

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Apprentice Therapeutic Radiographer |
| **Reports to** | Radiotherapy Services Manager |
| **Band** | Band 5 Annex 21 |
| **Department/Directorate** | Radiotherapy Department / Specialist Services Division |

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| **JOB PURPOSE** |
| The post holder will work within the radiotherapy department as an apprentice Therapeutic Radiographer under the Therapeutic Radiographer Apprenticeship programme and complete their BSc (Hons) Therapeutic Radiography qualification at the associated Higher Education Institution (University of the West of England). |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To undertake the Radiotherapy Radiographer Apprenticeship programme * Work as part of the multi-disciplinary team to undertake a range of radiotherapy duties and procedures, as detailed within the apprenticeship programme * Work under the supervision of a Registered Practitioner at all times * Attend other radiotherapy departments to gain sufficient experience in some treatments or novel technologies where this is considered appropriate * Attend mandatory block study weeks for the Radiotherapy Radiographer Apprenticeship programme at the University of the West of England (UWE) * 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 UWE * Attend tutorials, teaching and CPD events arranged by the radiotherapy department as directed by the lead Practice Educator * 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 * Work within the boundaries of existing competence adhering to Trust policy, local protocols and national guidance at all times * To report any fault errors immediately following departmental processes and highlight to the supervising Radiographer * Work a variety of shift patterns, bank holidays and the occasional weekend on call to support service requirements   The apprentice will be contracted to work 37.5 hours per week. They will be workplace based for four days (30 hours) per week and one day (7.5 hours) per week will be protected study time to be undertaken in the department. In addition there are planned block study weeks at UWE. Attendance of training at UWE is essential and annual leave must be arranged outside of these sessions. The apprentice will be expected to discuss their planned study with their mentor or supervisor on a weekly basis.  The apprenticeship programme is delivered over 36 months and includes a combination of work-based learning modules and specialist education which will lead to a BSc (Hons) Therapeutic Radiography qualification. An integrated end-point assessment is the final stage of the apprenticeship and assesses if the employee meets the apprenticeship standard and is ready to join the profession with full occupational competence. The successful graduate will be eligible to apply to register as a Therapeutic Radiographer with the Health and Care Professions Council (HCPC). |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust, with external organisations and with the public on a day to day basis. This will include via verbal, written and electronic media.  Key working relationships include:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Radiotherapy Services Manager * Therapeutic Radiographers * Clinical and Medical Oncologists * Head of Radiotherapy Physics * Radiotherapy Clinical Scientists, Dosimetrists and Engineers * Nursing staff, Cancer Nurse Specialists, other AHPs involved in patient care * Student Radiographers / trainee Clinical Scientists / Specialist Registrars | * Patients and their carers * Higher Education Institution | |  |  | |  |  | |  |  | |

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| **ORGANISATIONAL CHART** |
| Lead Clinician for Radiotherapy  Radiotherapy Services and Oncology Centre Manager  Reporting relationship    Consultant Radiographers  Clinical Lead Specialist Radiographers:  External Beam Treatment, Pre-Treatment & Brachytherapy  Lead Treatment Review Radiographer  Research Radiographer  Team Lead Radiographers   * **Senior Radiographers** * Radiographers * Radiotherapy Assistant Practitioners * Radiotherapy Helpers * **Radiographer Apprentices** |
| **FREEDOM TO ACT** |
| * Work effectively as part of a wider multidisciplinary team to deliver a safe and efficient radiotherapy service, within a clearly defined framework of accountability * Commit to study both within working hours and at home during the duration of the apprenticeship programme * Attend virtual tutorials and webinars and complete all e-learning as directed by UWE * Attend mandatory study block weeks at UWE * Undertake clinical training in a wide range of radiotherapy treatment techniques and associated activities under the direct supervision of registered personnel at all times * Work within local policies and procedures * Be responsible for own clerical activities and record keeping * Adhere to radiation safety protocols at all times * Demonstrate clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio relevant to the service specification * Recognise and address risk factors with the potential to impact patients/clients and carers within the healthcare setting and feedback appropriately to the registered practitioner * Report any incidents, untoward