Radiotherapy Assistant (HCSW)

Job Description

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| 1. **JOB IDENTIFICATION** |
| Job Title: HCSW (Radiotherapy Assistant - Clinical)  Band: Band 3  Responsible to: Band 7 Radiographer / Senior Nurse at Lanarkshire Beatson  Professionally Accountable To: Head of Therapy Radiography  Service: Specialist Oncology Services  Directorate: Regional Services Directorate  Location: Radiotherapy Department at the Lanarkshire Beatson.  The post-holder may be expected to work in main centre in Glasgow.  No of Job Holders 2  Last Update (insert date): November 2018 |

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| 1. **JOB PURPOSE** |
| The role of the Radiotherapy Assistant is to provide support to Therapy Radiographers, Nurses, Patients and other multi-disciplinary staff while undertaking various duties throughout the department.  Key tasks will vary depending on area of work within the department but will include patient care, patient management, clerical, administrative and occasional reception tasks. |

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| 1. **SCOPE AND RANGE** |
| The post-holder will be based in Lanarkshire Beatson radiotherapy satellite centre but may occasionally be expected to work in the main radiotherapy centre in Gartnavel.  The post holder will be required to complete HSCW induction programme if not already done so in his/her previous employment.  Clinical services are provided 5 days per week between 8.00am and 19.00pm, including most Public Holidays.  Clinical areas:   * Linear Accelerator - Treatment Units * CT * Pre-Treatment office * Out-patient review clinics at Lanarkshire Beatson   Clinical Activity:   * Treatment unit - Approximately 40 – 50 patients per day * CT - Approximately 5-6 patients per day * Out patients – Approx 10-40 patients per day   Reception Activity:  Occasional reception cover required (covering breaks and unplanned absences) |

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| **4. ORGANISATIONAL POSITION** |
| Radiotherapy Assistants (Clerical)  Band 2 & 3  Radiotherapy Assistants (Clinical)  Band 3  Mould Room  Clin Techs  (Inc Satellite)  Band 5  General Manager  Lead Clinician Radiotherapy  Clinical Director  Team Lead  Team Lead  Therapy Radiographers  Band 5  Therapy Radiographers  Band 6  Therapy Radiographers  Band 5  Assistant Practitioners  Band 4  Head of Therapy Radiography  Band 8B  Clinical Services  Manager    Therapy Radiographers  Band 6  Team Lead  Radiotherapy Assistants (Clinical)  Band 3  Assistant Practitioners  Band 4  Therapy Radiographers  Band 5  Therapy Radiographers  Band 6  Therapy Radiographers, Team Managers (Simulation)  Band 7  Therapy Radiographers  Treatment/Sim  Band 7  Therapy Radiographers  Band 5  Radiotherapy Assistant (Clinical)  Band 3  Macmillan Information & Support Radiographer  Information & Support Radiographer Band 6  Advanced Practitioner (Clinical Teams)  R&D,  Imaging,  Clin Trials  Prac Educ  Band 7  Lead Pre-Treatment Radiographer (Simulation)  Band 8A  Deputy Head of Therapy Radiography (Treatment)  Band 8A  Lead Radiographer  Satellite  Band 8A  Therapy Radiographers  Band 6  Pre-Tx / Bkgs / Supl  Team Manager  Band 7  Therapy Radiographers, Team Managers (Treatment)  Band 7  Mould Rm  Clin Techs  (Inc Satellite)  Band 6  Mould Rm  Manager  Band 7  Consultant Therapy Radiographers  Band 8A |

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| **5. ROLE OF DEPARTMENT** |
| The Beatson West of Scotland Cancer Centre and satellite facility in Lanarkshire provides an integrated cancer management and treatment service for patients from the West of Scotland, a total population of 2.7 million people.  The main radiotherapy centre is located in Gartnavel campus in Glasgow and is one of the largest radiotherapy centres in Europe. The main centre also provides specialist services to other regions of the country e.g. Total Body Irradiation, CHART, Paediatric radiotherapy, and Stereotaxy.  The Lanarkshire Beatson has one CT and 2 state of the art Linear Accelerators, with associated Mould Room Treatment Planning facilities and out-patient facilities which enables the facility to provide the same range of services, but to limited patient groups |

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| 1. **KEY RESULT AREAS** |
| Staff Organisation   * + To work with the team of radiotherapy and nursing staff in the assigned area and demonstrate flexibility within the staff rotation   + To assist in the training and supervision of new radiotherapy assistants   Safety   * To recognise and report equipment faults, accidents, incidents and unsafe practices to a qualified member of staff. * To operate equipment as trained and in a safe manner, working under supervision when appropriate * To follow divisional/departmental guidelines to ensure the safety of patients, visitors and staff in work areas * To implement procedures following any emergency or non-routine situation (including Fire, Cardiac Arrest) and when treating patients with infectious diseases * To attend all mandatory training, including Fire Safety and other H&S related lectures or training sessions, including on-line modules   Patient Administration   * To ensure efficient throughput of patients by using the established appointment system * To communicate appropriate scheduling information to patients, when necessary * To acquire and download to ARIA patient photographs used for identification purposes. * To maintain accurate patient records, both manual and computerised * To escort patients to and from other areas within the Lanarkshire Beatson, paying due regard to patient confidentiality. * To ensure that all areas are adequately stocked with linen, stationery and clinical supplies. * Demonstrate a good awareness of cost efficiency and thus contributing to the smooth running of the department   Quality Assurance   * To report Clinical Governance issues * To be aware of the departmental Quality system (QART) and its electronic management (Q-Pulse) and to carry out tasks in accordance with written instructions   Audit   * To participate in patient and staff surveys * To assist patients to complete patient surveys. * To participate and assist with infection control and environmental audits   Staff Development   * To ensure that no task is undertaken without the appropriate knowledge, training or supervision * To participate in mandatory and voluntary training * To work within the post-holder’s scope of practice   Staff Appraisal   * To be aware of and to participate in the Divisional PDP/KSF/TURAS process.   Communication Skills   * To work within the team to ensure effective communication * To treat all patients and carers with sensitivity, dignity and tact * To provide general information, advice and support to patients at each stage of the planning and treatment processes. * To recognise the extent of their knowledge and experience and refer patients’ clinical concerns to the appropriate professional * To ensure that any complaint is dealt with politely and reported to the appropriate radiographer. * To liaise with appropriate staff groups and team members in order to provide a seamless service for patients |

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| **7a. EQUIPMENT AND MACHINERY** |
| * Patient positioning devices * Health and Safety equipment and Manual Handling aids (eg Hoist, Pat Slide) * Personal computer – for patient administration, communication and eKSF |
| **7b. SYSTEMS** |
| **ARIA Patient Manager and Scheduling System**   * Interact with the system when necessary * Produce new appointment lists for patient * Understand the importance of correctly identifying patients, and the post-holder’s role in acquiring and downloading patient photographs for identification purposes.   **Pecos Ordering System**   * Create electronic (Pecos) and manual (non-stock) orders for stationery, clinical supplies and other items. * Understand the need to assess requirements such that quantity is neither under nor over-ordered. * Receive deliveries and query non-deliveries * Understand the need to rotate stock and pay particular attention to expiry date of clinical items |

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| 1. **ASSIGNMENT AND REVIEW OF WORK** |
| * There will be a period of shadowing and supervision for newly appointed staff * Work within the team allocated by senior radiographers * Annual review with line manager |

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| 1. **DECISIONS & JUDGEMENTS** |
| * Prioritising workload * Listening to patients’ concerns and reporting any changes in patients’ condition to appropriate staff |

