

**JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION | |
| Job Title: Advanced Practitioner ( Radiotherapy Pre-Treatment)  Responsible to: Head of Therapeutic Radiography  Department(s): Radiotherapy  Directorate: Access and Assurance  Operating Division: Specialist Services  Job Reference: Sco6-5878N  No of Job Holders: 2 | |
| 2. JOB PURPOSE | |
| The post holder will be a specialist HCPC Registered Therapeutic radiographer with advanced knowledge and skills in modern radiotherapy pre- treatment techniques and the application of available pre-treatment technologies. On a day-to-day basis they will participate in the work undertaken in the Pre-treatment section of the Radiotherapy Department, including dosimetry planning. They will work collaboratively with the Principal Radiographers to manage, develop and provide a pre-treatment service for radiotherapy as part of the Department of Clinical Oncology. As an advanced role the post holder will work autonomously and participate in the development ofclinical practice in the pre-treatment section and care of the patient undergoing pre- treatmentprocedures. The post holder will undertake advanced level practice in order to address complex clinical decisions by using expert knowledge and clinical judgement to assess scanning/planningissues, initiate interventions and refer to other colleagues or services as appropriate. The post holder will have a significant role in teaching and training of students, trainee assistants, qualified Radiographers and Specialist Registrars. The post holder will undertake and facilitate the assessment and developments of competence in activities related to the pre-treatment sections and continually improve and maintain the departments competency frameworks for staff. The post holder may be asked to deputise for the Principal Radiographers in clinical situations and will be an internal auditor of the Department Quality System. | |
| **3. DIMENSIONS** | |
| The department is equipped with 3 linear accelerators with a range of imaging modalities, a radiotherapy CT scanner, HDR brachytherapy unit, mould room and computerised planning system. To provide, co-ordinate and develop the provision of continuity of care for patients undergoing radiotherapy while liaising closely with medical staff, nursing staff and specialists as well as other therapeutic radiographers. The post holder will lead the pre-treatment team covering all areas such as mould room, data entry, CT scanner and radiotherapy planning, they will offer their expertise and guidance to all staff working in these areas.  They will also take the the lead in the pre-treatment areas for evidence-based practice through research, implementation and roll out of new processes, procedures and techniques.  The post holder will provide, supervise and assess specialist training to the medical team, radiographers, student radiographers and radiotherapy assistants as well as participating in the training and induction of a new member of staff.  Responsible for safe use of expensive equipment ranging from £30,000 to £2 million. | |
| 4. ORGANISATIONAL POSITION | |
| The post holder will be an Advanced Practitioner Therapeutic Radiographer employed in the Tayside Cancer Centre, Radiotherapy Department. The position of the post and the management and reporting structure is illustrated in the following organisation chart. | |
| 5. ROLE OF DEPARTMENT | |
| Radiotherapy services are provided for the population of Tayside and North East Fife, delivering around 1400 new courses each year. The department delivers radiotherapy services for a broad spectrum of cancers as well as specialist treatments including brachytherapy and SABR. The post holder will work as part of team or independently to provide a highly specialist clinical and technical services to NHS Tayside. The work is within a multi-disciplinary team with close liaison with Clinicians, Physicists, Radiographers, Radiotherapy Helpers, Radiotherapy Technicians, Nurses and Clerical staff. The Radiotherapy Department currently houses three Varian linear accelerators, one Canon Aquillion Wide Bore CT scanner, mould room facilities, HDR brachytherapy facilities and Raystation treatment planning system.  The post holder will provide an environment suitable for the training and education of both post graduate and undergraduate Student radiographers on clinical placement. The department is a clinical training area for student radiographers from Edinburgh Queen Margaret university and Glasgow Caledonian university. There are students on clinical placement throughout the year working with radiographers in all areas of the department. | |
| 6. KEY RESULT AREAS | |
| 1. The post holder will be ultimately responsible for the patients and relatives accessing these services. They will maintain and develop an advanced level of skill to rotate through all areas of pre-treatment (mould room, CT scanner, data entry and dosimetric planning) participating in the clinical rota and day to day organisation and prioritisation of the work as required to deliver an efficient, effective and timely service. 2. The role includes updating written systems of work in the quality system and holder will be expected to participate in audit, research, and lead in development and implementation of new techniques and equipment. 3. Act as a lead for their area of expertise utilising professional responsibility, clinical expertise and organisational skill to deal with many complex activities frequently encountered in radiotherapy and adapt to the constantly changing situations and demands. 