Moving to EXCELLENCE

The Shrewsbury and Telford Hospital NHS Trust

THERAPEUTIC RADIOGRAPHER – Band 6

Candidate Pack



Colleague Benefits

General

- 27 days annual leave entitlement, 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
- 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
- Salary sacrifice schemes
- Generous pension scheme
- Access to a financial support booklet
- Pre-retirement courses
- Free Will writing service
- Savings and Loan schemes

Learning and Development

- Coaching and Mentoring
- Leadership Academy – leadership and management training for all staff
- Access to E-Learning courses
- Apprenticeships – growing number of apprenticeship opportunities across all disciplines
- Secondment and acting up opportunities
- Support to complete qualifications whilst on the job

Wellbeing

- Coaching
- Mental Health First Aiders
- Chaplaincy
- Fast track physiotherapy service
- Free eye test vouchers
- Slimming World referral scheme
- Cervical screening service
- Long Covid support
- Access to wellbeing/rest rooms
- Menopause support
- Men’s Health forms and MOT
- Discounts with local gyms

Poppy's Promise

Poppy's Promise is a compassionate care initiative introduced within this Trust to enhance communication, respect and empathy across every aspect of patient care.

The initiative was founded by Katie Russell, following the loss of her daughter Poppy, who tragically died at just twelve hours old due to failures in care and communication. Born from that experience, Poppy's Promise serves as a powerful reminder that while clinical skill saves lives, it is compassion, listening and respect that define the quality of care and human connection. By embedding this promise across our organisation, we ensure that no patient or family ever feels unseen, unheard, or uncared for.

Poppy's Promise is a five-stage framework that supports NHS staff to provide compassionate, consistent and patient-centred care. It aims to create a culture where empathy and communication are prioritised at every level - from education and recruitment to daily patient interactions.

At the heart of the initiative lies the C.A.R.E. framework, which outlines four guiding principles for staff to follow. The CARE principles form the foundation of Poppy's Promise. They describe the behaviours, attitudes and values that underpin every interaction — between staff and patients, staff and families, and colleagues with one another.

CARE is not an additional task. It is how care is delivered.

C.A.R.E. Meaning and Practice

Compassion - Demonstrate genuine kindness, empathy and humanity in every interaction. Compassion means recognising the emotional as well as the physical needs of patients, families and colleagues, and responding with care, patience and understanding. Small acts of compassion can have a lasting impact.

Acknowledge - Actively listen and be fully present. Use eye contact, names and open body language, and acknowledge the individual's feelings, concerns and lived experience. Every person should feel seen, heard and taken seriously.

Respect - Treat everyone with dignity, honesty and fairness at all times. Respect individual differences, personal circumstances and lived experience. Trust is built through respectful behaviour, consistency and integrity.

Empower - Enable people to be active participants in their care and work. Communicate clearly, encourage questions and shared decision-making, and ensure patients, families and colleagues feel informed, confident and included. Poppy's Promise is more than a framework - it represents a cultural shift towards human-centred care. By adopting these principles, we:

- Strengthen trust and communication between staff and patients
- Reduce avoidable harm through better understanding and listening
- Improve patient experience and staff wellbeing
- Foster a culture of openness, empathy and shared responsibility

Every member of staff has a role to play in bringing Poppy's Promise to life. Whether you are clinical, administrative or support staff, compassion and communication are part of everyone's role.

In daily practice, you can:

- Take a moment before entering a patient's space - centre yourself, focus on the person, not the task
- Use clear, respectful and kind language
- Listen without interruption and acknowledge emotions expressed
- Be honest and transparent, even when conversations are difficult
- Reflect after interactions - consider how your approach made the patient or family feel

All staff within the Trust are expected to:

- Uphold the values of Poppy's Promise in all patient and colleague interactions
- Attend any training, workshops or refreshers provided as part of the initiative
- Support colleagues in modelling compassionate behaviours
- Raise concerns constructively when communication or respect fall short
- Reflect these principles in both professional and personal conduct within the workplace

Together, we can make every interaction an opportunity to care, listen and make a difference.

