Job title: Radiotherapy Care Assistant
Band: 3
Care Group: Scheduled Care
Department: Radiotherapy
Base: Lingen Davies Centre, Royal Shrewsbury Hospital
Responsible to: Radiotherapy Services Manager
Key Working Relationships: Radiotherapy Services Manager, Radiographers, Physics staff, Consultant Oncologists, All other staff within Oncology

Job Purpose/Summary
The Radiotherapy Care Assistant assists the Radiographer’s with the daily care of patients receiving radiotherapy.

Job Description Review
This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holders on an annual basis.

Organisational Position
See attached sheet.

Duties and Responsibilities

Professional and Technical

Responsibility for Radiotherapy Support
1. Assist radiographers with patients undergoing CT scans for radiotherapy planning including
   • Undertake pre-assessment for radiotherapy patients; this will involve presenting information to patients and their carers.
   • Preparing CT scan room
   • Positioning equipment required for scan
   • Recording of information as required
   • Looking up results of investigations
   • Schedule radiotherapy appointments, preparing paperwork prior to patient attendance.
2. Assist radiographers with setting-up patients for radiotherapy treatment including
   • Preparing treatment room for patients and helping radiographers as required
   • Positioning equipment as required
   • Advising patients about radiotherapy procedure and side effects; referring patient to radiographers if required
   • Give out appointments,
3. Assist clinical staff in the radiotherapy outpatient clinics. This includes:
   • Assisting Clinicians with patient mark ups
   • Act as chaperone and assist clinician during consultations
• Assisting qualified staff in clinical treatments and investigations.
• Maintenance of stocks at adequate levels
• Ordering stock as required
• Routine checking of suction equipment and oxygen cylinders
  - Relaying of messages from patients ringing into the department from outside to relevant staff.
  - Undertaking reception duties as required
4. Carry out clerical duties including:
  • Request of patient notes and films
  • Photocopying and filing of treatment sheets.
  • Maintain, store and retrieve records through available systems.
  • Complete stock requisition forms ready for authorisation by the Radiotherapy Services Manager
5. Transfer patients to and from the wards and clinics when required for treatment, observing safe and efficient practice.
6. Identify patients’ needs during their stay in the department and take actions to meet them
7. Give verbal guidance, information and reassurance to patients and their carers within their scope of knowledge, and respect patient confidentiality including explaining about radiotherapy to patients.
8. Maintain linen/laundry stocks at adequate levels in the radiotherapy department.
9. Maintain the public image of the department at the highest level.
10. Comply with local rules and the policies of the Trust, comply with IR(ME)R. Observe the Trusts’ manual handling and Health & Safety policies.
11. Undertake other reasonable duties that may be requested by the Radiotherapy Services Manager or their deputy.

Responsibility for systems and equipment

Takes digital photos of treatment areas that are marked up by a doctor and documents patient position to assist radiographers with future patient set up.
Takes and records observations using relevant equipment (e.g. BP machine)
Use PAS system to obtain demographic patient data and book appointments
Use Review to obtain results of investigations (e.g. blood results, radiology reports)
Use photocopier for photocopying information leaflets.
Use of radiotherapy positioning equipment
Use of SEMA for patient appointments
Use of ORACLE
Use of Somerset
Use of ARIA

Communication and Relationships

In order to carry out their role the radiotherapy care assistant must have good communication skills.
The radiotherapy care assistant works alongside other health care professionals who work within the radiotherapy department. A HCA also communicates verbally with:
  - Colleagues
  - Oncologists
  - Nursing staff on Ward 21 and in the chemotherapy day centre
  - Clinical Trials staff
  - Receptionists
Secretaries
The health care assistant also gives verbal guidance, information and reassurance to patients and their carers within their scope of knowledge.
The health care assistant completes stock order forms, prepares and provides patient information packs.

Organisation, Decisions, Judgements and Freedom to Act
The radiotherapy care assistant will organise routine tasks that need to be carried out around departmental workloads.
The radiotherapy care assistant has any concerns about the wellbeing of a patient they must report their concerns to a clinician or senior health care professional.
The radiotherapy care assistant has sufficient initiative to support the safe and efficient operation of the clinic area, but will refer most decisions to a clinician or senior health care professional.
They are able to answer most patient queries and give information and advice to patients and their carers during treatment, but refer to other health care professionals for assistance whenever going outside area of knowledge.

Staff/Public Relations
The Lingen Davies centre (previously the Cobalt Unit) was provided and is partly maintained through the use of public funds. In recognising this staff of the department should be prepared on occasion to take part in public relations work when requested by the Radiotherapy Services Manager.
The Oncology Service is receiving an increasing number of visits from other Health Care Professionals and the post holder is expected to take part in their education if required to do so.
Self help and Support groups for people with cancer are being integrated in the Oncology Service and the post holder should be aware of their activities.

Physical, Mental and Emotional Demands of the Post
The radiotherapy care assistant is on their feet for the greater part of their working day, walking between the different clinic areas.
The radiotherapy care assistant may encounter terminally ill patients during their working day. On occasion these patients and or their carers can be very distressed and require calm and compassionate care.
Anxious patients, and or their carers on occasion, can also be extremely emotionally demanding.

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

- 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.
Health and Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

To be fully conversant with the Trusts' Health and Safety Policy document, demonstrating to members of staff by one’s own level of awareness, a pro-active response to new risk situations and understanding of Health and Safety issues in such events as:

- Fire
- Radiation emergency
- Mechanical malfunction of equipment
- Accident
- Infection control

Meet the mandatory obligations of attending annual fire, food and hygiene, resuscitation and manual handling programmes.

To be fully conversant with and ensure compliance with local rules for radiation protection.

To observe, monitor and report to the Radiotherapy and Oncology Service Managers, any situations with the Department that may represent a potential hazard.

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.

Policies and procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

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; 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 staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and on-going 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).

Equality & diversity

Work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.
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.

Smoking in the Workplace

The Trust operates a 'non-smoking' policy and as such the post holder will be required to refrain from smoking on the Trust premises and when outside on official business.

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

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy.

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.

Job Description Agreement

I have read and understood the duties that are expected of me.

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