4. Have responsibility for the provision of accurate clinical data for the safe delivery of radiation treatment. Understanding the function, quality assurance, limitations and potential dangers of radiotherapy equipment and ensuring that it is used safely by themselves and others. These skills will be required to input and verify critical parameters into the verify and record system, verifying treatment prescriptions and documentation for accuracy and clinical merit in advance of there clinical use. 5. Develop and maintain effective communication with the multi-professional team to access accurate and timely technical and clinical information to support clinical decision making and to empower and educate radiographers and members of the multi-professional team as to the needs of patients with oncological and haematological malignancies. 6. Have responsibility for the provision of patient information and supportive care to people with cancer while undergoing pre-treatment processes. Ability and skills to advise patients about their treatment regime and expected radiation reactions and side effects providing both verbal and written advice on appropriate management. They must apply their clinical knowledge and experience to assess patient condition and fitness for pre-treatment activities and provide advice and support that may recommend discontinuation of radiotherapy, if necessary, based on patient condition. 7. Pursue continued professional development maintaining a portfolio that fulfils the advanced practice career framework, KSF descriptors and the four pillars of practice for reference at yearly review. Remain clinically updated with developments in radiotherapy and oncology to enable collaborative working with line management on the future directions of the service. 8. Promote the role of Allied Health Professionals throughout the organisation, contribute and collaborate with wider healthcare and higher education providers to enable access to training for radiographers and develop educational programmes. 9. Promote, maintain, develop and assess the technical abilities of self and qualified staff, ensuring all practice meets the highest legal, ethical and professional standards. The post holder must lead in creating a positive learning environment and culture within the team to enable all staff to develop skills and expertise and be conducive to learning. Facilitate and plan the delivery of multidisciplinary education and seek out opportunities to develop these by reviewing and analysing the training needs of the staff group. Develop teaching and assessment packages in respect of therapeutic radiography staff competencies in all areas of pre-treatment and apply support to staff to attain these as well as supporting staff who may require additional training or measures to ensure capability. 10. Lead the development of advanced practice, provision and maintenance of advance practice roles and radiographer led services for the patient group, e.g. on treatment review, palliative prescribing, outlining organs at risk, field placement, clinical trial implementation and co-ordination. Lead development and implementation of new methods of working to maximise the use of available and emerging technology that complies with best practice. 11. Observe and comply with the trust’s policies for health and safety, infection control and PIN policies and ensuring these are promoted to the wider team. 12. To support NHS Tayside values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes. | |
| 7a. EQUIPMENT AND MACHINERY | |
| The post holder will be able to use a personal computer and will be competent to use all of the following any combination, some of the simultaneously through the working day.  Range of Linear accelerators with OBI, and other imaging capabilities e.g CBCT  CT scanner and Injector Pump for radiotherapy planning  HDR Brachytherapy unit for treatment delivery  Patient hoists and mechanical lifting aids  Patient beds, wheelchairs and trolleys  Thermoplastic oven and water bath for thermoplastic mould creation  Patient immobilisation and positioning devices for accuracy and reproducibility of treatment  Linear accelerator accessories and attachments  Workstations and console  VERT Compact workstation for virtual environment learning.  **Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided. | |
| **7b. SYSTEMS** | |
| The following are examples of systems which will be used when undertaking the role:  4D gating systems  Treatment Planning System for radiotherapy planning  Virtual Simulation software for radiotherapy planning  Treatment management systems for delivery and recording radiotherapy treatment  Casper radiotherapy referral system  Ensure prompt reporting of non-conformances in q pulse and oncology management failures, radiotherapy errors or slips/trips/falls into DATIX.  Report estates repair issues via the estates online system  Departmental quality management system to comply with ISO9001:15  NHS Tayside intranet and network  Microsoft office applications | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| The post holder is self directed and will organise workload in response to the demands of the service and professional developments. They will work in the broad requirements of the role, with significant discretion to alter their workload to achieve best results, where they are accountable for their own professional actions.  Work review will be alongside other department advanced practitioners and ultimately reportable to principal radiographers as direct line management. Line manager will carry out appraisal yearly in line with KSF outlines, advanced practice career framework and the four pillars of practice.  **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| The post holder decides on how to manage negative or complex staff issues that are having a detrimental effect on team dynamics, beginning the initial stages of disciplinary, grievance and absence management, as appropriate. The post holder will be governed and base decisions under the HCPC professional standards and adhere to the college and society of radiographers code of professional conduct. Any judgement or activity undertaken by themselves or anyone working under their supervision must adhere to NHS Tayside policies relevant to practice and comply with the department ISO9001:15 quality system. Clinical decisions must adhere to ionising radiation legislation (IRR2017) and IR(ME)R 2017 and be made within their scope of associated entitlements. The post holder will:  Make the daily decisions on the management of the workload and staffing allocated to the section if deputising for the Principal Radiographers  Make assessments on the accuracy of equipment about to be used based on the quality assurance checks that they have personally carried out  Justify the adaptation of protocols to meet individual circumstances.  