

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Apprentice Medical Physics Technologist (Clinical & Radiation Physics) |
| **Reports to** | Lead Physicist |
| **Band** | 5 Annex U/21 |
| **Department/Directorate** | Medical Physics Department / Specialist Services Division |

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| **JOB PURPOSE** |
| To put our patients first by working as one team, leading, listening and striving for the best.  To work within the Medical Physics department as a trainee Clinical Technologist under the Healthcare Science (Medical Physics Technologist) Apprenticeship programme and complete the full BSc Healthcare Science (Radiation Physics) qualification at the University of West of England, Bristol.  Work under the supervision of a Registered Practitioner.  As part of the multi-disciplinary team, the post holder will provide a key role in supporting the use of imaging, care and support to individuals as specified in standard protocols, or written care or service plans, in a range of environments.  The Apprentice Medical Physics Technologist will be based at the Royal Devon, eastern site in Exeter. They will work at the various sites across south, east and north Devon to which medical physics services are provided, including community sites and non-NHS sites. The post holder may be required to work outside standard working hours to enable them to make the most of their training and participate fully in the service delivery.  Apprentices will be contracted to work 37.5 hours per week, divided into 80% workplace based and 20% protected study time. Study time will be either within the department, from home or at the associated Higher Education Institution (HEI). Attendance of training at the HEI is considered to be essential and annual leave must be arranged outside these sessions. The post holder will be expected to discuss their planned study with their mentor each week.  The post holder will fulfil all tasks and work as part of a team responsible for providing an efficient service in the Medical Physics Department. To meet the needs of the service, the post holder may be required to work in other areas and hospitals as appropriate, as directed by the line manager. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To work as part of a team responsible for providing an efficient service. * Attend mandatory block weeks for the Healthcare Science (Medical Physics Technologist) Apprenticeship programme at the University of West of England. * Make a commitment to study both within working hours and at home during the duration of the apprenticeship course. * Attend virtual tutorials and webinars and complete all e-learning as instructed by the University of West of England. * To perform a range of medical physics procedures, as detailed within the apprenticeship programme, within the Medical Physics department under the supervision of a qualified healthcare scientist at all times. * To ensure that the Ionising Radiation Regulations 2017, IRMER 2017 and associated codes of practice and guidance notes together with the Health and Safety at Work Act are understood and adhered to in respect of staff, patients and members of the public. * Works within the boundaries of existing competence, adhering to the Trust Radiation Safety Policy and national and local standard operating procedures/protocols. * To immediately report any fault errors to the supervising scientist. To make appropriate entries in the fault log. |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day-to-day basis. In addition, the post holder will deal with external engineers, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Clinical Scientists * Engineers * Radiographers * Clinical Technologists * Departmental administrative, clerical and support staff | * Engineers * Private customers e.g. vets and dentists * Trainees * Patients, relatives and carers * University of West of England Staff | |
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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Adhere to professional and organisational standards of practice, policies and procedures and work within guidelines under the supervision of a qualified healthcare scientist or technologist.    Work alone at times in a variety of settings, under the direction of the Registered Practitioner with access to support and supervision.    May be required to take decisions alone and then escalate to appropriate qualified colleague. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| This role requires excellent communication skills including verbal, written and use of IT  Able to exchange information with patients/clients requiring support, tact and reassurance.  Form professional relationships with patients/clients and communicates and cooperates with them in a way that respects their views, autonomy and culture.  Constructively manage barriers to effective communication and works cooperatively with patients and team members.  Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate.    Understand the safeguarding adult’s issues and act within the guidance of the policy to keep adults within their care safe.  Able to keep accurate contemporaneous documentation using and supporting the organisation’s documentation.  Report effectively to the relevant team on progress and outcome of work.  Communicate with other staff and agencies as appropriate in written and oral format to report on progress and outcome of work.  