

REVIEW RADIOGRAPHER (THERAPEUTIC)

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone

- The Review Radiographer checks on patients having radiotherapy every week and when needed.
- They lead a team to make sure all patients are seen regularly during treatment.
- They help run the radiotherapy machine and make sure everything follows national and local rules.
- They work with other teams and speak up if something needs to be improved.
- They make sure patients get the care and support they need, including advice and medicine.
- They are trained to safely prescribe certain medicines and follow hospital rules when doing so.

Job Description

Job title:	Review Radiographer (Therapeutic)
Grade:	7
Site:	The Royal Shrewsbury Hospital
Accountable to:	Radiotherapy Services Manager
DBS required:	Yes

Job Purpose / Summary

- The Review Radiographer ensures that all of the patients undergoing radiotherapy are reviewed on a weekly basis and at other times as required; liaising with other departments as necessary.
- To be responsible for the weekly review of patients during radiotherapy treatment.
- Manage the team of review radiographers; ensuring that all patients receiving radiotherapy are reviewed regularly
- To oversee the day to day functioning of a linear accelerator, ensuring that treatment is provided within National and Local guidelines.
- Liaise with other sections within the department. Bring to the attention of the manager any areas of concern within the service and assist in developing a response to those concerns in line with agreed departmental policy.
- Ensure the needs of the patient are identified and met.
- To participate in CPD.

As a non-medical prescriber

- Undertake the role of radiographer non-medical prescriber within the radiotherapy department and in line with Trust policy, professional regulatory and national guidance
- To maintain competency in prescribing according to level of prescribing qualification and participate in cpd in relation to the role.
- To prescribe in accordance with the Trust's medicine code, its non-medical prescribing policy and other local and national prescribing guidance
- To prescribe within the limits of their individual competence and approved scope of practice / formulary

Duties and Responsibilities

RESPONSIBILITY FOR RADIOTHERAPY REVIEW

- Carry out routine review of patients receiving radiotherapy according to departmental protocols and within the agreed scope of practice, referring those patients to a clinical oncologist whenever required and promptly report areas of concern to the appropriate oncologist or radiotherapy service manager.
- Autonomously lead the radiotherapy review team: - to ensure that all patients undergoing radiotherapy treatment are reviewed weekly.
- Ensure site specific radiographers attend MDT and arrange cover for sickness and annual leave
- Provide support and information to all patients and their careers undergoing radiotherapy.
- Ensure that the needs of the patients are identified and met at all times, respecting patient confidentiality.
- Manage patients' expectations of treatment outcomes.
- Clinically assess side effects from radiotherapy, and offer appropriate advice, medication and reassurance. Provide highly specialised advice on the management of treatment related toxicity involving other health care professionals as required
- Refer patients to other health care professions both within Trust and outside as appropriate.
- Refer patients to medical team if considered necessary
- Ensure that all patients completing radiotherapy receive an appropriate oncology follow up appointment
- Ensure that all consultations are fully documented in the patients' radiotherapy treatment log.
- Ensure that all patients are entered onto the Sema Helix system
- Give medication using departmental Patient Group directives
- Be responsible for the implementation of PGDs as required by the service and the on-going review of existing PGD's.
- As a non-medical prescriber be responsible for prescribing following Trust policy

RESPONSIBILITY FOR PATIENT / CLIENT CARE, TREATMENT AND THERAPY

- Use advanced knowledge and skill to assess and analyse often highly complex clinical situations, in liaison with the Clinical Oncology team, with regards to the patient's condition
- Undertake specialist assessment of the patient's symptoms and identify priorities
- Recommend and negotiate appropriate treatment options and plan on going care interventions
- Use advanced analysis to monitor and evaluate patients' response to recommended treatment and care and to discuss with wider team
- Use advanced knowledge to assess the psychosocial needs of the patient / family and provide skilled support. Identify any specific or specialist needs and initiate appropriate referrals to other relevant services

RESPONSIBILITY FOR 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
- VDU's

RESPONSIBILITY FOR SUPERVISION, LEADERSHIP AND MANAGEMENT

- Responsible for the day to day leadership of the radiotherapy review service, promoting best practice and delivering quality coordinated care to patients and their families, in close liaison with MDT colleagues.
- To provide professional, operational and clinical leadership, advising and supporting radiotherapy staff across the service with regard to the pre-treatment/clinical radiotherapy service.