Be responsible for making decisions on the physical and mental wellbeing of each patient about to undergo a radiotherapy procedure. If, when deputising for the Principal Radiographers, it is their judgement that the patient is not fit, having full knowledge of the implications of their actions, they may withhold the procedure until a section leader has been consulted.  Assess each individual patient’s desire and ability to cope with information relating to their disease and its management and then provide, what in their judgement, is appropriate and timely information.  The post holder may, when deputising for the Principal Radiographer, decide that it is in the patient’s best interest to suspend treatment until discrepancies with set up or images have been investigated.  Formally assess the competence of staff, students and trainees against set criteria.  Apply their clinical knowledge and experience throughout the patient’s radiotherapy pathway, where they will independently interpret, apply and verify highly complex data essential for the precise and safe planning and delivery of radiotherapy treatment. They will evaluate the fitness for purpose of the modality, energy and physical parameters prescribed to produce dosimetric radiotherapy plans for individual patients,  Will frequently be asked to give advice and solve problems where they must employ expert knowledge of radiotherapy equipment and techniques. eg when there is a difference between the expectation and the reality of a treatment set up.  Work closely with the Clinical Oncologist ensuring all information is used for accurate treatment decision.  Authorises concomitant imaging (beyond protocol) as an IR(ME)R operator authoriser for CT planning scans and trains senior staff to do so.  Is professionally accountable for his/her own actions (no direct supervision).  Autonomously identifies, prioritises and manages clinical governance and educational workload.  Makes autonomous clinical decisions, identifying, analysing and synthesising relevant information, utilising knowledge, skills and experience of cancer management taking account of the guidance and standards of the HCPC, NHS Tayside and local policies, procedures and protocols.  Recognises own limitations in the provision of clinical care and urgency of patient needs referring to other health care professionals accordingly.  Recognises own limitations in making decisions based on CT planning scanning/virtual simulation/planning discrepancies and refers to / takes advice from appropriate members of the MDT if required. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| Establishing, growing and sustaining the development of a positive local radiotherapy learning environment, particularly within the radiography team.  Actively contributing to effective Band 7 team work, assisting proactive resolution of disputes that may arise in the radiography team within their area and providing regular feedback to staff on performance and individual contributions.  Overcoming barriers to understanding of radiotherapy through expert knowledge, wide evidence base and providing education to; patients, third sector, NHS Staff, visitors, students, media, professional bodies. Being flexible to meet the daily changing circumstances of the department by being able to work in all pre treatment areas at short notice, sometimes taking the lead. | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| Methods of communication will include face to face interactions, telephone conversations, hand-written entries in patient records and the use of information technology systems*.* The post holder will be approachable and capable of effective communication with a wide range of people, both internal and external to the organisation. They will include:  Patients/relatives/carers  Oncology medical staff  Oncology nursing staff  Members of their own team  Clinical scientists (Radiotherapy)  Technical staff (Radiotherapy)  Oncology secretarial staff  Allied health professionals  Radiotherapy students and student visitors to the department from other professions  Colleagues in other teams within the department  University lecturers  The post holder will require excellent interpersonal skills to enable him/her to communicate in a clear and empathetic manner with patients and carers, the highly complex and sensitive information relating to their disease, radiotherapy treatment, treatment preparation and treatment reactions. There is a particular need for sensitivity when asking young women about their pregnancy status, when the nature of the treatment about to be given could make them infertile or require them to have a termination before commencement of treatment. In particular the post holder will:  Provide radiotherapy staff with advice on planning aspects of treatment and attend patient set – up as required.  Alert clinicians to any observed significant changes to patient status.  Be required to use negotiation skills when discussing treatment scheduling and appointments with patients who would prefer an alternative time to that allocated.  Be required to maintain communication with all members of the multidisciplinary team to ensure that there is an effective flow of information relating to the care of every patient and to promote mutual respect and understanding of professional roles and responsibilities.  Need to sensitively diffuse tense situations caused by anxious patients or respond to complaints made by patients or members of the public.  