



**VELINDRE UNIVERSITY NHS TRUST
JOB DESCRIPTION TEMPLATE**

JOB DETAILS:

Job Title	Head of Brachytherapy
Pay Band	8C
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Cancer Services
Department	Radiotherapy Physics
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Radiotherapy Physics
Reports to: Name Line Manager	Head of Radiotherapy Physics
Professionally Responsible to:	Head of Radiotherapy Physics



Job Summary/Job Purpose:

The postholder will

- Act as the service lead for Brachytherapy, working closely with representatives in radiotherapy, nursing, imaging and clinical oncology.
- As the service lead is responsible for ensuring all procedures across the service support a safe, efficient and state of the art treatment delivery
- Manage the budget for Brachytherapy including the management of the Service Level Agreements between Velindre and Cardiff and Vale Health Boards and the service contracts with suppliers of Brachytherapy equipment.
- Analyse the performance of the Service in terms of pathway timings and dosimetric performance, comparing the data from VCC with other centres. This will involve the combination of External Beam and Brachytherapy doses, applying radiobiological corrections on both Velindre and other centre's data to enable comparisons.
- Manage quality, staff and equipment for the brachytherapy section within Radiotherapy Physics This includes ensuring working practices and resources are maintained to carry out the function of the section.
- Maintain the quality system documentation for the Brachytherapy section such that all patient doses are traceable to the national standard and recoverable for audit.
- Take the scientific and technical lead by providing expert advice on the brachytherapy service, patient treatments and equipment.
- Ensure that the brachytherapy treatment machine, planning systems and ancillary equipment (such as dose monitoring and imaging equipment) are specified, acceptance tested, commissioned, calibrated, regularly quality assured and disposed

of safely, in accordance with current legislation. This includes ordering, return and safe storage of replacement high activity radioactive sources.

- Calculate and measuring patient doses accurately.
- Develop and implement new brachytherapy techniques as best fitted to the Oncologists requirements.
- Train and teach staff in accordance with national and local requirements.
- Act as a Medical Physics Expert (under IRMER 2017) for Radiotherapy Physics.
- Develop and maintain a programme of work for the Brachytherapy section of Radiotherapy Physics to be updated at least 6 monthly.
- Develop, produce and report on Key Performance Indicators for presentation at the Radiotherapy Physics Brachytherapy Assurance meetings and Radiation Services Directorate Leadership Team.

DUTIES/RESPONSIBILITIES:

Leadership

The Post Holder will

- a) Provide day to day operational management of the Brachytherapy Service.
- b) Manage the human resources of the Section ensuring sufficient shortages in numbers or competence are anticipated and any action required is negotiated with the Head and / or Deputy Head of the Radiotherapy Physics Department.
- c) Line manage staff within the Brachytherapy section including the specialist MPE for Brachytherapy, clinical scientists and dosimetrist
- d) Lead STP and PTP trainees in completing their training and achieving relevant competencies in Brachytherapy on an all-Wales basis
- e) Proactively determine the Key Performance Indicators (KPIs) of the section, ensuring they are reported on regularly (usually monthly) to the Head of RT Physics, Section Managers Meeting so that they can be reported at other committees within Radiation Services.

Medical Physics Expert:

The post holder will participate in rotas throughout the department, contributing to the work of the department where appropriate as a Medical Physics Expert (MPE) as defined by

IRMER (2017). This will include

- a) For Brachytherapy the post holder is the lead MPE and has overall responsibility for the safety and efficacy of the service, ensuring all equipment is used by all staff groups in a safe and effective manner.
- b) Acting as the project director for significant implementation projects such as new treatment devices, imaging equipment or treatment techniques providing the lead MPE role ensuring all parts of the system are safe, efficient and in compliance with the relevant legislation.
- c) Scrutinising the methods used, the methods of data analysis and conclusions of work undertaken for projects within Brachytherapy.
- d) Checking of Brachytherapy radiotherapy plans and treatments as the final sign off before treatment commences. This will include ensuring that all physical aspects of the treatment

have been considered and that the most optimal treatment possible is proposed for the patient.

