing their performance during training.

Technical

- To rotate through all pre-treatment and treatment units, including brachytherapy.
- To be competent in the use of all types of equipment within the radiotherapy department, including pre-treatment, computer planning and treatment units.
- To identify and report any faults to the appropriate member of staff and ensure the faults are logged correctly.
- To initiate emergency action as necessary.

Professional

- To adhere to IR(ME)R regulations.
- The post holder must be qualified to act as an 'operator' in Radiotherapy as defined by IR(ME)R.
- To work flexibly in accordance with service needs including evenings, bank holidays and weekends.
- To act in a professional manner at all times in accordance to the Addenbrooke's Hospital Policies and Procedures and the Radiographers Professional Code of Conduct.
- To ensure confidentiality and dignity of the patient is recognised and respected at all times.
- To be punctual and maintain the professional standard of the department and where possible make suggestions on improvement.
- To be responsible / accountable for own actions within the treatment area as stated in the Radiographers Professional Code of Conduct.
- To maintain records of continuous professional development, ensuring professional and technical competence is maintained.

General Compliance:

1. To comply with all Trust Policies and Procedures, with particular regard to

- Risk Management	- Health & Safety	- Information Governance
- Confidentiality	- Data Quality	- Freedom of Information
- Equal Opportunities	- No Smoking	- Being Open: a duty to be candid
2. All staff have a responsibility to comply with the current infection prevention and control policies, procedures and standards and ensure they have received training on infection prevention and control issues including hand hygiene and received refresher training appropriate to the job role. All staff should practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment is clean, safe and tidy.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. To follow all the Trust Security policies and procedures and be vigilant to ensure the safety and secure environment for care.
5. All staff that have access to or transfers any data are responsible for those data, it must be kept secure and they must comply with the requirements of the Data Protection Act 1998 and the common law on confidentiality. All data must be kept in line with the Trust's policies and procedures. Data includes all types of data i.e. patient, employee, financial, electronic, hard copies of printed data or handwritten data etc.
6. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
7. The Trust is committed to carefully screening all staff who work with children and vulnerable adults. If this applies to this post, the appointment will be subject to a satisfactory Disclosure and Barring Service disclosure (formerly the CRB disclosure) of the appropriate Level.
8. All staff will receive training on Child Protection -Safeguarding Children Policies and Procedures as part of Induction and receive refresher training appropriate to the job role; this will equip the post holder with the knowledge of what you will need to do if you have concerns about the welfare of a child/young person under aged 18.
9. Participate in an annual Appraisal and Development Review meeting and ensure you are meeting the Trust's Performance Standard for the post.
10. CUH is a smoke free campus. All employees must comply with the requirements of the No Smoking Policy and support the processes and practices in place in relation to patients and visitors
11. To uphold the Trust Values and Behaviours standard.
12. Perform any other duties that may be required from time to time.

Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.

