

JOB DESCRIPTION

JOB DETAILS

Job Title	Radiotherapy Late Effects Specialist Lead Radiographer
Reports to	Radiotherapy Services Manager
Band	8a
Department/Directorate	Radiotherapy, Clinical Specialist Services

JOB PURPOSE

The post holder will lead the delivery of a late effects review service, using a high level of clinical expertise to ensure personalised, patient-centred clinical care. They will:

- Develop a scope of advanced clinical skills and practice in order to deliver and meet the changing needs of the service
- Demonstrate judgement, discretion and effective decision making whilst undertaking the skills of assessment and examination in order to diagnose and formulate timely treatment plans within their scope of practice
- Evaluate investigations, initiate and revise treatment plans according to patient need, and assess impact and outcomes
- Provide expert professional advice to patients, carers and colleagues
- Monitor and lead improvements to standards of care through supervision of practice, clinical audit, implementation of evidence-based practice, teaching and support of colleagues and the provision of professional leadership
- Contribute to clinical governance by leading quality improvement, audit and research projects as part of the multidisciplinary service-wide performance and quality agenda
- Contribute to the provision of the radiotherapy on-treatment review service to support patients with the management of acute treatment side effects in collaboration with the wider radiotherapy team
- Role model the Trust's values and behaviours, demonstrating a person-centred approach to service delivery and development whilst maintaining a professional portfolio that supports their scope of practice

They will practice with a significant degree of autonomy to enable them to take responsibility for the management of all aspects of patients referred to the late effects service, to include triage and acceptance of new patient referrals, full history and clinical examination, instigation of a treatment plan plus referral to other appropriate services, and discharge.

The post holder will be a clinical expert in the field and work to a job plan which is structured to fulfil the four core domains of specialist practice:

1. Expert clinical practice
2. Professional leadership
3. Practice and service development, research and evaluation
4. Education and professional development

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

The post holder will:

- Use their expert clinical skills and knowledge to establish and lead a service to support radiotherapy patients experiencing late side-effects from their treatment

- Establish effective referral pathways into the service, recognising that patient referrals may be instigated by primary and secondary care professionals
- Take responsibility for the clinical management and long-term review of their own patient caseload, using their clinical expertise to enable autonomous decisions on an individual patient basis
- Act on professional judgement about when to seek help, demonstrating critical reflection of own practice, emotional intelligence and openness to change
- Liaise closely with regional late effects MDT colleagues for the purpose of shared learning and, where considered appropriate, onwards referral to a colleague with a particular site-specialism
- Operate in adherence with locally developed protocols to autonomously provide clinical assessment and the development of treatment plan for the individual patient
- Actively participate in the development of local standards of care and best practice guidance related to the delivery of a radiotherapy late effects service
- Work closely with the service leads to ensure that service improvements are identified, planned, and delivered in line with local and national strategic developments and targets
- Work collaboratively with service leads and the wider MDT to develop appropriate patient support pathways
- Lead in the education and training of other healthcare professionals in relation to all aspects of the management of radiotherapy late effects and the role of the late effects service in the patient pathway
- Provide clinical leadership, support, advice and education for all members of the radiotherapy and clinical oncology services as well as medical, AHP and nursing students or trainees
- Promote the role of the Late Effects Radiographer and service through the publication or presentation of innovative audit or research findings in journals or at professional conferences
- Ensure they keep up to date with developments in radiotherapy dosimetric planning and treatment delivery techniques in order to inform own clinical practice