That is Poppy's Promise.

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.

- This role involves giving radiotherapy treatment to patients with cancer, using special machines and computer systems.
- You will help lead a team and support junior staff, making sure everyone works safely and follows the rules.
- You will work closely with doctors, nurses and other professionals to give patients the best care possible.
- You will talk to patients and their families, helping them understand their treatment and feel supported.
- You will help train new staff and students, sharing your knowledge and experience.
- You will also help improve how the department works by joining audits, learning new skills and helping make new policies.

Job Description

Job title:	Therapeutic Radiographer
Grade:	Band 6
Site:	The Royal Shrewsbury Hospital
Accountable to:	Radiotherapy Services Manager
DBS required:	Enhanced

Main Duties

To carry out all aspects of Radiotherapy treatment in line with the requirements of the Radiotherapy Services Manager and provide leadership for junior staff. To work alongside other professional groups to develop site specific techniques to improve the quality of care for patients receiving radiotherapy in this department. Ensure the needs of the patient are identified and met. To participate in CPD

PRINCIPLE DUTIES AND RESPONSIBILITIES

Professional and Technical

- Maintain high professional standards and technical ability in accordance with the requirements of the Radiotherapy Services Manager ensuring that these standards are promoted amongst junior staff. Maintain professional competence to keep HPC registration, treating patients safely and efficiently in line with Trust policies, departmental QA protocols and IR(ME)R regulations and HPC standards of conduct, performance and

ethics. Work with other senior staff to ensure that these standards are promoted amongst more junior staff and students.

- Assist technically with and oversee all procedures relating to the patients pathway in radiotherapy on a daily basis, including:

    1. Safe operation of specialised and complex equipment
    2. Accurate interpretation of treatment requests, competent in CT scanning
    3. Confirm patients consent
    4. Accurately position immobilisation devices
    5. Construct or fit shells for palliative patients
    6. Tattoo patients
    7. Maintenance of complete and accurate treatment records
    8. Calculation and checking of treatment plans
    9. Input and checking of input of treatment parameters onto computerised verification systems
    10. Provide third and final check of treatment plans
    11. Undertake verification using IGRT
    12. Final approval for treatment positioning using image matching software
    13. Accurate interpretation of treatment sheets and plans

- Monitor the health of the patient's undergoing treatment and inform the consultant or his appointed deputy of any areas of concern. Dispense pharmaceutical preparations strictly according to patient group directives
- Prioritise patients for treatment in accordance with departmental protocols at times of limited machine use (e.g. breakdown, servicing, out of hours working).
- Provide high standards of patient care, respecting confidentiality, and promote good communication and appropriate information, so that as far as possible the needs of the patient and carers are identified, and met.
- Document and report any deviations from prescribed treatment. Record observations and comments in the patient's treatment file, sign and date these annotations.
- Take due care of all equipment promptly reporting any defects, faults, breakages or variations from normal are documented and reported and be proactive in maintaining equipment.
- Maintain an up-to-date knowledge of radiotherapy and disseminate this knowledge widely within the department. Undertake CPD and build specialist knowledge for the treatment of areas of interest, working alongside other professional groups to improve the patient pathway.
- Assist, supervise and train staff, students, assistant practitioners, and care assistants within the team. Utilise professional experience to improve their understanding and compliance with Trust policies and departmental QA protocols.

- Bring to the attention of the Radiotherapy Services Manager or Band 7 Radiographer any areas of concern that may affect the treatment or wellbeing of patients within the department.
- Participate in the on-call rota for emergency treatment of patients at weekends and Bank Holidays.
- Actively participate in internal QA audit and liase with the QA radiographer to identify and instigate appropriate changes when required.
- Actively participate in clinical audit.
- Actively assist in the creation and implementation of departmental policies

Managerial

- Provide day to day organisation for the radiotherapy treatment unit rostered to so that daily targets to be met and also deputise for the CT superintendent in their absence.
- Comply with the policies and objectives of the department as identified by the Radiotherapy Services Manager.
- Carry out any routine procedures connected with treatment (e.g. IGRT, in-vivo dosimetry) according to agreed protocols.
- Work together with other health care professionals to provide a smooth and efficient flow of work through the department and take responsibility for decisions taken and justify actions taken when these are not part of existing protocols.
- Assist in the re-organisation of staffing levels at times of crisis.
- Negotiate appropriate treatment appointment times with patients on a day to day basis

Systems and Equipment

The senior radiographer must safely and efficiently manipulate all complex, specialised equipment associated with the treatment of patients undergoing treatment with potentially lethal doses of ionising radiation:

- Linear accelerators
- CT scanner
- Superficial and Orthovoltage machines

Accurately interpret and utilise computer generated plans:

- Eclipse* 3D Treatment Planning system – virtual simulation

Use associated software:

- Patient scheduling system
- Record and verify systems
- OBI and CBCt

Must carry out:

- Image acquisition
- Image processing using computer software
- Anatomy matching and approval using computer software (IGRT)
- Utilize IT skills e.g. word, excel, PowerPoint etc.

- Record images using digital camera and associated software

Use and oversee the safe use of:

- Manual handling equipment
- Patient immobilisation equipment
- Mould room equipment and workshop equipment

Use and train others in the correct use of:

- Intercom and telephone systems
- Bleeps

Decisions, Judgments' and Freedom to Act

- Works under remote supervision, deciding what actions are needed to address problems, but will refer to a superintendent radiographer, physicist or clinician when necessary. They will not proceed with the treatment of that patient until their concerns have been addressed to their satisfaction.
- Is responsible for the safe and efficient operation of the working area, so that local rules, departmental protocols, Trust policies and IR(ME)Regulations are complied with. 10
- Take responsibility for decisions taken and justify actions taken whenever these are not part of existing protocols.
- Have sufficient experience to make complex decisions within their sphere of knowledge but will occasionally refer more complex decisions to a more experienced senior radiographer, superintendent radiographer, physicist or clinician.
- Be able to answer patient queries and give complex, sensitive information and advice to cancer patients and their carers during treatment. Communications and Relationship

Communications and Relationship

To carry out their role a senior radiographer must have highly developed communication skills. The senior radiographer works alongside other therapy radiographers, students, assistant practitioners and care assistants who work within the radiotherapy department. A senior radiographer also communicates verbally with:

- Physicists
- Medical technical officers
- Oncologists
- Nursing staff on Ward 23 and in the chemotherapy day centre
- Clinical Trials staff
- Macmillan Therapy Team • Receptionists
- Secretaries
- Clinic staff
- Other professional groups

A senior radiographer gives verbal guidance, complex and sensitive information and reassurance to cancer patients and their carers. Complex verbal guidance, instruction and advice is given to more junior staff, care assistants and student

radiographers. Whenever required, a senior radiographer records observations and comments in the patient's treatment file, and signs and dates these annotations. The treatment sheet is completed and signed each day of a patient's treatment, and when required measurements that verify the accuracy of treatment are recorded. Incident reporting is carried out using the Trust Incident Reporting forms. Authorised QA forms are used for non-conformance reporting and concessions.

Physical, Mental and Emotional Demands of the Post

- A senior radiographer is on their feet for the greater part of their working day, walking between the control area and the treatment room at least twice for each patient treated.
- They must have excellent spatial awareness and dexterity so that they can safely and efficiently manoeuvre complex and highly specialised equipment around patients as 11 well as accurately positioning patients, lead shielding blocks and other accessory equipment ready for treatment each day.
- Assisting patients to deal with the side effects of both treatment and disease.
- A senior radiographer must sustain high levels of concentration throughout treatment sessions in order to accurately interpret instructions on treatment sheets and also concentrate on the machine's operation to detect any variance from normal at the earliest opportunity so that any faults can be repaired.
- Safely transfer patients from wheelchairs and beds to the treatment couch and occasionally fetch bedridden patients from the ward.
- On the treatment unit that they are rostered to, the senior radiographer must provide efficient and safe organisation of the working day and oversee the effective function of the team of staff working with them. The responsibility of this role can on occasion be very demanding both mentally and emotionally especially at times of machine breakdown.
- The lead radiographer on the treatment unit may on occasion have to manage interpersonal problems between team members and will alert more senior management to these issues if they are unable to be resolved.
- Therapy radiographers treat terminally ill patients as part of their daily workload, on occasion these patients and or their carers can be very distressed on the receipt of bad news and require calm and compassionate care. Lead radiographers deal with more complex and distressing situations that cannot be adequately managed by more junior staff
- Anxious patients, and or their carers on occasion, can also be extremely emotionally demanding, and are managed by the lead radiographer more frequently that more junior grades of staff. Professional and organisational responsibilities of the senior role increase the level of mental and emotional effort that is required.

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. Cleans soiled equipment and disposes of soiled linen which is unpleasant and on rarer occasions highly unpleasant. There is also the possibility of being exposed to aggressive behaviour from patients, relatives, and staff. During the working day the senior radiographer occasionally tattoos patients.

Person Specification

	Essential	Desirable
Qualifications	• Minimum requirements for university entrance • but including at least one science subject at A level • BSc in radiographic • studies or equivalent DCRT • State registration with the Health Professions Council	• Has carried out research; undertaking post graduate qualifications
Experience	• Sufficient experience of working as a qualified therapeutic radiographer to have developed the technical and professional skills necessary to work at this level. • Wide experience with radiotherapy equipment and techniques. • Experience with megavoltage, orthovoltage and	• CT planning including 4d CT • Experience with SABR • 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

	superficial treatment units • Experience with IGRT • Experience on CT and in dosimetry • Experience on treatment record and verify systems • Basic IT skills • Knowledge acquired during BSc or equivalent training includes: Oncology – Fully comprehensive and detailed knowledge of disease process and treatment. • 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	

Knowledge and skills	• Understands the • Professional Code of Conduct • Enthusiasm for development of role and self. • Facilitates and contributes to team development and objectives	
Values and Behaviours	• Demonstrates a commitment to treating colleagues, patients and others with dignity and respect. • Maintains appropriate professional boundaries, including in digital communications and social media. • Supports the principles of the NHS Sexual Safety Charter and is willing to speak up about inappropriate behaviour. • Will comply with Trust policies and required training relating to sexual safety, harassment and respectful workplace conduct.	

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;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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;
- 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 staff;
- 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;
- 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. 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 and sensitive 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.

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;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- 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.

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 providing a safe, respectful and inclusive working environment, free from sexual misconduct, harassment and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust takes a zero-tolerance approach to unwanted, inappropriate or harmful sexual behaviour and will support

colleagues affected by such behaviour. The Charter recognises the right of everyone working, training and learning in healthcare to feel safe and supported at work.

The Trust will take all reasonable steps to prevent sexual harassment in accordance with the Equality Act 2010, the Worker Protection (Amendment of Equality Act 2010) Act 2023 and subsequent applicable legislation. This includes considering risks arising from colleagues, patients, relatives, visitors and other third parties.

All employees are required to treat colleagues, patients and others with dignity and respect, maintain appropriate professional boundaries, and comply with Trust policies, procedures, behavioural standards and training relating to sexual safety, harassment, discrimination and respectful workplace conduct.

Employees are encouraged to raise or support concerns about sexual harassment or misconduct through the Trust's established reporting routes. The Trust will not tolerate victimisation, retaliation or detriment arising from a concern raised in good faith.

- Uphold the Trust's commitment to a safe, respectful and inclusive working environment, free from sexual misconduct, harassment and discrimination, in accordance with the NHS Sexual Safety Charter, Trust policy and applicable legislation.
- Maintain appropriate professional boundaries and act in accordance with the Trust's values, policies and procedures relating to dignity, respect, inclusion and professional conduct.
- Speak up about, report or appropriately escalate inappropriate behaviour, and support a culture in which concerns are taken seriously and colleagues are protected from detriment.
- Complete required learning and participate in reasonable measures introduced by the Trust to prevent harassment and maintain sexual safety.

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 aims 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.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won’t be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.