- 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 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

POLICY, SERVICE, RESEARCH AND DEVELOPMENT OPPORTUNITY

- Maintain awareness of current trends, technological advances and developments in Radiotherapy review and their implications for delivery of the service.
- To act as an expert resource on review of cancer patients providing inspiration, motivation, guidance, support and advice as appropriate.
- Actively seek and identify areas where changes to routines and practices will result in improvements, make recommendations for the future developments of the service.
- Initiate, contribute and participate in the development and implementation of guidelines, standards, procedures and policies to continually improve patient care and support.
- Participate in the planning and undertaking of patient and carer satisfaction surveys contributing to action plans to address identified outcomes.
- Participate in the induction and training of new staff.
- To actively participate in the process of regular Individual Performance Review, Training Needs Assessment and the development of Personal Development Plans, ensuring that associated resource implications are identified and that appropriate records are kept.
- Assist in the selection and recruitment of new staff

COMMUNICATION

- Communicate at an advanced level with patients and their families, assessing individual needs and priorities and employing a supportive and empathic approach.
- Communicate at an advanced and effective level with healthcare professionals and other statutory and voluntary agencies promoting team cohesion and cooperation. Complex verbal guidance, instruction and advice is given to more junior staff, care assistants and student radiographers and clinicians.
- Act as a liaison and advocate between the patient and carer and health and social care providers.

- Collates and records quantitative and qualitative data to provide evidence of productivity, outcomes and quality, through audit and research.
- Record contemporaneous, legible and accurate patient records according to Trust/HCPG guidance and input data on computer systems within data protection policies.
- Records observations and comments in the patient's treatment file
- Records of all exposures and information required for accurate treatment of patients.
- Use the highest level of communication and facilitation skills to lead, coordinate and facilitate relevant educational opportunities for staff.
- Liaise with colleagues for benchmarking and quality assurance purposes.
- In areas of conflict use skills that are effective and highly sensitive in managing individuals and situations.
- Ensures effective liaison with other departments to deliver optimal and seamless treatment and care.
- To establish and maintain good relationships and communication links between, radiographers, medical, nursing and other staff groups.
- To be jointly responsible for sustaining a positive working climate of support and care for patients and colleagues.
- Incident reporting via Datix as required

ORGANISATION, DECISIONS, JUDGEMENTS AND FREEDOM TO ACT

- Plan and manage own workload using specialist understanding and analysis of complex situations, to prioritise response to referrals and urgent requests for advice. Respond effectively to rapidly changing situations.
- Possess the maturity and self-awareness to remain objective and professionally competent in highly emotional and demanding situations.
- Be able to care for one-self, preserving integrity to cope with the emotional effort required in the post.
- Lead and develop the service effectively ensuring that the service model meets the needs of patients and the Trust.
- Plan and deliver appropriate and regular progress reports and evaluation to support the service.
- Collect and record appropriate data to inform high level analysis and future audit.
- Works under remote supervision, which is regulated via scheduled meetings, pro-active communication, Trust and departmental policies.
- To follow QA procedures but be flexible and justify any concessions if these are required.
- To be able to make decisions regarding workload, staffing, patient suitability, crisis management, machine breakdown etc.
- To be actively involved in implementation of changes and developments in the department; taking a lead role in the development of pre-treatment.

- To be responsible for developing the service, updating policies and protocols, and making changes within both a team and departmental situation.

