

# PRE-TREATMENT RADIOGRAPHER AND DEPUTY MANAGER

## 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. Our goal is to make the application process more accessible and inclusive for everyone.\*\**

- You will help make sure cancer patients get ready for their radiotherapy treatment quickly and smoothly.
- You will manage the team that organises appointments and helps patients before treatment.
- You will give advice and support to staff and patients about the steps before treatment.
- You will help improve how scans and other checks are done before treatment starts.
- You will work with other teams to make sure patients get the care they need on time.
- You will help train and support other staff in the department.

## Job Description

<b>Job title:</b>	Pre-Treatment Radiographer and Deputy Manager
<b>Grade:</b>	8A
<b>Site:</b>	RSH
<b>Accountable to:</b>	Radiotherapy Services Manager
<b>DBS required:</b>	Yes

## Job Purpose / Summary

The postholder will provide a smooth and prompt pathway through pre-treatment for cancer patients requiring radiotherapy, with direct responsibility for the scheduling and pre-treatment teams, to include the day-to-day running of the department with the Radiotherapy services manager and band 7 team.

- Provide day to day management of the Pre-treatment area for the radiotherapy department, including scheduling.
- Carry out clinical duties and provide specialist advice to clinicians and staff about pre-treatment localisation.
- Undertake, lead and develop the use of IV contrast to enhance CT scan images.
- Undertake, lead and develop the virtual simulation service.
- Liaise with the physics planning service to minimise the time for pre-treatment activities
- Ensure the needs of patients and relatives are identified and met at all times.
- The post holder will have responsibility for overseeing the pre-treatment radiotherapy pathway, from referral to CT scan.
- Meet national targets, identify and escalate breeches.
- Recording and Reporting of referral and pre-treatment data.

- Post holders at this level are expected to contribute to the delivery of NHS targets and standards. Successful performance requires a clear personal commitment to the radiotherapy service, working across organisational boundaries and Strategic Clinical Networks as appropriate. Post holders are expected to contribute positively to practice/service/patient care improvement and actively seek opportunities for new ways of working.
- The post holder must take responsibility for their own actions at all times.
- The post holder will have expert knowledge of all pre-treatment modalities and will be expected to act as a resource for other health care professionals, within specialist area engaging with external agencies and the Clinical Network.
- The post holder will provide a flexible service in terms of meeting specific patient requirements or urgent referrals which will develop as the service matures.
- To provide highly specialist clinical leadership in the field of pre-treatment.
- To provide clinical leadership across all areas of the department.
- To provide an expert educational function through the support and mentoring of radiotherapy staff; ensuring that staff and students are up to date with pre-treatment techniques and machine data.
- Draw to the attention of the Radiotherapy Services Manager areas of concern in the radiotherapy service and/or pre-treatment area and to assist in solving them within departmental guidelines and policies. .
- Deputise for the Radiotherapy Services Manager as required; this post will have no budgetary responsibility. However, the postholder may be required to make budgetary decisions in the Radiotherapy Services Manager absence; for example, approving orders on Oracle.
- To help co-ordinate daily, Radiotherapy treatment service, ensuring that treatment is provided within National and Local guidelines

## Main duties and responsibilities

### Responsibility for Pre-Treatment Department and Radiotherapy service

- Responsible for the use of CT Scanner reporting any machine errors as required
- Carry out incident reporting according to Departmental and Trust policy using the Trust Incident Reporting and QA non-conformance forms.
- Ensure that departmental QA protocols are adhered to and understood by the team. Take responsibility for reporting of concessions and non-conformities.
- To bring to the attention of other superintendent radiographers and the Radiotherapy Services Manager, any areas of concern that may affect the treatment or wellbeing of patients within the department.
- Create a learning atmosphere within the team whereby all members can develop skills and expertise in the pre-treatment area. Assist and train all staff, students and other HCP within the team to ensure their understanding and compliance with agreed regulations and procedures.
- Assist in the identification and implementation of radiographic standards in the imaging area, determining good clinical practice in line with national standards, IRR and IR(me)R with due regard to minimising clinical risk.
- Instigate and be involved in the introduction of change within the imaging area. Participate actively in service improvement, contribute and be actively involved in the creation and update of departmental policies, giving due consideration to the most effective ways of achieving these.