Communicate with visiting university lecturers regarding student clinical education and assessment some of which may be contentious.  Participate in regular radiotherapy staff meetings, at which they may be asked to present on specific topics.  Deliver clinical and formal teaching sessions to own and other professions, including Specialist Registrars, and to present at meetings and conferences | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| Physical: Participate in the safe moving and handling of both patients and equipment in accordance with agreed safe working practice using provided safety equipment. Carry out risk assessment to facilitate safe transfer of patient onto or from the CT and treatment couch or from wheelchairs or trolleys. Select most appropriate ancillary equipment to ensure safe moving and handling procedure in accordance with organisational policy.  There is a frequent requirement to sit at a desk since a substantial proportion of the working time is spent using a computer.  The post holder will occasionally be required to exert moderate physical effort when moving and positioning patients and equipment.  Use high levels of hand, eye and sensory coordination in order to achieve very fine margins of error using highly complex and expensive equipment taking into consideration accuracy and patient safety.  Work at speed when performing procedures on some patient groups e.g. for a critically ill patients,  Tattoo patients  **Mental**: The ability to concentrate is required to assess, plan and scan patients while performing other related tasks. The post holder requires to concentrate while planning each patient’s treatment and reviewing verification and localisation images to ensure that highly complex information is translated into a safe and accurate clinical application.  Ability to make on the spot decisions on courses of actions for the patient and colleagues.  Interruptions are constant and unpredictable from other members of the multidisciplinary team, patients and their relatives/carers and other department or hospitals, these may be by bleep, direct or via telephone.  Supervising staff  Dealing with technical problems such as machine breakdowns and mange the consequences  Adapting to changing work patterns  **Emotional:** The post holder will have to meet the needs of a wide range of cancer patients, from newly diagnosed to the terminally ill. This may often be emotionally difficult and demanding and will require the post holder to recognise when to seek personal support.  The post holder needs to be aware patients for whom the crisis management protocol should be followed, and may occasionally be involved with crisis management if end of life events occur within the Radiotherapy Department.  Assisting and supporting patients in an empathic and sensitive way to deal with their diagnosis, treatment and treatment reactions.  Dealing with challenging behaviours from staff and patients, giving unwelcome news regarding performance to staff.  Utilise all the available skills and experience of the pre-treatment team members in an appropriate way, being sensitive to the individuals when adverse clinical circumstances arise.  Deal with patient complaints in a sensitive, empathetic, sympathetic way to ensure they receive the appropriate feedback and that their complaint is dealt with in a timely manner.  **Environmental**: The post holder is likely to be exposed to unpleasant odours, fungating tumours, body fluids and infectious diseases at any point during working on Linear accelerators, CT Scanner and Mould Room.  Working constantly in artificial lighting with little or no natural daylight.  Exposure to verbal abuse from some patients.  A risk of physical abuse from patients, who may be confused, disorientated and/or intoxicated  The post holder may also be exposed to risk from needle stick injury while tattooing patient skin marks and exposure to chemical spills from drips attached to patients having concomitant chemotherapy. | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| **Essential:**  BSc in Therapy Radiography, or equivalent, and registration as a Radiographer with the Health and Care Professions Council (HCPC).  Have significant post qualification experience gained in both radiotherapy pre-treatment and treatment sections, with experience as a senior practitioner. During this time the post holder will have developed in-depth understanding of clinical practice with advanced skills in all pre-treatment activities  SCQF 11: Masters level study, completed module/s  Evidence of contribution to Education and training of staff and students.  Evidence of Continuing Professional Development is mandatory.  Knowledge and understanding IRMER (Ionising Radiation Medical Exposure Regulations) particularly with reference to responsibilities of entitlement and the roles and responsibilities of referrer, operator and practitioner.  Highly developed Communication negotiation and interpersonal skills  **Desirable:**  Leading relevant training opportunities and project management demonstrating Masters level working and problem solving.  Evidence of leading an area of service development or improvement.  Masters level modules specific to the role, e.g. Education and teaching  Trained as an internal auditor of the ISO 9001:15 quality system.  **Skills/Behaviours:**  Strategic, analytical thinking  Project management  Well evidenced interpersonal and communication skills  Able to work effectively both as a team-leader and autonomously to deliver a service or change  Negotiating / influencing skills  Evidenced ability in dealing with difficult situations, remaining calm under pressure  Able to make decisions and implement change based on analysis and interpretation of a range of complex information & facts.  Forward thinking and innovative  Confident in the use of Information Technology Teaching and/or presentation skills | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature:  **(I confirm that the Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |