

JOB DESCRIPTION

JOB DETAILS	
Job Title	Deputy Head of Clinical and Radiation Physics (CRP)
Reports to	Head of Clinical and Radiation Physics (SEND)
Band	8c
Department/Care Group	Medical Physics / Clinical Specialist Services

JOB PURPOSE

The Deputy Head of the CRP section at Royal Devon provides operational leadership to provide safe and effective radiology/imaging physics services across South, East and North Devon (SEND). Primarily based at Royal Devon the post holder will also deputise for the Head of CRP (SEND) role to cover CRP support across the SEND footprint. The post holder will also act at the level of a consultant clinical scientist, as described by the AHCS standards of Proficiency. The post holder will also be an experienced Medical Physics Expert (MPE) as described in the Ionising Radiation (Medical Exposure) Regulations 2017 (IR(ME)R17), within either specialism of Diagnostic Radiology (DR) or Nuclear Medicine (NM). They will also be an RPA2000 accredited Radiation Protection Advisor (RPA), Radioactive Waste Advisor (RWA) or both. The jobholder is responsible for managing human and material resources across the CRP speciality, including line management and supervision of the clinical speciality service leads, scientific and technical staff, and will liaise with other technical and administrative staff on managing risk, resources and performance across the department of Medical Physics.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Enhance links and relationships with equipment suppliers, professional bodies and university/academic partners.
- Sustain and enhance physics services throughout periods of organisational change, e.g. RDUH Northern/Eastern integration.
- Advise on highly specialist radiology, nuclear medicine or non-ionising imaging procedures, including off-protocol situations.
- Develop systems and training for increasing 'advanced clinical practice', at the consultant/scientific/clinical interface. Personally act as a role model in this capacity.
- Act as an ambassador for the local services to patients and the wider scientific and clinical community.
- Help ensure value for money for CRP services provided.
- Responsible for the development and implementation of relevant policies, strategies, processes and procedures, and for adopting and sharing best practice.

- Initiate, promote and undertake research and development.
- Responsible for managing human and material resources across the CRP speciality, including line management and supervision of the clinical speciality service leads, scientific and technical staff.
- Coordinate the staff and oversee the activities related to the generation and maintenance of the CRP risk assessments registry.
- Deputise for the Head of CRP (SEND) as required.

KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter them on a day to day basis. The main area of responsibility is CRP, including all sub-specialities and associated services/teams.

The number of individuals (technical, scientific, professional and trainees) reporting to this post is ~ 15 staff.

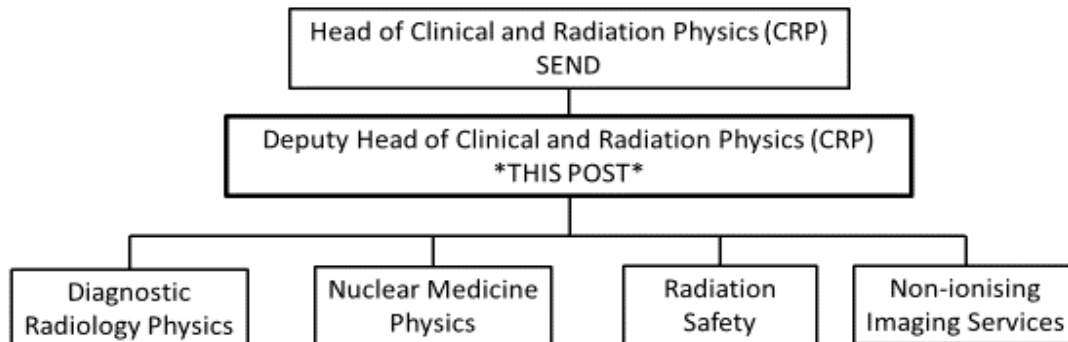
In addition the post holder will deal with the wider healthcare community, external organisations and the public.

This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Healthcare scientists and trainees within our Trust • Other clinical professions, including medical, nursing, pharmacy and allied health professionals • Specialist, technical and administrative support staff, including infection control, recruitment, finance, estates, IM&T and procurement • Clinical and general managers, senior managers • Patients • Peer group and the wider scientific community 	<ul style="list-style-type: none"> • Healthcare Scientists • Academic Partners (i.e. U of E, Exeter College, etc) • Wider scientific community • Quality Assurance and Safety entities: UKAS, BSI, IAEA, QSI, NPL • External clients, partners and suppliers • Charities (FORCE, MacMillan, Cancer UK-Research, etc) • Manufacturers and suppliers of imaging equipment • Professional Bodies (EOMP, IPEM, OIEA, etc.) • Government agencies (NHSE, CQC, HSE, HEE, EA, etc.)

ORGANISATIONAL CHART



FREEDOM TO ACT

- The post holder is the deputy head physicist for the CRP section and therefore works with a high degree of autonomy.
- The post holder has freedom to work within a set of parameters to ensure patient, staff and public safety and will manage and develop work practices for their area.

COMMUNICATION/RELATIONSHIP SKILLS

- Develop and maintain effective communication with all members of the CRP team, managing the coordination of the CRP operations and services.
- Communicate highly complex scientific information relating to CRP, within the department and with any/all other staff groups, patients and carers as required.
- Communicate highly complex radiation safety and regulatory advice with medical and other staff, patients and carers as required.
- Communicate highly complex governance, performance and improvement information, including the results of audit, peer review, quality improvement (QI) and research.
- Present work at professional and scientific meetings and conferences and in peer reviewed literature, collaborating with colleagues within and out with the Trust.
- When working in other departments and on other sites, the post holder will behave professionally and courteously at all times and will observe local policies, rules and working practices.
- Work in coordination with the other Radiation Protection Advisors (RPA), Radioactive Waste Advisors (RWA) and Radiation Protection Supervisors (RPS) in the radiation protection of staff and members of the public to ensure that all relevant legislative requirements are met.

ANALYTICAL/JUDGEMENTAL SKILLS

- Make judgements in highly complex situations involving the analysis and interpretation of highly complex clinical and scientific data.
- Analyse, communicate and manage the performance of the CRP section. Work continuously on the optimisation of the services provided by the CRP section.
- Provide advice on procuring, commissioning, accepting and routine quality assurance of highly complex clinical equipment including the assessment, interpretation and communication of highly complex information within and outside the Medical Physics Department.

PLANNING/ORGANISATIONAL SKILLS

- Develop, plan and organise the CRP services including workload and the allocation of work and resources.
- Responsible for prioritisation of own work and that of clinical speciality leads.
- Adjusts plans and strategies in response to changing circumstances and organisational priorities.
- Support and coordinate the commissioning of highly complex clinical equipment which may involve leading on projects.
- Manage and participate in project work, including audits, research and QI.
- Participate in annual service and business planning processes, eg, service and workforce plans and equipment procurement and replacement plans.
- Coordinate with the CRP Speciality leads to provide mutual support as required.
- Coordinate and develop the working relations with the Torbay and South Devon CRP team.
- Develop, plan, organise and run internal (CRP-Medical Physics-Royal Devon) and external meetings (within SEND, the Peninsula and the South West Penrad Network).

PATIENT/CLIENT CARE

- Lead the provision of CRP highly specialist services within the Department of Medical Physics.
- Act as an RPA and/or RWA for CRP across SEND.
- Act as an MPE for CRP across SEND.
- Act as an MPE to support other areas as part of a SEND networked system.
- Advising medical staff or other healthcare professionals on highly specialised clinical technologies and their application.
- Act as an “Operator” as defined under IR(ME)R17 as required.
- Work with and assist trust appointed Radiation Protection Advisors in their duties.
- Develop the effective use of the ISO9001 quality management system (QSI), or equivalent governance controls, to ensure that services are provided to the appropriate standards and are subject to external scrutiny.
- Work with ionising and non-ionising radiation and other hazardous resources, taking all precautions minimise risk to oneself and others.
- Occasionally work and communicate with ill and anxious patients and carers.

POLICY/SERVICE DEVELOPMENT

- Lead on policy and strategy development and implementation of CRP services, contributing to an overall plan for the department of Medical Physics.
- Lead the QI and service development for CRP, contributing to an overall plan for the department.
- Implement benchmarking and QI techniques to seek out and implement best practice.
- Embrace ‘continuous improvement’ as described by QMS standards such as ISO9001.
- Be aware of relevant legal and statutory issues, international standards, and guidelines for best practice.

FINANCIAL/PHYSICAL RESOURCES

- Coordinate with the head of CRP(SEND) to plan, monitor; and review the use of financial resources allocated to the CRP section.
- Responsible for the safe use of highly complex clinical and test and measurement equipment when assigned to the CRP team.
- Specify, commission, test and verify highly complex clinical, test and measurement equipment
- Selection and requisition of specialist equipment and materials.
- Assist the Head of CRP(SEND) in the review, development and improvement of equipment and

facilities used to provide Imaging services.