- Lead radiographer for the use of Intravenous contrast media within the department.
- Undertake and organise Virtual Simulation planning and review sessions with the consultants.
- To act as an expert resource in pre-treatment being recognised and accessible and providing inspiration, motivation, guidance, support and advice as appropriate.
- Maintain awareness of current trends, technological advances and developments in radiotherapy and their implications for delivery of the pre-treatment service; making recommendations for future developments
- Initiate and participate in evaluation of relevant aspects of clinical care ensuring that practice is based on validated researched evidence where possible.
- To develop and advance innovative practice in radiotherapy that supports the work of the pre-treatment service.
- Initiate, plan, develop and provide relevant education programs and continually provide informal education in the clinical setting to ensure continued promotion of excellence in pre-treatment services.
- Provide learning opportunities for other health and social care workers via mentorship and supervision. This includes providing inter-professional support for staff of all disciplines and clinical placements.
- Assist in the selection and recruitment of new staff.
- Record observations and comments in the patient's treatment file.
- Records all exposures and information required for accurate treatment of patients.
- Maintain clinical skills in pre-treatment and virtual simulation, treatment verification and matching and participate in the on-call roster for emergency duties
- To work together with other staff groups to ensure a smooth and efficient flow of work through the department, accepting responsibility for those decisions and actions taken.
- Work closely with the physics planning staff to ensure patients start treatments on time and government targets are met.
- To produce departmental rotas as required to ensure the smooth running of the department.
- To manage and organise complex staffing issues ensuring the requirements of the department are met.

#### 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.
- Undertake specialist assessment of the patient to ensure department protocols are met, adapting CT technique if required.
- Be part of a team deciding the appropriate course of action in complex clinical care scenarios referred to them by other health care professionals.
- Regularly works clinically in CT, scanning patients as part of the radiotherapy process

### Responsibility for supervision, leadership and management

- Responsible for the day-to-day leadership of the radiotherapy Pre-Treatment team, 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 regarding the pre-treatment/clinical radiotherapy service.
- Attend and participate in appropriate regional and Trust based meetings, acting on recommendations and working proactively to introduce change to enhance service delivery
- Actively seek and identify areas where changes to routines and practices will result in improvements, make recommendations for the future development of the service.
- In areas of conflict use skills that are effective and highly sensitive in managing individuals and situations.
- Provide relevant management and workload information.
- Participate in the induction and training of new staff.
- Act as deputy to Radiotherapy Services Manager, for both staffing and departmental issues; attending meetings as required
- 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.
- Assists with recording of sickness and management as required. May need to assist in formal review as required and will act as line manager for all departmental staff as required in radiotherapy services manager absence

### Policy, service, research and development responsibility

- Maintain awareness of current trends, technological advances and developments in Radiotherapy and their implications for delivery of the service.
- 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 and policies to continually improve patient care and support.
- Initiate and participate in evaluation of relevant aspects of clinical care ensuring that practice is based on validated researched evidence where possible.
- Identify, plan and participate in the process of and development of local, regional and national clinical audit using specialised knowledge and analytical skills, acting proactively to disseminate results and to implement change as appropriate.
- Participate in the planning and undertaking of patient and carer satisfaction surveys contributing to action plans to address identified outcomes.
- Initiate, plan, develop and provide relevant education programmes and continually provide informal education in the clinical setting to ensure continued promotion of excellence in pre-treatment services.
- Participates in controlled clinical trials, reviewing protocols to ascertain departmental compliance and making decisions regarding departmental involvement; uses expert knowledge of pre-treatment to assess compliance to trial.

## Communication

- Communicate at an advanced level with cancer patients and their families, assessing individual needs and priorities and employing a supportive and empathic approach where there may be barriers to understanding.
- 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 are given to more junior staff, care assistants, student radiographers and clinicians.
- Provides and receives sensitive and complex information
- Acts as a liaison and advocate between the patient, 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.
- Records contemporaneous, legible and accurate patient records according to Trust/HCPC guidance and input data on computer systems within data protection policies.
- Achieve changes in practice by diplomatic interaction with all grades of staff.
- 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.
- Organise, chair and conduct meetings that have a clear purpose and outcome, as appropriate.
- In areas of conflict and in highly sensitive situations uses skills that are effective to manage 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.

## Organisation, Decisions, Judgements and Freedom to Act

- Plan and manage own workload using specialist understanding and analysis of highly complex situations, to prioritise response to referrals and urgent requests for advice.
- Respond effectively to rapidly changing situations, make decisions and problem-solve deciding on most appropriate solution in the best interest of the patient.
- Possess 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.
- Will have freedom in day-to-day decision making and deputise on decision-making in the absence of the radiotherapy services manager.
- 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 and virtual simulation.
- To be responsible for developing the service, updating policies and protocols, and making changes within both a team and departmental situation.

#### Information resources and administrative duties

- Ensure an effective and efficient data collection system is in place, design and use of spreadsheets to ensure accurate 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.

#### Records management

- The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

#### Clinical governance

- Have knowledge of clinical governance and its effect on the radiotherapy service.
- The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services, attending meetings deputising for radiotherapy manager as required.

#### 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 regarding 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 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. There is also the possibility of being exposed to aggressive behaviour from patients, relatives and staff.

*This job description does not contain an exhaustive list of duties and you may be required to undertake additional responsibilities. It is a dynamic document that will be subject to review with the post-holder in order to adapt and develop the role according to service needs and Trust policies.*



## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• BSc in radiographic studies</li> <li>• State registration with the Health and Care Professions Council (HCPC)</li> <li>• Postgraduate study at MSc level or equivalent in a Radiotherapy pre-treatment related subject</li> <li>• IV cannulation</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification</li> <li>• Willing to undertake further post graduate learning at MSc level in related subjects</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Professional specialist knowledge and skill acquired through relevant practical experience post qualification in all aspects of pre-treatment.</li> <li>• Wide range of experience in CT scanning and radiotherapy treatment modalities, equipment and techniques resulting in the physical skills required to precisely position a patient for radiotherapy and make decisions to improve patient care.</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement with staff training and service improvement</li> <li>• Experience of leading and organising change</li> </ul>

	<ul style="list-style-type: none"> <li>• Comprehensive understanding of national issues that will influence practice</li> <li>• Pre-Treatment and treatment experience at a senior level</li> <li>• Management experience including leading a team</li> <li>• Virtual Simulation experience</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrates application of expert knowledge into practice</li> <li>• Knowledge acquired during MSc post graduate training and knowledge and skills gained from extensive experience in clinical practice</li> <li>• Training and professional experience including oncology; fully comprehensive and detailed knowledge of disease process and treatment</li> <li>• Competent in all aspects of pre-treatment</li> <li>• Knowledge of current radiotherapy developments</li> <li>• Radiobiology: effects of radiation</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of wider departmental, cancer and NHS agenda</li> <li>• Current national guidelines relevant to radiotherapy</li> <li>• Student assessment</li> <li>• Health and Safety procedures and regulations</li> <li>• Understanding clinical governance issues</li> </ul>

	<p>on biological systems</p> <ul style="list-style-type: none"> <li>• Principles of radiotherapy techniques</li> <li>• Application of radiation physics to radiotherapy</li> <li>• Research and audit</li> <li>• Legislation associated with ionising radiation in medicine (Ionising Radiation (Medical Exposures) Regulations (IRMER))</li> <li>• Human anatomy and physiology</li> <li>• Chemotherapy – drugs and modes of action</li> <li>• Understanding the Professional Code of Conduct</li> <li>• Requirements of ISO9001/2015</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Management and leadership</li> <li>• Communication</li> <li>• Strong team player and team builder</li> <li>• Flexible and motivated</li> <li>• Ability to formulate ideas and developments</li> <li>• Good interpersonal skills</li> <li>• Good organisational skills</li> <li>• Empathy, respect, tolerance to all individuals without discrimination</li> </ul>	

	<ul style="list-style-type: none"> <li>• Employs reflective practice</li> <li>• Patient focussed</li> <li>• Ability to analyse data</li> <li>• Good numerical skills</li> <li>• Good dexterity and spatial awareness</li> <li>• Assimilate information</li> <li>• Takes responsibility for skill acquisition where a training need is identified</li> <li>• Ability to adapt and apply skills in a variety of situations</li> <li>• Good IT/keyboard skills sufficient to support practice</li> <li>• Use of MS Word/Excel</li> <li>• Use of Aria (Radiotherapy Management system)</li> <li>• Good presentation skills</li> <li>• Facilitates and contributes to team development and objectives</li> <li>• Ability to plan, allocate and evaluate workload with due consideration to staffing</li> <li>• Demonstrates good time and resource management</li> </ul>	
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<b>Other</b>	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Punctual</li> <li>• Take initiative in a professional manner</li> <li>• Ability to make decisions</li> <li>• Review and implement change</li> <li>• Creative thinker</li> <li>• Organised – self and others</li> <li>• Works without supervision</li> <li>• Enthusiasm for development of role and self</li> <li>• Understand impact of own actions</li> <li>• Identify and resolve conflict</li> <li>• Motivate others</li> <li>• Negotiate and persuade</li> <li>• Appreciation of multi-disciplinary nature of the oncology service</li> <li>• Well motivated</li> </ul>	
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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 Trust's Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## **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.

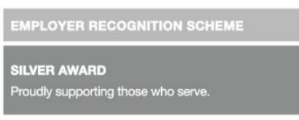
## **Equal opportunities and diversity**

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.



Proud to have signed  
The Pregnancy  
Loss Pledge