incidents, complaints and near misses to the appropriate professional within the stated timescales |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Communicate effectively with colleagues at all levels within the multidisciplinary team to support the highest standard of patient care and treatment preparation: this will include both verbal and written means of communication and may require the communication of information that is complex or sensitive * Communicate effectively with patients, and their relatives or carers, sometimes under difficult circumstances * Ensure that matters of a confidential nature (relating to either the patient or another staff member) are not divulged without the appropriate authority to do so * Attend departmental staff meetings and team meetings regularly and contribute to discussions on service developments and policies where appropriate |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Acquire knowledge and learn to apply this in a practical setting * Demonstrate analytical skill in order to determine the suitability and efficacy of patient positioning for treatment * Ensure electronic systems and patient records are kept up to date with accurate information * Work within own scope of practice, recognising the need for further advice, guidance and support as appropriate |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Undertake the academic components of the Radiotherapy Radiographer Apprenticeship course whilst also working clinically in order to achieve practical clinical competencies * Plan and organise own continuing study workload 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 all available resources and facilities * Prioritise own tasks under the appropriate delegation of the registered practitioner |
| **PATIENT/CLIENT CARE** |
| * Ensure that all patients receive accurate information and documentation relating to their treatment procedure and the likely side-effects of treatment * Ensure that the patient has given informed consent prior to a procedure; work within a legal framework to proceed for patients who lack capacity to consent to treatment * Communicate effectively with the patient, often having to use skills of persuasion, empathy and reassurance in order to deliver or receive complex/highly sensitive information whilst maintaining patient confidentiality and dignity at all times and ensuring that accurate records of any communications are produced when appropriate * Overcome any barriers to effective patient communication that might exist e.g. non-verbal communication * Ensure that the department’s identification policy is adhered to and that all patients are correctly identified prior to undergoing irradiation |
| **POLICY/SERVICE DEVELOPMENT** |
| * Support the Radiotherapy Services Manager in setting, monitoring and developing standards of care * Demonstrate knowledge of the departmental Quality Management System (QMS), ensuring compliance with QMS procedures and protocols at all times * Identify and report non-conformities within the departmental QMS, and participate in addressing these issues appropriately |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Responsible for the safe use of highly complex and expensive equipment * No direct budgetary responsibility, but are responsible for ensuring the efficient use of resources and the maintenance of local stock levels for consumables |
| **HUMAN RESOURCES** |
| * Participate in own specialist clinical training * Participate in the induction of new staff and students; assist with peer learning * Contribute to the provision of a safe working environment * Take a flexible approach in supporting colleagues during times of workload pressures * Keep a record of own training and development within a clinical portfolio, continually working to sustain the acquired competencies for the post |
| **INFORMATION RESOURCES** |
| * Develop and maintain knowledge of the relevant sections of the ARIA record & verify system to facilitate working across all sections of the radiotherapy department * Maintain highly accurate patient and radiation dose records at all times * Develop knowledge of other Trust IT systems relevant to the role * Complete and maintain effective patient records accurately, in line with the Trust’s confidentiality and Information Governance requirements |
| **RESEARCH AND DEVELOPMENT** |
| * Contribute to and participate in local audit and service development projects where appropriate * Participate in the local implementation of radiotherapy clinical trials |
| **PHYSICAL SKILLS** |
| * Develop a high level of skill to manipulate and position the patient in order to achieve an effective treatment set-up * Develop a high level of skill when tattooing patients or marking immobilisation equipment in order to enable precise patient reproducibility |
| **PHYSICAL EFFORT** |
| * Repeated lifting and positioning of patient immobilisation equipment, required on a per patient basis * Physical manipulation of the patient on the couch in order to achieve an effective treatment set-up * Use appropriate manual handling techniques and equipment to ensure safety for both the patient and all members of the team, including own self |
| **MENTAL EFFORT** |