- Coordinate with the Head of CRP(SEND) to evaluate, analyse and review the CRP budget.

HUMAN RESOURCES

- Work autonomously; planning, prioritising and managing own work.
- Day to day and line management of staff within CRP, including recruitment, managing attendance and performance and supporting personal professional development.
- Coordinate the implementation of effective strategies to manage the competencies of the CRP personnel.
- Supervise staff under the post holder's direction and sign off work and reports as required.
- Use coaching and mentoring techniques to support staff within and out with own speciality.
- Teach and train healthcare scientists, including, for example, apprenticeship programmes and programmes accredited through the National School for Healthcare Science (NSHCS).
- Organise and deliver specialist teaching and training for other staff groups and clients.
- May need to have difficult conversations with staff and deal with sensitive and challenging behaviours and situations.
- Ensure that practices comply with Health and Safety legislation and other relevant regulations, including IRR17, IR(ME)R17 and EPR16 etc.

INFORMATION RESOURCES

- Specify, procure, commission, use, test and manage computer systems and software including systems which are used to record and process data relating to own speciality.
- Gather, analyse interpret and present extensive data related to imaging patients and CRP medical devices.
- Configure and/or write software to process, analyse and report highly complex datasets.
- Effectively manage data availability, integrity and confidentiality.
- Use and develop the ISO9001 QMS, or equivalent governance controls, to effectively manage document control.

RESEARCH AND DEVELOPMENT

- Develop and modify as required the PACS information systems associated with patients and medical devices data.
- Lead on QI and service development for CRP including initiating, undertaking and supervising research projects.
- Initiate and participate in clinical and service audit.
- Coordinate and participate in, support and supervise clinical trials as required.
- Introduce and commission new processes, procedures, protocols and techniques.
- Specify, commission, test and verify highly complex clinical and test and measurement equipment.
- Present work at professional and scientific meetings and conferences and in peer reviewed literature, collaborating with colleagues within and out with the Trust.
- Responsible for own continuous professional development (CPD) and for maintaining professional registration and certification.

PHYSICAL SKILLS

- Highly-developed physical skills are required, to carry out testing procedures and scientific measurements where a high degree of precision and accuracy is essential.
- Perform minute adjustments to medical equipment or instrumentation.
- Execute and coordinate equipment-based clinical measurements.

- Perform analysis of complex pieces of information and take prompt action as required to maintain safe and effective clinical operations.
- Advanced keyboard skills.

PHYSICAL EFFORT

Plan, perform and execute commissioning of equipment. These activities require:

- Ability to stand for Long periods (hours)
- Manipulate (push) heavy pieces of equipment (assisted by trollies and tables on wheels)
- Lift heavy ($\leq 15\text{kg}$) 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

- Provide clinical advice under time pressure directly affecting medical exposure of patients.
- Able to concentrate for prolonged periods (hours) on detailed, intricate and important tasks and be able to deal with unpredictable interruptions.
- Able to extract relevant clinical information from complex datasets.
- There is the requirement to respond accurately and timely to external demands which cannot be controlled. These demands are unpredictable and occur regularly.

EMOTIONAL EFFORT

- The post-holder must be able to deal with unexpected patient-related emotional distress.
- The post-holder must be able to deal with staff well-being and occasional emotional circumstances.
- The post-holder is required to manage the interface with professional service leads that may not always agree with identified priorities or may have different views on future needs.

WORKING CONDITIONS

- Ensure that all practices comply with Statutory Regulations, Approved Codes of Practice and local Safety rules, particularly IRR17 and IR(ME)R17.
- Reduce as much as practicably possible his/her radiation exposure as well as the radiation exposure to patients, staff and members of the public to ionising radiation.
- Requirement for the post-holder to use VDU equipment more or less continuously 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 (DSE) as appropriate to your role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

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.

PERSON SPECIFICATION

Job Title	Deputy Head of Clinical and Radiation Physics (CRP)
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QUALIFICATIONS / TRAINING		
Degree in Physics or a related subject	E	
MSc in Medical Physics or related subject	E	
State registered Clinical Scientist (HCPC)	E	
Further specialist training allied to Medical Physics at postgraduate level	E	
Corporate member of IPEM	E	
Medical Physics Expert Registration	E	
Chartered Physicist (CPhys)		D
Radiation Protection Advisor (RPA) and/or Radioactive Waste Advisor (RWA)	E	
Chartered Scientist (CSci)		D
HSST or HSSE certification		D
KNOWLEDGE / SKILLS		
Advanced theoretical and practical knowledge in relevant area of medical physics sufficient for the role of Medical Physics Expert (MPE) as defined by IR(ME)R17.	E	
Expert understanding of relevant legislation, national standards, professional and other guidelines.	E	
Specialist theoretical and practical knowledge of highly complex clinical equipment and systems and specialist test and measurement equipment.	E	
Specialist theoretical and practical knowledge of relevant medical physics processes, procedures and techniques.	E	
Specialist theoretical and practical knowledge relating to the assessment of risk applied to medical physics.	E	
Ability to use word processing, spreadsheet and database software and relevant software tools for analysis and development.	E	
EXPERIENCE		
Extensive post registration experience acting as a MPE and to fulfil any additional specialist roles.	E	



Extensive experience using highly complex clinical equipment and systems and specialist test and measurement equipment.	E	
Extensive experience dealing with governance and regulatory compliance matters.	E	
Experience in introducing/commissioning new equipment and techniques.	E	
Experience in service improvement / research and development.	E	
Experience of clinical trials.	E	
Experience in the structured management of work activities, eg, ISO9001 quality management system.	E	
Experience in delivering specialist teaching and training including professional presentations.	E	
Experience of presenting research at national / international conferences.	E	
Experience of publishing peer-reviewed research.		D
PERSONAL ATTRIBUTES		
Highly motivated with positive attitude to change.	E	
Able to work under stressful-time sensitive conditions.	E	
Able to work as part of a team.	E	
Able to inspire confidence in clinical, scientific and managerial colleagues.	E	
Able to work with people with illness without becoming unduly distressed.	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Full driving licence / able to travel to other working locations with equipment as required.	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y	X			
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)	N				
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				X
Heavy manual handling (>10kg)	Y	X			
Driving	Y	X			
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y	X			
Mental Effort	Y				X
Emotional Effort	Y			X	
Working in isolation	Y	X			
Challenging behaviour	N				

COMPETENCY REQUIREMENTS

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

Safeguarding Children	Group 1	<input type="checkbox"/>	Blood Transfusion	BDS18 collection	<input type="checkbox"/>	Consent Training	<input type="checkbox"/>
	Group 2	<input type="checkbox"/>		BDS 19 & 20 Preparing & Administering	<input type="checkbox"/>	VTE Training	<input type="checkbox"/>
	Group 3	<input type="checkbox"/>		BDS 17 Receipting	<input type="checkbox"/>	Record management and the nhs code of practice	<input type="checkbox"/>
	Group 4	<input type="checkbox"/>		Obtaining a blood sample for transfusion	<input type="checkbox"/>	The importance of good clinical record keeping	<input type="checkbox"/>
	Group 5	<input type="checkbox"/>		Annual Update	<input type="checkbox"/>	Antimicrobial Prudent Prescribing	<input type="checkbox"/>
	Group 6	<input type="checkbox"/>				Control & Restraint Annual	<input type="checkbox"/>
Not mapped this one		<input type="checkbox"/>	Safeguarding Adults Awareness	Clinical Staff	<input type="checkbox"/>	Mental Capacity/DOL's	<input type="checkbox"/>
	Group 8	<input type="checkbox"/>		Non Clinical Staff	<input type="checkbox"/>		
Manual Handling – Two Year		<input checked="" type="checkbox"/>	Falls, slips, trips & falls	Patients	<input type="checkbox"/>		
Equality & Diversity – One-Off requirement		<input checked="" type="checkbox"/>		Staff/Others	<input type="checkbox"/>		
Fire	Annual	<input checked="" type="checkbox"/>	Investigations of incidents, complaints and claims	<input type="checkbox"/>			
	Two Yearly	<input type="checkbox"/>	Conflict Resolution – 3 yearly	<input type="checkbox"/>			
Infection Control/Hand Hygiene	Annual requirement	<input type="checkbox"/>	Waterlow	<input type="checkbox"/>			
	One-Off requirement	<input type="checkbox"/>	PUCLAS	<input type="checkbox"/>			



Information Governance	<input checked="" type="checkbox"/>	Clinical Waste Management	Application principles for clinical staff	<input type="checkbox"/>	
Harassment & Bullying (Self Declaration – One off requirement)	<input checked="" type="checkbox"/>		Application principles for housekeeping	<input type="checkbox"/>	
			Application principles for portering and waste	<input type="checkbox"/>	



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