Our Trust values and behaviours

Values	Behaviours	Love to see	Expect to see	Don't want to see
Safe I never walk past, I always speak up	Safety	Shares lessons learned to help others to improve safety.	Always follows agreed safety and wellbeing procedures. Learns from mistakes and asks for help if they need it.	Shows a lack of focus on safety and wellbeing in their day-to-day work.
	Raising concerns	Encourages others to raise concerns about safety or attitude.	Speaks up every time standards on safety, care or dignity are not met. Welcomes feedback.	Keeps concerns to themselves, and rejects feedback about their own behaviour.
	Communication	Seeks ways to enhance understanding of information being communicated to meet people's needs.	Keeps people informed and gives clear explanations in ways people can understand.	Doesn't give people the information they need. Uses jargon inappropriately.
	Teamwork	Encourage others to contribute and demonstrates better ways of working within and across teams.	Works as part of a team. Co-operates and communicates with colleagues. Values other people's views.	Excludes others and works in isolation.
	Reassuringly professional	Is constantly aware that what they say and do affects how safe other people feel.	Is calm, patient and puts people at ease. Takes pride in their own appearance and our environment.	Passes on their negativity/stress. Is critical of other teams or colleagues in front of others. Displays unprofessional appearance.
Kind I always take care of the people around me	Welcoming	Goes out of their way to make people feel welcome.	Is polite, friendly, makes eye contact, smiles where appropriate and introduces themselves. 'Hello my name is...'	Ignores or avoids people. Is rude or abrupt, appears unapproachable/moody.
	Respectful	Applies a broader understanding of the diverse needs of patients/colleagues. Supports others to be themselves.	Treats everyone as an equal and valued individual. Acts to protect people's dignity.	Ignores people's feelings or pain. Makes people feel bullied, belittled or judged.
	Helpful	Thinks about the needs of others. Goes the 'extra mile' for other people.	Is attentive and compassionate, helps people who need help, or finds someone who can. Never walks by.	Makes people feel like a burden: 'It's not my patient / job / problem'.
	Listen	Makes time to listen to people even when busy.	Listens to people in an attentive and responsive manner.	Disinterested, dismissive or talks over people.
	Appreciate	Goes out of their way to make people feel valued for their efforts and achievements.	Encourages people's efforts. Notices when people live up to our values, says thank you.	Doesn't notice or appreciate people's efforts.
Excellent I'm always looking for a better way	Aiming high	Their positive attitude inspires others to achieve the highest levels of quality.	Always aims to achieve the best results.	Accepts mediocrity or moans without looking for solutions.
	Improving	Helps others to find creative solutions to problems and shares good practice.	Suggests ideas for better ways of doing things and looks for opportunities to learn.	Resists change: 'we've always done it this way'.
	Responsible	Shows enthusiasm and energy to achieve excellent results.	Takes responsibility and has a positive attitude.	Avoids responsibility. Blames or criticises others.
	Timely	Always respects the value of other people's time.	Is on time, efficient, organised and tidy. Apologises and explains if people are kept waiting.	Misses deadlines or keeps people waiting, without explanation/apology.
	Makes connections	Helps others to understand how services connect.	Thinks beyond their own job and team to make things easier for people.	Focuses on their own department needs to the detriment of the people they serve.

Together-**Safe** | **Kind** | **Excellent**

Post Title Therapy Radiographer

Band 5

Department: Radiotherapy

How evidenced: **A** = Application Form **I** = Interview **T** = Test

Factors	Essential Criteria	How Evidenced	Desirable Criteria	How Evidenced
1 Qualifications	1. Diploma of the College of Radiographers Or B.Sc. Hons equivalent. 2. Health Professions Council registrations.	A	Previous health care work	I
2 Experience	Healthcare experience	A		a/i
3 Knowledge	Knowledge of principles and practice of radiotherapy and oncology Knowledge of principles of radiotherapy planning. Working knowledge of Windows programmes Knowledge of and use of different information sources Knowledge and application of national regulations relating to ionising radiation for medical exposure (IR(ME)R) Knowledge and application of regulations related to obtaining informed consent	A/I	Good awareness of the different Treatment Regimes	A/I

4 Skills	<p>1. Computer literate with experience of Microsoft word, excel, access, PowerPoint</p> <p>Able to work autonomously and as part of a team</p> <p>2. Able to prioritise and schedule tasks</p> <p>3. Planning and organisational skills.</p> <p>4. Problem solving skills</p> <p>5. Ability to synthesis information, consider and evaluate risks and options when making difficult decisions</p> <p>6. Ability to make recommendations for change.</p>	A/I		
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5 Additional Requirements	<p>The ability to understand and behave at all times, towards patients, visitors and colleagues according to the Trust values of kind, safe and excellent. This behaviour is outlined on the final page of this person specification.</p> <p>Flexible working hours within those rota'd in department.</p> <p>Competent, professional approach</p> <p>Common Sense / pragmatic / practical</p> <p>Flexible / adaptable / open minded</p> <p>Conscientious / reliable</p> <p>Accurate / thorough / pays attention to detail / methodical</p> <p>Able to cope with stress and pressure and meet deadlines</p> <p>Receptive and sensitive to the priorities of other staff groups</p> <p>Reliable and supportive</p> <p>The following hazards are associated with this job role:</p> <ul style="list-style-type: none">• Regular contact with patients who are immunosuppressed• Contact with patients in a clinical environment• Direct contact with patients• Manual handling• Shift work or night shifts• Continuous use of display screen equipment (DSE) on most days			
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