| * Maintain a high level of concentration at all times during clinical work in a fast-paced and complex environment which can, on occasion, be highly pressured * Provide high quality psychosocial support for all patients and their carers in this fast-paced environment * Remain focussed and responsive when workload varies: the daily workload is often unpredictable due to demands on service capacity, emergency treatment requests and unforeseen complexities that may arise with the individual patient * Deal with a high volume of patient and staff demands and multiple priorities |
| **EMOTIONAL EFFORT** |
| * Work with cancer patients on a daily basis, including the provision of treatment and support to terminally ill patients * Ensure that the emotional and physical well-being of patients and their carers is considered at all times; provide a supportive and confidential environment * Manage anxious and concerned visitors to the department appropriately and with a high level of compassion * Maintain a professional and reassuring manner when exposed to bodily fluids or foul odours caused by tissue necrosis or treatment reactions, often on a daily basis * Maintain a professional approach when dealing with patient who are extremely anxious or distressed, often on a daily basis |
| **WORKING CONDITIONS** |
| * Work in controlled radiation areas: must ensure specialist knowledge and compliance with all local and national legislation relating to ionising radiation exposure and/or health and safety issues in order to be responsible for promoting good working practice and a safe environment for staff, patients and their carers * Use computing equipment for the majority of the working day; work in an environment with artificial lighting * Continuous exposure to background noise from equipment * Skin to skin contact with every patient when working clinically * Frequent exposure to bodily fluids or foul odours caused by tissue necrosis, reactions to radiotherapy etc * May experience unpredictable work patterns due to interruption from telephone enquiries, visits from internal/external personnel, requests from staff to perform a wide variety of tasks, requiring a constant re-evaluation of priorities * Participate in the delivery of the on-call service for emergency referrals * Work flexible hours, to include bank holiday working and overtime as necessary, to support service delivery |
| **OTHER RESPONSIBILITIES** |
| * Maintain a professional manner and appearance at all times * Take professional responsibility for own actions * Comply with the Society of Radiographers’ Professional Code of Conduct   Take part in regular performance appraisal and personal development planning  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.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Apprentice Therapeutic Radiographer |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  University entry requirements:  GCSE Grade C or 4 (or equivalent) in Maths and English (with evidence of certification)  A-Level grades BBC (112 UCAS points), with B in a science subject OR  BTEC DMM BTEX (extended diploma) in a science / healthcare-related subject | **✓**  **✓** |  |
| **KNOWLEDGE/SKILLS**  Basic understanding of radiotherapy  Good IT skills  Awareness of relevant national standards such as IRR (2017), IR(ME)R (2017) and professional codes of practice  Health, safety and risk awareness  Good time management and organisational skills; ability to prioritise effectively  Evidence of a good standard of Literacy / English language skills  Good hand to eye co-ordination and sensory skills / manual dexterity | **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓** |
| **EXPERIENCE**  Experience of working in a healthcare environment / radiotherapy department  Experience of working in a person facing role  Experience of team working | **✓**  **✓**  **✓** |  |
| **PERSONAL ATTRIBUTES**  Enthusiastic, highly motivated and committed to providing a high-quality service to patients and their carers  Able to work under pressure and with flexibility  Able to remain calm in a busy environment  Able to communicate with people over a wide range of professional, organisational and personal backgrounds  Commitment to lifelong learning  Empathetic, demonstrating a strong patient focus  Able to manage own emotions and cope in difficult situations with patients or their relatives | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold Trust values at all times  Strong commitment to own further professional development  Willingness to participate in flexible working hours, on call and bank holiday rotas  Willingness/commitment to undertake training and academic study | **✓**  **✓**  **✓**  **✓** |  |

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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 |  |  |  | ✓ |
| Exposure Prone Procedures | Y |  | ✓ |  |  |
| Blood/body fluids | Y |  | ✓ |  |  |
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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) | Y |  | ✓ |  |  |
| 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 |  |  | ✓ |  |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | ✓ |  |
| Mental Effort | Y |  |  |  | ✓ |
| Emotional Effort | Y |  |  | ✓ |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y | ✓ |  |  |  |