- e) Checking of external beam radiotherapy plans as the final sign off before treatment commences. This will include ensuring that all physical aspects of the treatment have been considered and that the most optimal treatment possible is proposed for the patient.
- f) Providing advice on clinical matters such as patient set up, dose calculation or imaging
- g) Providing advice on clinical matters such as patient set up, dose calculation or imaging issues. This is likely to involve a bespoke approach to the solution and requires an in depth understanding of the physics of radiotherapy and a pragmatic approach to what can be achieved safely in practice whilst maintaining patient safety and maintaining the desired clinical outcome.
- h) Leading projects as the lead scientist involving the implementation of new techniques or equipment or acting as the MPE providing scientific supervision of more junior staff implementing the project.
- i) Perform the fundamental calibration of treatment machines prior to them being used clinically.
- j) Provide MPE advice on treatment errors and other incidents particularly those of a more complex or are significant in nature
- k) Leading IR(ME)R training on Brachytherapy issues within the Radiotherapy Physics, Radiotherapy and Clinical Oncology Departments ensuring all staff are conversant with the regulations and fully aware of their roles and responsibilities
- l) Participate in the assessment of competence of scientist being appointed as a Medical Physics Expert in Brachytherapy

Quality and Risk Management:

The post holder is responsible for quality management within Brachytherapy including

- a) Maintaining a record of all license holders within Brachytherapy ensuring that all licenses are held appropriately by trained staff.
- b) Ensuring the high activity radioactive sources are stored and handled in a safe manner in compliance with all relevant Health and Safety and anti-terrorism legislation
- c) Maintaining the Brachytherapy Service Risk Register ensuring that all significant risks are communicated through the governance structure of the cancer centre and mitigations are in place where appropriate.
- d) Developing a programme of work to develop the ISO9001:2015 quality system on an annual basis identifying areas for improvement and implementing procedures to ensure these improvements are made.
- e) Interrogation and inspection of the non-conformances, issues and requests for change made as part of the system with the overall responsibility of assuring the Head of RT Physics that the department is operating within the scope of the quality system in a safe and effective manner.
- f) Ensuring that all work undertaken within the section complies with the documented working practices and procedures
- g) Maintaining the document control software (QPulse) so that documentation is stored in a controlled manner.

- h) Working with staff from other departments within the cancer centre to ensure that processes and practices are compliant with the Quality Standards
- i) Perform Datix investigations on incidents that may occur throughout the Radiotherapy Service and ensure remedial action is agreed and implemented for incidents occurring within Brachytherapy

Scientific and Clinical practice

Brachytherapy

- a) Check and Approve the production, physics, accuracy, and clinical optimisation of the routine computed radiation dose distributions (treatment plans), treatment machine parameters, and transcribed patient data produced by Clinical Technologists and other Clinical Scientists for individual patients. Advise and guide on their correction and improvement ready for the Oncologist's dose prescription.
- b) Advise and liaise with Diagnostic Radiology, CT-Sim, Therapeutic Radiography and Medical staff and other departments as part of the overall Brachytherapy process. This may include attending patient's planning or treatment sessions to discuss treatment options and / or problem resolution with the patient and / or radiotherapy staff.
- c) Understand the input data for Brachytherapy Treatment Planning (e.g. CT; MRI; PET) that is used and also the output data.
- d) Understand the derivation of all manual calculations for adjusting / checking or manually planning treatment plans and fully understand the algorithms used in modern Brachytherapy algorithms.
- e) Provide scientific leadership of staff measuring, with precision and accuracy, using calibrated radiation dosimetry equipment, the initial radiation doses and dose distributions for the commissioning of new Brachytherapy Treatment Machines. This may include recommissioning, and/or carrying out independent check measurements. Process the data, and present them to ensure that any discrepancies are resolved with peers before the final data sets are used for all subsequent patient treatments.
- f) Provide advice to staff performing Brachytherapy Treatment Machine Quality Control measurements using highly sensitive, precisely calibrated dosimeters. These measurements include checks on the machine movements, the precision of set-up, and the constancy of the absolute dose calibration.
- g) Perform check calibrations of Brachytherapy treatment machines and dosimeters. Perform the measurements for the definitive calibration of machines. All calibrations are carried out in accordance with the relevant UK Code of Practice, involving the placement of phantoms and dosimeters to submillimetric accuracy.
- h) Supervise all physics aspects of the Brachytherapy treatment during sessions within theatre and at the treatment device, being the first point of contact should problems arise.

External Beam Radiotherapy.

- i) Check and Approve the production, physics, accuracy, and clinical optimisation of the routine computed radiation dose distributions (treatment plans), treatment machine

monitor units, and transcribed patient data produced by Clinical Technologists and other Clinical Scientists for individual patients. Advise and guide on their correction and improvement ready for the Oncologist's dose prescription.

- j) Understand the input data for Treatment Planning (e.g. CT; MRI; PET) that is used and also the output data e.g. that used in the treatment verification systems.
- k) Understand the derivation of all manual calculations for adjusting / checking or manually planning treatment plans and fully understand the algorithms used in modern type-a, type-b and type-c calculation algorithms.
- l) Provide advice to staff performing RT Treatment Machine Quality Control measurements using highly sensitive, precisely calibrated dosimeters. These measurements include checks on the machine movements, the precision of set-up, and the constancy of the absolute dose calibration.
- m) Attend treatment units to advice on complex set up and other issues when required communicating further actions to multi-disciplinary groups.

