

Pre-Treatment Superintendent Therapeutic 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, 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.

- Manage the daily work of the pre-treatment area and support the wider radiotherapy service.
- Carry out clinical duties, giving expert advice to staff and clinicians about pre-treatment and imaging.
- Lead the use of IV contrast to improve CT scans and work closely with the physics team to speed up planning.
- Provide specialist leadership, training, and mentoring to radiotherapy staff and students.
- Ensure patients and families receive safe, high-quality care that meets national and local standards.
- Act as a key resource for other healthcare professionals, helping to improve services and introduce new practices.

Job Description

Job title:	Pre-Treatment Superintendent Therapeutic Radiographer
Grade:	7
Site:	The Royal Shrewsbury Hospital
Accountable to:	Radiotherapy Services Manager
DBS required:	Yes

Main Duties

This is an exciting post in which the postholder will, be responsible for the smooth running of the pre-treatment department in radiotherapy. In addition to this they will:

- Provide day to day management of the Pre-treatment area for the radiotherapy department.
- 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.
- Liaise with the physics planning service to minimise the time for pre-treatment activities and to deputise for other superintendent radiographers.

- To help co-ordinate on a day-to-day basis Radiotherapy treatment services, ensuring that treatment is provided within National and Local guidelines.
- 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.
- Ensure the needs of patients and relatives are identified and met at all times.
- 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 an expert educational function through the support and mentoring of radiotherapy staff; ensuring that staff and students are up to date with techniques and machine data.

Duties and Responsibilities

Professional and Technical

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 radiographer 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 are able to 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.

- Maintain awareness of current trends, technological advances and developments in radiotherapy and their implications for delivery of the service.
- To act as an expert resource on treatment planning and/or delivery issues, being recognised and accessible and providing inspiration, motivation, guidance, support and advice as appropriate.
- 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.
- To develop and advance innovative practice in radiotherapy that supports the work of the pre-treatment service.
- 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 programs and continually provide informal education in the clinical setting to ensure continued promotion of excellence in pre-treatment services.
- Participate in the induction and training of new staff.
- Participate in clinical supervision, significant event meetings, journal club presentations.
- 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.
- 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.
- 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.

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.

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.
- 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 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 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 odors, 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 behavior from patients, relatives and staff.

Person Specification

	Essential	Desirable
Qualifications	• BSc in radiographic studies • State registration with the Health and Care Professions Council (HCPC) • Postgraduate study at MSc level or equivalent in a Radiotherapy pre-treatment related subject • IV cannulation	• Management qualification • Willing to undertake further post graduate learning at MSc level in related subjects
Experience	• Professional specialist knowledge and skill acquired	• Involvement with staff training and service improvement

	through relevant practical experience post qualification in all aspects of pre-treatment. • 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. • Comprehensive understanding of national issues that will influence practice • Pre-Treatment and treatment experience at a senior level • Management experience including leading a team • Virtual Simulation experience	• Experience of leading and organising change
Knowledge and skills	• 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 all aspects of pre-treatment	• 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 • Facilitates other to achieve effective communication

	• 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 • Management and leadership • Communication • Strong team player and team builder • Flexible and motivated • Ability to formulate ideas and developments • Good interpersonal skills • Patient focussed • Ability to analyse data • Good numerical skills	
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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 & 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 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.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

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.

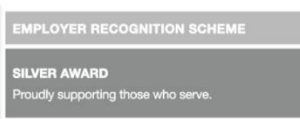
You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in 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.



Proud to have signed
The Pregnancy
Loss Pledge

