

Radiographer 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.

- This role leads a team of radiographers who treat cancer patients using radiotherapy.
- It makes sure treatments are done safely and correctly, following national rules.
- It helps train and support staff, sharing expert knowledge and solving problems.
- It checks that equipment works well and helps bring in new technology.
- It talks with patients and families to explain treatments and give support. It helps improve the service by planning, auditing, and working with other teams.

Job Description

Job title:	Radiographer
Grade:	7
Site:	The Royal Shrewsbury Hospital
Accountable to:	Radiotherapy Service Manager
DBS required:	Enhanced

Main Duties

Professional and Technical

- To maintain and improve a professional and competent Radiotherapy service in line with the requirements of IR(ME)R and IRR regulations and the Radiotherapy Services Manager.
- To provide technical oversight for the introduction of new equipment and radiotherapy techniques. Liaise with appropriate staff to develop and set up protocols.
- To accept a personal responsibility to maintain an up-to-date knowledge of Oncology and Radiotherapy practice; and to ensure that this knowledge is widely shared throughout the department.
- To maintain competency and skills on radiotherapy treatment equipment within the Department.

- To be aware of all techniques used within the Department and to be able to guide less experienced staff.
- To promote and maintain professional standards within the treatment department.

Communication and Working Relationships

- To provide receive and negotiate complex, sensitive and or contentious information where persuasive, motivational, negotiating, training, empathic or reassurance skills are required and there may be barriers to understanding. This may be to patients, carers and other staff regarding treatment and its effects providing support as required by listening to and working through their concerns.
- Where appropriate to ensure the effective communication between different staff members and patients within the working area.
- Where appropriate to co-ordinate communication between various levels of staff within the workplace as well as interdepartmental communication.
- Provide advice, support and guidance to radiographers and other staff in the team and use technical expertise and experience to provide solutions to a wide range of radiotherapy related problems.
- Ensure patients and their families receive appropriate verbal explanations and written information regarding radiotherapy and side effects of treatment and have the necessary information to enable informed consent for all procedures, including the development of relevant patient information leaflets and booklets. This will involve communicating distressing and sensitive information to patients at times.
- As a Band 7 radiographer there will be many demands on their time and the post holder will need to prioritise competing demands.

Analytical Skills

- To make judgments within the team involving a range of complex facts or situations, which require analysis or comparison of a range of options.
- Interprets images acquired during the radiotherapy treatment process and makes decisions regarding actions to take.
- To identify and report any variances in the Quality System.
- Take a leading role in risk management.

Responsibility for Planning and Organisation

- To plan and organise daily work and some complex activities or programmes for an area of practice, some of which may be ongoing.
- Responsible for own and other members of staff time management in the defined area.
- Adapt practice according to planning and organisational management for better service delivery.

- To facilitate attendance at site specific group meetings
 - To inform the Clinical specialist or Services manager of any problems that may affect the smooth running of the Department.
 - To be aware and report any variances in the performance of equipment by the normal reporting system and to organise regular equipment servicing.
 - Ensure working practices facilitate an efficient safe working environment
- Physical Skills**

The post requires physical skills which are developed over time to position patients for highly complex radiotherapy where there is a small margin of error and accuracy is of paramount importance.

Responsibility for patients/clients

- To ensure that the needs of the patient are identified and met as appropriate, respecting patient confidentiality at all times.
- To monitor standards of care within the service; reporting weaknesses and areas of concern to the Radiotherapy Services Manager, and assist in any remedial action.
- To bring to the attention of medical staff and radiotherapy services manager any areas of clinical concern about individual patients or patient groups.
- Undertake clinical duties as required to maintain practical radiographer skills, participating in on-call rota for emergency duties and Bank Holiday working.
- To oversee the management and care of patients and their disease where necessary to ensure that all staff working within the team operate within the correct policies and procedures regarding patient care.
- Implement new advanced radiotherapy treatment techniques using expert knowledge, audit and research to improve patient care.
- Be responsible for patient information ensuring that information given to patients whether in paper form or electronic is accurate and up to date.

Responsibility for Policy Implementation

- To ensure that the objectives, the policies and QA procedures of the department are met
- Guide and instruct the team in the policies and procedures used in radiotherapy and supervise staff to ensure these are followed consistently maintaining high departmental standards at all times, ensuring staff are kept updated with the latest developments via training/briefing sessions.
- To assist in the identification and implementation of radiographic standards, determining good clinical practice in line with national standards, and with due regard to minimising clinical risk.

- To work as part of a team writing new policy and procedures relating to radiotherapy to comply with national standards.

Responsibility for resources

There is no budget associated with this post, the post-holder may occasionally handle cash/cheques.

Radiotherapy equipment is very expensive, Linear Accelerators (machines that deliver radiotherapy) cost £1.5M and the post-holder has a responsibility for the safe use of these and a responsibility to report all defects, breakage and faults to the appropriate individuals promptly.

Responsibility for staff

- Provide leadership and supervision, acting as a resource for less experienced staff, helping them to develop and enhance skills.
- To relate to, and work with other staff groups, to ensure a smooth and efficient flow of work through the department.
- To assist with day to day workload management and staffing rotas.
- Takes an active part in the staff appraisal process achieving annual personal objectives and appraising junior staff.
- To be responsible for participating and promoting Continuous Professional Development, professional competency and assist in identifying and co-ordinating training requirements of the Radiotherapy staff.
- Ensure that staff and students are given adequate training, development and guidance to ensure the safe and effective treatment of patients and that training strategies are in place in all specialist areas of the department to meet their learning needs.
- Acts as a link between the university and the department ensuring that students have a positive experience during their placements.
- Participate in the selection and induction of new staff.
- To undertake duties including mentorship, preceptorship and assessment of trainee and student radiographers.
- To be involved in the teaching of student radiographers and to carry out assessments as required.
- To be responsible for the training and education of staff within the team, encouraging a learning environment at all times.
- Line manage staff to support the development of new roles and deliver excellence in all aspects of the service.