Attend meetings and feedback relevant information.  To give advice to other healthcare workers and professionals on general radiation protection issues and be able to explain the general risks of radiation to clients whilst knowing when to defer to a qualified healthcare scientist. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Carries out delegated assessment of equipment performance and report any unexpected deviations.  Undertake delegated risk assessments providing accurate feedback to the team as necessary  Recognise the need for further advice, guidance and support as appropriate.  To acquire knowledge and learn to apply this in a practical setting.  To use all equipment in accordance with manufacturer’s instructions, recognising and reporting faults occurring to any equipment to a senior radiographer in that area.  To liaise and discuss requests with the supervising healthcare scientists to ensure appropriate procedures are performed within departmental protocols and national guidelines. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Be able to plan and successfully undertake the academic components of the Healthcare Science (Medical Physics Technologist) Apprenticeship course whilst continuing to achieve clinical competencies.  The post holder will be expected to:   * Plan and undertake their continued studies both in the workplace and at home. * Assist staff to ensure the department is working effectively at all times by contributing towards good control of workflow and maximising the use of resources. * Prioritise own tasks under the appropriate delegation of the registered practitioner. * Actively participate in departmental meetings. * Participate in the regular QA testing of all protective equipment used in the department (as required by IRR 2017), including protective lead aprons, screens and other such related equipment. |
| **PATIENT/CLIENT CARE** |
| To work within a clearly defined accountability framework.  To demonstrate clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio relevant to the service specification.  To recognise and appropriately address risk factors to patients/clients and carers within their healthcare setting and feedback appropriately to the registered practitioner  To report any incidents, untoward incidents, complaints and near misses to self, patients or carers to the appropriate professional within the stated timescales and record these on Datix |
| **POLICY/SERVICE DEVELOPMENT** |
| To work to Trust Policies, Procedures and Standard Operating Procedures (SOP).  To maintain Trust Standards of Clinical Governance.  To support Professional Standards of Practice  The post holder will work in accordance with departmental policies, protocols and procedures |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder has no budgetary responsibilities but is responsible for the safe and correct use of expensive image acquisition equipment.  Support the efficient use of resources including; maintaining stocks and supplies and ordering equipment & resources as agreed or directed.  Ensure safe and efficient use of stock and equipment including; ensuring equipment is checked appropriately and any defects reported.    Demonstrate and instruct the use of equipment to ensure safety. |
| **HUMAN RESOURCES** |
| Supporting peers, including bank and agency staff in the clinical area.  Maintaining own professional development and attending training, including all mandatory training to enhance the role within the clinical area.  Be prepared to share knowledge and experience both formally and informally.  Take a flexible approach in supporting colleagues during times of workload pressures.  Participate in the training and induction of other staff/students as appropriate.    Participate in supervision and appraisal process, identifying own areas of development, & undertaking relevant activities to meet objectives set in Personal Development Review Plan.  Keep a record of own training and development, maintain a portfolio, working to sustain acquired competencies for the post. |
| **INFORMATION RESOURCES** |
| Inputting, storing and providing information on relevant IT systems and records.  Accurately completing and maintaining effective equipment and patient records including confidentiality issues.  To be able to work with the departments’ PACS system and Radiology Information (CRIS) system. |
| **RESEARCH AND DEVELOPMENT** |
| The post holder will be required to contribute to developing his / her own team’s evidenced based practice including research.  To engage in active participation in data collection for audit and quality assurance purposes. |
| **PHYSICAL SKILLS** |
| A range of scientific skills including; dexterity and accuracy for complex measurement.  Ability to undertake training to provide assessment of equipment within the defined scope of practice.  Be able to safely move and manipulate a range of tests equipment using defined methods where appropriate.  To use Radiography systems in accordance with departmental protocols ensuring data and images are correctly inputted and correlated.  Ability to safely handle sealed and unsealed radioactive sources |
| **PHYSICAL EFFORT** |