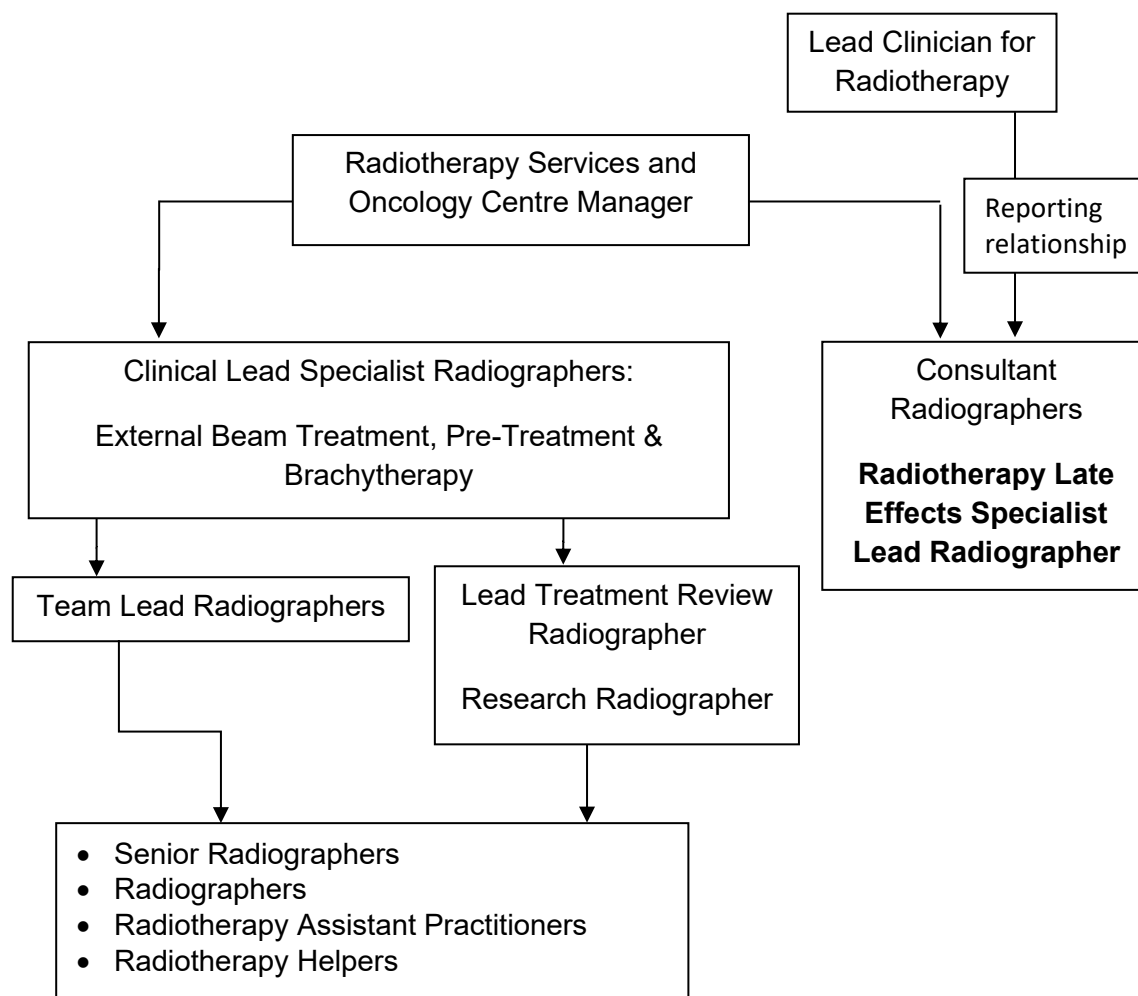
KEY WORKING RELATIONSHIPS

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. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Therapeutic Radiographers • Radiotherapy Services Manager • Lead Clinician for Radiotherapy • Clinical and Medical Oncologists • Radiotherapy Dosimetrists • Site specialist surgical or medical clinicians within the multidisciplinary team • Nursing staff, Cancer Nurse Specialists, other AHPs involved in patient care • Other patient support services such as Enhanced Supportive Care, Living with and Beyond • Trainee staff across varying disciplines	• Patients and their carers • GPs, Cancer Nurse Specialists • SW Radiotherapy Network • Higher Education Institutes • Charitable organisations e.g. FORCE

ORGANISATIONAL CHART



FREEDOM TO ACT

The post holder will manage their own patient caseload, undertaking individualised patient assessment in order to provide appropriate evidenced based treatment options, follow up review, and referral to other pathways or discharge. This will include:

- Utilising advanced clinical reasoning skills and assessment techniques autonomously in the context of their speciality
- Interpreting broad policy: Establish the way in which these should be interpreted and establishing standards.
- Undertaking independent prescribing of medicines within own scope of own practice, and in accordance with Trust policy, to facilitate the management of treatment-related late side-effects
- Undertaking Non-Medical Referral for relevant diagnostic investigations in accordance with Trust policy
- Acting as a lead specialist within their sphere of expertise
- Working within their professional code of conduct
- Assimilating risk / benefit and rationalised decision making based on extensive knowledge skills and experience, recognising and acting on potential gaps in knowledge
- Using expert clinical judgement to refer patients to other healthcare services or colleagues as necessary, relying on own interpretation of clinical examinations or results
- Supporting the writing of policies and maintaining standards within radiotherapy late effects management and on-treatment review services

COMMUNICATION/RELATIONSHIP SKILLS

- Use highly developed communication, negotiation and persuasive skills at a range of levels across a variety of professional groups and organisations, taking a lead role in the decision-making process where complex treatment options are being assessed
- Provide and receive highly sensitive, complex or contentious information relating to patient care and communicates such information to patients and relatives with empathy providing reassurance as required
- Act as an expert resource on the late effects of radiotherapy treatment and provide advice on the management of such effects to other staff or agencies e.g. GPs, clinical nurse specialists etc.
- Provide expert clinical leadership, support, advice and education for the multidisciplinary team with a high degree of autonomy
- Act as a role model demonstrating high standards of holistic care and provide clinical leadership across the Trust for this specialist area
- Act as a mentor/clinical supervisor as appropriate
- Be able to relay or translate complex information to staff, patients, carers into a clear and understandable format
- Be able to motivate and negotiate with staff using highly developed listening and persuasive skills to implement change within the service and manage any other impact on other service areas

ANALYTICAL/JUDGEMENTAL SKILLS

- Use advanced analytical and judgemental clinical skills within a diagnostic process, and with reference to evidence-based practice and local protocols, to appropriately triage referrals to the late effects service, consider differential diagnosis and plan management strategies in order to ensure the delivery of appropriate care
- Frequently apply advanced skills in communicating complex, sensitive and emotive information to patients and carers, to include discussion about diagnosis and potential management options
- Make operational judgements, manages conflicting views, reconcile inter and intra-professional differences of opinion and escalate for senior clinician review when required
- Identify own personal development needs to enable continuation of work at a specialist level of practice and take appropriate action to ensure these needs are met
- Take professional responsibility for own decisions and actions
- Continually monitor, audit and evaluate clinical practice of self and others, including through participation in local and network-wide peer review of late effects management
- Request and interpret appropriate investigations within their scope of practice

PLANNING/ORGANISATIONAL SKILLS

- Undertake effect triage into the late effects service and manage own patient caseload
- Plan and organise own specialist care packages for patients within their speciality remit which will require formulation and adjustment as required in response to patient's conditions
- Apply theory to practice through appropriate clinical decision-making models and be able to justify their decision making
- Apply the principles of therapeutics and safe prescribing
- Respond rapidly to changing priorities based on service need to meet patient requirements
- Deliver formal and informal teaching initiatives as part of the education strategy to ensure practice development and improved care for patients.
- Attend and present at relevant clinical / professional meetings, seminars and conferences
- Maintain an active learning environment and have an on-going teaching role across the multi professional team.
- Significantly contribute to the long-term planning and operational management of the acute and late effects management services

PATIENT/CLIENT CARE

- Provide advanced level holistic practice in the management of late and acute radiotherapy side effects, working collaboratively with all members of the multi professional team to meet the needs of patients

- Demonstrate advanced specialist skills in the assessment, planning, implementation and evaluation of care for patients referred to the late effects service, to include management of complete episodes of patient care
- Undertake clinical assessment of the patient presenting with late effects of radiotherapy treatment and provide appropriate support and information
- Apply highly specialist knowledge in providing advice and support to patients or carers to facilitate informed choice, self-efficacy, psychological adjustment and recovery
- Make appropriate referrals to other services for patients where relevant to the management of late effects
- Review patients undergoing radiotherapy treatment and advise on the management of acute radiation-induced toxicities
- Ensure consistent high standard evidence based clinical intervention and decision making informed by local protocols and national guidelines
- As a Non-Medical Prescriber, prescribe medications in accordance with personal scope of practice, national guidelines, and Trust policy and service protocols
- Act as an expert resource in the field of late effects management
- Develop knowledge and skills and scope of practice in a structured and supported process, supported by assessment and ongoing learning with an educational/clinical supervisor

POLICY/SERVICE DEVELOPMENT

- Develop and implement clinical protocols and policies that are evidence based, facilitating changes in service delivery where required to promote best practice
- Conduct, and lead on the quality improvement to ensure delivery of a safe high-quality service according to national guidance and best practice Trust policies, protocols and service strategy
- Act as a resource for health care professionals working within the Trust and primary care, providing specialist advice and support concerning the assessment and management of patients with acute and late effects of radiotherapy treatment
- Contribute to the management of the specialist service by providing periodical reports as per divisional and external commissioning requirements
- Participate in strategic service planning and in the development of local business cases to support strategic development and expansion

FINANCIAL/PHYSICAL RESOURCES

- Maximise the efficient use of resources and alert budget holders where treatment regimens change
- Ensure they undertake cost effective prescribing in accordance with Trust good prescribing practice
- Work in collaboration with the management team, finance partners, income management team and commissioners to ensure that services are recorded appropriately and that activity results in the appropriate income
- Ensure that NHS resources are managed appropriately and always seek to make efficiencies wherever possible
- Occasional use of highly complex and expensive equipment used in radiotherapy treatment delivery

HUMAN RESOURCES

- Provide representation on Trust committees / meetings as required
- Supervise clinical practice as appropriate of identified members of the clinical team
- Demonstrate leadership and management skills to lead specific practice and service developments or evaluations within a service strategy to which they also actively contribute as a senior clinician
- Deliver formal and informal educational and training programmes to the other providers involved with the management of treatment-related effects patients, including radiotherapy staff, the wider multidisciplinary team and external agencies such as charities
- Contribute to leadership within the service, to include recruitment and staff appraisal

- Attend training and/or development as deemed necessary or desirable for future service development
- Provide direct support and/or mentorship for others working in specialist and advanced clinical practice roles
- Act as a role model demonstrating high standards of holistic care and provide clinical leadership across the Trust for this specialist area
- Act as a mentor/clinical supervisor as appropriate

INFORMATION RESOURCES

- Record personally generated information, maintaining patient / client records to high information governance standards at all times
- Record and processes clinical audit results and disseminate effectively at appropriate levels
- Uses appropriate computer software to support information analysis in relation to clinical audit data
- Ensures effective documentation in the reporting of incidents using the approved channels

RESEARCH AND DEVELOPMENT

- Seek out new knowledge by reading, enquiring and participating in continuing education and attend relevant clinical / professional meetings, seminars and conferences
- Review and disseminate new information to relevant staff
- Use auditing skills to evaluate clinical practice in relation to its evidence base and clinical effectiveness and lead in the implementation of the findings/recommendations to ensure continual quality improvement
- Participate in the review of quality standards e.g. ISO certification surveillance, national peer review programmes etc
- Have significant responsibility for R&D as one of the 4 pillars of advanced practice, therefore 80% of the role is clinical and 20% is education, research and service development

PHYSICAL SKILLS

- Have advanced clinical examination skills
- Use dexterity and accuracy required in relation to the clinical examination of patients with treatment-related effects, which will occasionally include manual handling and management of patients with specialist needs
- To assess, prescribe and demonstrate the safe use of highly specialist and non-specialist equipment
- To have highly developed computer skills to maintain patient records, prepare reports, prepare and deliver presentations, clinical audit, research and EPR and electronic prescribing and access electronic results to support other organisational need and clinical practice
- Occasionally use the physical skills required in the delivery of radiotherapy treatment

PHYSICAL EFFORT

- Have highly developed dexterity, co-ordination and palpatory skills for assessment, manual handling and treatment of patients, requiring occasional moderate physical effort over short periods and frequent light physical effort

MENTAL EFFORT

- Demonstrate a high level of concentration and reasoning when carrying out examinations and developing treatment plans
- Be able to relay or translate complex information to staff, patients, carers into a clear and understandable format
- Identify strategies to motivate patients who are complex, have cognitive impairment or have limited communication to comply with their treatment plan
- Produce and interpret documents, reports and briefings to support, develop and lead in this specialist service area

- Keep up to date with the latest developments and practices relating to the management of radiotherapy late effects
- Be flexible to the demands of the work including unpredictable work patterns
- Frequently be able to concentrate with persistent interruptions, managing patients with complex needs and supporting members of the team
- Occasional prolonged concentration, particularly when using a VDU

EMOTIONAL EFFORT

- Ensure that the emotional and physical well-being of patients and their carers is considered at all times, including when they are participating in making treatment-related decisions
- Work with patients/service users, and carers, to optimise outcomes or who have a life impacting prognosis, including the communication of distressing news
- Use clinical leadership skills to support decision making and resolve conflict
- Be able to make calm, rational decisions under stressful situations, maintaining a professional and reassuring manner at all times
- Deal effectively and efficiently with issues of complaint and concern, demonstrating listening and empathic skills with the ability to resolve potential contentious issues

WORKING CONDITIONS

- Work with patients with a wide range of complex conditions which may involve occasional exposure including contact with bodily fluids such as blood, sputum, urine, vomit
- There will be occasional exposure to significantly distressed and challenging patients with occasional exposure to verbal and physical aggression
- Need to be able to work in shared space with often noisy and frequent interruptions
- Represent the service, profession and organisation in a variety of meetings/forums
- The post holder may be required to travel to a variety of locations to meet service requirements and to attend peer and inter-disciplinary meetings.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Radiotherapy Late Effects Specialist Lead Radiographer
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
BSc (Hons) degree in Therapeutic Radiotherapy or Diploma of the College of Radiographers	E	
MSc degree in oncology / radiotherapy related subject	E	
HCPC Registration	E	
Evidence of Continuing Professional Development (CPD)	E	
Management and Leadership qualification		D
Non-medical prescribing qualification	E	
KNOWLEDGE/SKILLS & EXPERIENCE		
Substantial clinical and supervisory experience at enhanced practice level in radiotherapy	E	
Highly developed knowledge of radiotherapy practice and care of the patient undergoing radiotherapy treatment	E	
Expertise in the use of radiotherapy record and software systems	E	
Clinical knowledge of radiotherapy dosimetric planning	E	
Experience of patient clinical review and assessment	E	
Expert knowledge in the cancer patient diagnostic and treatment pathways	E	
Ability to organise and manage own workload	E	
Good communication skills	E	
Evidence of confident and successful multidisciplinary team working	E	
Sound understanding of team dynamics; able to lead and motivate a team	E	
Evidence of independent working with regards to service development / research	E	
Able to plan, conduct and analyse clinical audits	E	
Able to problem-solve and make decisions using evaluative skills	E	

Evidence of the ability to ensure compliance with the quality management system	E	
Evidence of the ability to introduce new systems, techniques and clinical protocols into the service	E	
Experience of change management and delivering service improvements	E	
Good understanding of clinical governance and evidence of participation in its implementation in the service	E	
Ability to teach and train others, to include students, other healthcare professionals and external parties	E	D
Experience in the development of educational standards		D
Evidence of publication / presentation at professional meetings		
PERSONAL ATTRIBUTES		
Able to communicate highly sensitive and sometimes distressing information to patients and their carers	E	
Able to communicate complex or sensitive information using a variety of communication techniques	E	
Able to use excellent communication skills to interact with staff of all grades and disciplines, both internal and external to the Trust	E	
Able to question and challenge practice	E	
Enthusiastic, highly motivated and committed to developing the service	E	
Able to work under pressure and deal with sensitive or stressful situations in a calm and professional manner	E	
Excellent management and organisational skills; ability to prioritise effectively and work in a timely manner	E	
Assertive, self-motivated and reliable; able to work autonomously	E	
Able to demonstrate drive and resilience	E	
Strong commitment to self-development and continuing professional development	E	
Willingness to lead in service development	E	
Committed to providing a high-quality service to patients and their carers	E	
Able to lead in staff and student development	E	
Flexible work practice	E	

OTHER REQUIREMENTS		
Committed to further personal and professional development	E	
Able to understand requirement to manage resources effectively	E	
Ability to travel between sites as required	E	
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				✓
Exposure Prone Procedures	Y		✓		
Blood/body fluids	Y		✓		
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
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				
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				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y			✓	
Heavy manual handling (>10kg)	Y		✓		
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	✓			