Responsibility for Information Resources

- Manages Oncology Management System for radiotherapy

- To take responsibility for data processing and storage related to own area of practice within an ethical and legal framework.
- To oversee the management of information within the defined area.
- Ensure the handling of information within the team.
- To ensure statistical information is supplied as required.

Responsibility for Research and Audit

- Regularly audit the service so patient care is continuously improved and ensure documentation and record keeping is comprehensively maintained. Present findings to appropriate parties both internal and external to the Trust.
- To organise staff within a treatment area to allow them to actively participate in research activities.
- To co-ordinate any research activities amongst staff within the workplace area.

Freedom to Act

- To be able to synthesise information consistently and accurately, to achieve desired outcome within own area of practice.
- To lead the decision making process on the treatment units according to centre policy and advise the clinicians of any issues
- To take account of legal and ethical considerations in exercising professional self-regulation within own area of practice, and to supervise others within the team
- To identify areas of concern that could lead to possible risks within the workplace.
- Where necessary to oversee the decision making process on the treatment area, while operating within protocol and request senior assistance for decision making outside of protocol.

Physical effort

A combination of sitting/standing and walking and when working in a clinical capacity there is a requirement for moderate physical effort for short periods to position patients for radiotherapy. This will include manoeuvring patient specific radiotherapy equipment. The post holder will also be expected to assist in patient transfer from chair to couch or couch to couch when required as well as pushing wheelchairs and beds. Mechanical aids are available.

Mental effort

Work pattern is unpredictable with competing demands. Radiotherapy is complex and there is a requirement for therapy radiographers to concentrate for a prolonged period of time.

Emotional Effort

Works with cancer patients so has direct exposure to distressing and emotional circumstances at times

Working conditions

- Works with Ionising Radiation
- VDU use
- Occasionally exposed to highly unpleasant bodily fluids and odours

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• BSc in radiographic studies or equivalent DCRT• State registration with the Health and Care Professions Council (HCPC)• Postgraduate study at MSc level or equivalent in a Radiotherapy treatment related subject	<ul style="list-style-type: none">• Management qualification• Willing to undertake further post graduate learning at MSc level in related subjects
Experience	<ul style="list-style-type: none">• Professional specialist knowledge and skill acquired through relevant practical experience post qualification on a full range of radiotherapy equipment and areas• Wide range of experience in radiotherapy treatment modalities, equipment and techniques resulting in the physical skills required to precisely position a patient for radiotherapy.• Comprehensive understanding of national issues that will influence practice	<ul style="list-style-type: none">• Involvement with staff training and service improvement• Experience of leading and organising change

	<ul style="list-style-type: none"> • Treatment experience at a senior level • Management experience 	
Knowledge	<ul style="list-style-type: none"> • Demonstrates application of expert knowledge into practice • Knowledge acquired during MSc post graduate training and knowledge and skills gained from extensive experience in clinical practice • Training and professional experience including oncology; fully comprehensive and detailed knowledge of disease process and treatment • Competent in IGRT for all sites • Knowledge of current radiotherapy developments • Radiobiology : effects of radiation on biological systems • Principles of radiotherapy techniques • Application of radiation physics to radiotherapy • Research and audit • Legislation associated with ionising radiation in medicine (Ionising Radiation (Medical Exposures) Regulations (IRMER) • Human anatomy and physiology • Chemotherapy – drugs and modes of action • Understanding the Professional Code of Conduct • Requirements of ISO9001/2015 	<ul style="list-style-type: none"> • Knowledge of wider departmental, cancer and NHS agenda Current national guidelines relevant to radiotherapy Student assessment Health and Safety procedures and regulations • Understanding clinical governance issues
Skills	<ul style="list-style-type: none"> • Management and leadership • Communication • Strong team player and team builder • Flexible and motivated 	<ul style="list-style-type: none"> • Facilitates other to achieve effective communication

	<ul style="list-style-type: none"> • Ability to formulate ideas and developments • Good interpersonal skills • Good organisational skills • Empathy, respect, tolerance to all individuals without discrimination • Employs reflective practice • Patient focussed • Ability to analyse data • Good numerical skills • Good dexterity and spatial awareness • Assimilate information • Takes responsibility for skill acquisition where a training need is identified • Ability to adapt and apply skills in a variety of situations • Good IT/keyboard skills sufficient to support practice • Good presentation skills • Facilitates and contributes to team development and objectives • Ability to plan, allocate and evaluate workload with due consideration to staffing • Demonstrates good time and resource management 	
Other	<ul style="list-style-type: none"> • Reliable • Punctual • Take initiative in a professional manner • Ability to make decisions • Review and implement change • Creative thinker • Organised – self and others • Works without supervision • Enthusiasm for development of role and self • Understand impact of own actions • Identify and resolve conflict • Motivate others • Negotiate and persuade 	

	<ul style="list-style-type: none"> • Appreciation of multi-disciplinary nature of the oncology service • Well motivated 	
--	---	--

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.

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.