| There is a frequent requirement for sitting or standing in a restricted position for a substantial proportion of the working time and for light physical effort for several short periods during a shift as follows:   * Plan, perform and execute testing of medical equipment. These activities require: * Ability to stand for Long periods (hours) whilst sometimes wearing heavy PPE (lead aprons) * Manipulate (push) heavy pieces of equipment (assisted by trollies and tables on wheels) * Lift heavy (<=15kg) test equipment (in accordance with relevant manual handling protocols) * Ability to sit for long (hours) period of time in front of computer monitors |
| **MENTAL EFFORT** |
| * The post holder will sometimes be expected to cover the duties of colleagues in posts of the same pay band or lower and within the range of the post holders knowledge and skills. * There will be periods of occasional intense concentration when dealing with very complex equipment. * Must be willing to undertake the training involved in this post in order to become a qualified Clinical Technologist. Being able to undertake some study in own time whilst continuing to work within the Medical Physics Department. * Work in an unpredictable pattern when required. * Read and decipher complex information. * Ability to use and concentrate for long periods using IT |
| **EMOTIONAL EFFORT** |
| Able to deal with occasional distressing / emotional circumstances.  Ability to cope and deal with areas of conflict. |
| **WORKING CONDITIONS** |
| Due to risks from ionising radiation, the post holder must adhere to the Ionising Radiation Regulations 2017 (IRMER 17), Ionising Radiation Regulations 2017 (IRR 17) and associated codes of practice and guidance notes, and the Health and Safety at Work.  Occasional exposures to bodily fluids, infection and unpleasant smells. Possibility of occasional unpleasant interactions with patients and relatives.  Requirement to use Visual Display Unit equipment for several hours on most days |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Apprentice Medical Physics Technologist (Clinical & Radiation Physics) |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   |  | | --- | | GCSE English, Maths and Double Science grade 4 (C) or above.  Level 3 qualifications equivalent to 96 UCAS points including at least one A-level Grade C or above in a relevant STEM subject (physics, engineering, mathematics)  Please note: if you have more than four years' extensive and relevant work experience the minimum grades may be negotiable. | |  | | E  E |  |
| **KNOWLEDGE/SKILLS:**  Good Knowledge of the Medical Physics Management system.  Knowledge of relevant national standards, e.g. IR(ME)R 2017, IRR’17 and associated codes of practice  Sound knowledge of a range of equipment performance issues and how to escalate concerns.  Knowledge of correct assessments of medical imaging equipment.  To be able to demonstrate a basic knowledge of IT skills  Knowledge of accountability, relevant SOP’s policies and importance of accurate documentation.  Knowledge of client conditions related to the setting.  Health, safety and risk awareness.  Safeguarding and MCA understanding.  Demonstrates a commitment to lifelong learning. | E  E | D  D  D  D  D  D  D |
| **EXPERIENCE:**  Proven experience of working in an appropriate scientific / health care setting. |  | D |
| **PERSONAL ATTRIBUTES:**  Flexible approach to duties and ability to participate in shift/extended day schedules when required.  Ability to communicate well with all grades and disciplines of staff, clients, patients and relatives.  Be reflective in thinking and outlook and be available as a source of advice, coping with multiple demands during the working day.  Highly motivated and committed to delivering the service.  Ability to remain calm in a busy environment  Good hand/eye co-ordination skills and aptitude for precision  Good communication skills, written and verbal.  Ability to work autonomously.  Ability to work under pressure and with flexibility.  Empathetic and demonstrates patient focus.  Able to manage own emotions and cope in sometimes difficult situations.  Basic computer skills.  Understand the need for professional conduct.  Demonstrate understanding of the boundaries of their existing competence and authority levels for delegation of tasks.  Competent listening and observation skills.  Positive interpersonal skills.  Good co-ordination/organisation skills.  Ability to work positively and professionally as part of a team.  Able to contribute to the training of other staff/students.  Willingness/commitment to undertake training.  Understands and demonstrates commitment to the Trust’s values. | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E | D |
| **OTHER REQUIREMENTS:**  Able to deal with occasional distressing / emotional circumstances.  Moving & handling of equipment (<=15kg) in order to perform complex measurements.  The post holder must demonstrate a positive commitment to uphold the trust values at all times.  Flexible working in a range of clinical settings, environments and shift patterns.  Ability to travel to meet needs of the job.  Clean Driving Licence | E  E  E  E  E | D |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y | R |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  | O |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | F |
| Heavy manual handling (>10kg) | Y |  | O |  |  |
| Driving | Y |  | O |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | O |  |  |
| Mental Effort | Y |  |  | M |  |
| Emotional Effort | N |  |  |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | N |  |  |  |  |