

**SHREWSBURY AND TELFORD HOSPITALS NHS TRUST**  
**LINGEN DAVIES CENTRE**  
**RADIODTHERAPY DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE**

Senior Radiographer (Band 6)

**BASE**

Royal Shrewsbury Hospital

**DEPARTMENT**

Lingen Davies Radiotherapy Department

**MANAGER RESPONSIBLE TO**

Radiotherapy Services Manager via Band 7 Radiographer

**PROFESSIONALLY RESPONSIBLE TO**

Radiotherapy Services Manager via Band 7 Radiographer

**POST PURPOSE / SUMMARY**

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.

**ORGANISATIONAL POSITION**

See attached sheet.

**SCOPE AND RANGE**

To work on a treatment unit, on the CT scanner, treatment prep room, planning room or out patient clinics within the radiotherapy department at Royal Shrewsbury Hospital, as rostered by the superintendent radiographer. As required take the lead role on a treatment unit, providing supervision of radiographers, student radiographers, assistant practitioners, trainee assistant practitioners and radiotherapy care assistants rostered to their team.

Provide specialist training and expertise in verification and anatomy matching IGRT on the linear accelerator and to build the competency of radiographers in its use.

Virtual Simulation and plan checking

Participate in on-call rota, late cover and Bank Holiday working and occasional shift pattern if required

## **PRINCIPLE DUTIES AND RESPONSIBILITIES**

### **Professional and Technical**

1. 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.
2. Assist technically with and oversee all procedures relating to the patients pathway in radiotherapy on a daily basis, including:
  - Safe operation of specialised and complex equipment
  - Accurate interpretation of treatment requests, competent in CT scanning
  - Confirm patients consent
  - Accurately position immobilisation devices
  - Construct orfit \* shells for palliative patients
  - Tattoo patients
  - Maintenance of complete and accurate treatment records
  - Calculation and checking of treatment plans
  - Input and checking of input of treatment parameters onto computerised verification systems
  - Provide third and final check of treatment plans
  - Undertake verification using IGRT
  - Final approval for treatment positioning using image matching software
  - Accurate interpretation of treatment sheets and plans
3. Monitor the health of the patients undergoing treatment and inform the consultant or his appointed deputy of any areas of concern. Dispense pharmaceutical preparations strictly according to patient group directives.
4. Prioritise patients for treatment in accordance with departmental protocols at times of limited machine use (e.g. breakdown, servicing, out of hours working).
5. 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.
6. Document and report any deviations from prescribed treatment. Record observations and comments in the patient's treatment file, sign and date these annotations.
7. 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.

8. 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.
9. 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.
10. Bring to the attention of the Radiotherapy Services Manager or Band 7 Radiographer any areas of concern that may affect the treatment or well being of patients within the department.
11. Participate in the on-call rota for emergency treatment of patients at weekends and Bank Holidays.
12. Actively participate in internal QA audit and liaise with the QA radiographer to identify and instigate appropriate changes when required.
13. Actively participate in clinical audit.
14. Actively assist in the creation and implementation of departmental policies.

### **Managerial**

1. 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.
2. Comply with the policies and objectives of the department as identified by the Radiotherapy Services Manager.
3. Carry out any routine procedures connected with treatment (e.g. IGRT, in-vivo dosimetry) according to agreed protocols.
4. 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.
5. Assist in the re-organisation of staffing levels at times of crisis.
6. 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.
- 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 Relationships**

In order 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 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 than more junior grades of staff.

- Professional and organisational responsibilities of the senior role increases 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

### **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; 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**

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 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. 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.

## **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.

### **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 Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust 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 to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

### **STAFF/PUBLIC RELATIONS**

The Lingen Davies Centre 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.



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 integrated in the Oncology Service and the post holder should be aware of their activities.

*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 hospital policies.*

<b><u>MANAGER</u></b>	<b><u>POSTHOLDER</u></b>
<b><u>Name</u></b>	<b><u>Name</u></b>
<b><u>Signature</u></b>	<b><u>Signature</u></b>
<b><u>Date</u></b>	<b><u>Date</u></b>