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| 1. **MOST CHALLENGING / DIFFICULT PARTS OF THE JOB** |
| * Maintaining effective patient-focused care while developing the skills and competencies required * Developing and maintaining effective communication with all members of the multidisciplinary team * Managing time to talk and listen to patients while working in a busy and noisy atmosphere * Referring patients’ concerns to radiographers/nursing staff * Managing competing demands on time. |

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| 1. **COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder requires extremely good interpersonal skills to develop good communication links with all members of the multidisciplinary team, and to be able to communicate in an effective, clear and empathic manner with patients/relatives and carers.  He/she must also be able to communicate effectively with Therapy Radiographers, Oncology Medical staff, Oncology Nursing staff, Radiotherapy Physics Staff, Student Radiographers and all other staff involved in the care of patients.  As the Radiotherapy Assistant is expected to spend any available time talking to the patients, it is particularly important that they possess the necessary communication skills to build up a trusting and open relationship with their patients. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical Demands:   * The post holder assists in patient transfers using up-to-date moving and handling skills and equipment in any planning, treatment or support areas of the department. * He/she will develop skills required to use safe movement and handling techniques to move patients to and from treatment or CT couches, with and without the use of mechanical aids * He/she will be able to safely transport associated ancillary equipment such as electron cut-outs, shadow trays, shielding blocks and beam direction shells * He/she will possess keyboard skills for operating all previously described electronic systems. * He/she will be standing or walking for the majority of the shift and will be required several times during a day to push and manoeuvre trolleys and wheelchairs.   Mental Demands:   * He/she will require to adapt to changing work patterns and deal with some interruptions either by individuals, page or telephone. * Interruptions may happen throughout the shift and involve giving or receiving patient or treatment related information.   Emotional Demands:   * The post holder will be part of a team involved with treating and managing terminally ill patients*.* * He/she will have to deal with and meet the needs of a wide range of cancer patients from newly diagnosed patients with good prognosis to terminally ill patients. * He/she may find themselves in emotionally difficult and draining situations helping patients in an empathic and sensitive way to deal with their diagnosis and treatment and treatment reactions. * He/she may also have to deal with the concerns and anxieties of relatives and carers   Working Conditions:   * He/she may be exposed to unpleasant odours and/or body fluids, several times a shift * He/she must follow Infection control and Health & Safety guidelines when dealing with open wounds, body fluids and infections. * Must be able to work in areas of partially dimmed lighting. |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| * Ability to work with people and be part of a multidisciplinary team. * Effective written and verbal communication skills * Ability to carry out assigned tasks effectively in a busy environment. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description must be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |

EMPLOYEE SPECIFICATION

JOB TITLE: Band 3 Health Care Support Worker (Radiotherapy Assistant)

DEPARTMENT: Lanarkshire Beatson Radiotherapy dept, Monklands Hospital, Airdrie. NHSGG&C Trust

DIVISION: Regional Services

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| ***QUALIFICATIONS & TRAINING*** | | |
| First Aid training |  | Y |
| Data protection training |  | Y |
| ***EXPERIENCE*** | | |
| Previous patient care activity |  | Y |
| Previous healthcare experience |  | Y |
| Previous responsibilities for stock control |  | Y |
| Previous customer/carer/team member | Y |  |
| ***KNOWLEDGE, SKILLS AND ABILITY*** | | |
| Manual handling training |  | Y |
| Some clerical skills | Y |  |
| Basic Nursing skills |  | Y |
| Adhere to infection control policy | Y |  |
| Occasional travel to Glasgow area | Y |  |
| Basic IT skills | Y |  |
| ***PERSONAL QUALITIES*** | | |
| Able to communicate with patients and staff | Y |  |
| Ability to be an effective team member | Y |  |
| Awareness of patient safety | Y |  |
| Empathetic and caring manner | Y |  |
| Physically able to perform all aspects of the role | Y |  |
| Strong references from current/previous employer | Y |  |
| Reporting accidents/incidents accurately | Y |  |
| Willingness to learn new skills | Y |  |