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.
- Efficiently manage the demands of clinicians

The post-holder 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

INFORMATION RESOURCES AND ADMINISTRATIVE DUTIES

- Ensure an effective and efficient data collection system is in place, use of IT systems to ensure data collection of radiotherapy statistics
- Use the Trust computer systems to update and manage the information about patients and respond to emails on a daily basis.
- Utilise Library information resources

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.

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.

ANY OTHER SPECIFIC TASKS REQUIRED

- Work within the HPC Code of Professional conduct and Scope of Professional Practice, professionally and ethically responsible and accountable for all aspects of one's work, and to comply with all relevant Trust policies and procedures in exercising the duties of the role.
- Maintain own continuing professional development, including a reflective portfolio of evidence, as required by the HPC for periodic renewal of registration.
- To undertake other duties as required that are commensurate with the post and grade

CONFIDENTIALITY

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy

WORKING CONDITIONS

The post-holder 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

	Essential	Desirable
Qualifications	• BSc in radiographic studies or equivalent DCRT • State registration with the Health Professions Council • Has qualification in Radiotherapy Review • Has undertaken or is working towards a post graduate qualification • Has undertaken or is working/willing to work towards a qualification in Non- medical Prescribing	• Has carried out novel research
Experience and knowledge	• Extensive post qualification experience with experience at Band 6 in the immediate past. • Recent experience working in Radiotherapy Review • Wide experience with radiotherapy equipment and techniques. • Experience with megavoltage, orthovoltage and superficial treatment units • Demonstrates application of expert knowledge into practice	• CT planning • Acts as a representative for the profession outside of own area • Development of effective network contacts to facilitate working relationships. • Contributes to research and audit • Awareness of wider departmental, cancer and NHS agenda

	Knowledge acquired during BSc or equivalent training includes: • Oncology – Fully comprehensive and detailed knowledge of disease process and treatment. • Knowledge of current radiotherapy developments • Radiobiology- effects of radiation on biological systems. • Principles of radiotherapy techniques. • Application of radiation physics to radiotherapy • Legislation associated with the use ionising radiation in medicine(Ionising Radiation (Medical Exposures) Regulations (IRMER), Ionising Radiation Regulations (IRR) • Health and Safety procedures • Human Anatomy and physiology • Chemotherapy – drugs and modes of action • Understanding of clinical governance issues • Requirements of ISO9001/2000	
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Skills	• Leadership skills • Excellent communication skills • Team player and team builder • Good interpersonal skills • Very good organisational skills • Empathy, respect, and tolerance to all individuals, without discrimination • Employs reflective practice • Patient focussed • Ability to analyse data • Good numerical skills • Good dexterity and spatial awareness • Flexible and motivated • Ability to formulate ideas, developments; assimilate information • Able to make decisions • Identifies training needs of self and others outside of usual practice scope • Takes responsibility for skill acquisition where a training need is identified. • Ability to adapt and apply skills in a variety of situations • Understands the Professional Code of Conduct	• Developing further Management skills • Ability to identify and resolve conflict within the team and wider forum • Facilitates others to achieve effective communication
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	• Enthusiasm for development of role and self. • Facilitates and contributes to team development and objectives • Ability to plan, allocate and evaluate workload with due consideration to staffing. • Sufficient IT skills to support practice	
Other	• Reliability • Punctuality • Contributes to development of policy within own area of responsibility. • Understands impact of own actions • Demonstrates good time and resource management • Able to take initiative in a professional manner • Appreciation of multi-disciplinary nature of the oncology service • Takes responsibility for practice of self and others working to agreed standards • Participates in clinical education of students and support staff • Well motivated, carries out CPD	• Ability to review and implement change within area of responsibility • Evaluation, promotion and implementation of evidence based practice through research, audit and skill acquisition

	• Shares experience in evaluation and assessment of new techniques and equipment	
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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 and 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. 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 Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

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.