Service Improvement

- a) Write, maintain and develop written protocols and procedures for any new or updated radiotherapy technique, for the use by multidisciplinary staff
- b) Development of appropriate training programmes in line with the above.
- c) Take a lead and an active role in multidisciplinary meetings.
- d) Support the Brachytherapy services to ensure that lessons are learnt from across the entire clinical governance agenda from reactive and proactive systems; supporting the services to ensure that this learning is translated into practice improvements/examples of good practice by teams in the various divisions and departments involved.
- e) Identify the need for, and support for the development of service improvement projects using data indicators (e.g. incidents, risk registers).
- f) Develop a culture of continuous quality improvement

Resource Management

Financial

The post holder will

- a) Have overall responsibility for the Brachytherapy Budget including the negotiation and management of the Service Level Agreements between Velindre and Cardiff and Vale for anaesthetics and ultrasound support.
- b) Have responsibility for negotiating and maintaining the service agreements between Velindre and the suppliers of Brachytherapy equipment.
- c) Develop and implement a capital replacement programme for Brachytherapy equipment including applicator replacements, radioactive source changes and Brachytherapy delivery equipment.
- d) Be responsible for the safe use and care of highly complex radiotherapy equipment.
- e) Ensure that changes and reviews of all governance products and services are undertaken with a view to provide the best possible value for money.
- f) Be responsible for the safe use and care of highly complex radiotherapy equipment.

- g) Manage the annual leave within the Section to ensure sufficient cover for all clinical duties is maintained

Personal and People Development and People Management

The post holder will:

- a) Have the autonomy to determine how staff allocated to the section perform their duties
- b) Not always work to well defined procedures or rules, but within limits of skills and knowledge.
- c) Prioritise own programme of work, to ensure all designated tasks and projects are delivered in a timely manner.
- d) Comply with appropriate departmental, Trust and National guidelines to determine appropriate scope of practice.
- e) Line manage within the Brachytherapy section, responsible for initial stages of sickness absence policy, disciplinary and grievance procedures
- f) Participate in selection and recruitment process, as appropriate.
- g) Be responsible for appraisals of members of staff and for the continued high level of performance of all staff within area. Able to identify performance issues and assist in any remedial action required.
- h) Be responsible for leading projects involving the implementation of new techniques or equipment acting as the lead MPE providing scientific supervision of more junior staff and MPEs.
- i) Be able to use negotiation and persuasion in order to ensure smooth transition whilst implementing new technologies.
- j) Be responsible for the management of staff undertaking clinical governance duties in the department, including the undertaking of appraisals and for the continued high level of performance of all staff within the department. Required to identify performance issues and assist in any remedial action required.

Training

The post holder

- a) Provides training for STP, PTP and other students in Brachytherapy on an all-Wales basis using practical experience and the delivery of lectures.
- b) Supervises MSc students in their dissertation for taught courses and Masters degrees by research

- c) Supervises PhD students in conjunction with Cardiff University

Information Resources

The post holder will

- a) Ensure all patient data passed to and from the Brachytherapy systems are stored and communicated to other systems in a manner that complies with good clinical governance
- b) Ensure all treatment data are stored in a manner that is suitable as a record of the patients treatment.
- c) Ensures data are collected to enable the monitoring of the performance of the Brachytherapy Service including but not limited to pathway timings and dosimetric performance of the .service including the development of systems / processes to generate reports for presentation to senior management

Communication and Relationship skills

The Post Holder is required to:

- a) Communicate the performance, status and issues concerning Brachytherapy to Senior Management
- b) Lead on the development of business cases for extensions of the service and replacement of Brachytherapy Equipment
- c) Negotiate and coordinate with other staff groups changes and improvements to the Brachytherapy workflow.
- d) Provide specialist advice under break-down conditions to staff of all disciplines whilst working on solutions to the problem.
- e) Provide highly complex scientific and technical advice to radiotherapy consultants and other clinical staff regarding patient treatments and/or related data management.
- f) Liaise with manufacturers and/or colleagues at other centres as necessary on issues related to Brachytherapy
- g) Present and disseminate clinical results through oral or poster presentations at local, national and international meetings and conferences and where appropriate prepare papers for publication in scientific journals.
- h) Teach the principles of Brachytherapy physics to all disciplines in classroom setting.
- i) Train staff undergoing Practitioner Training Programmes (PT), Scientific Training Programmes (STP), post graduate students on MSc programmes and undergraduates studying Physics with Medical Physics at Cardiff University.

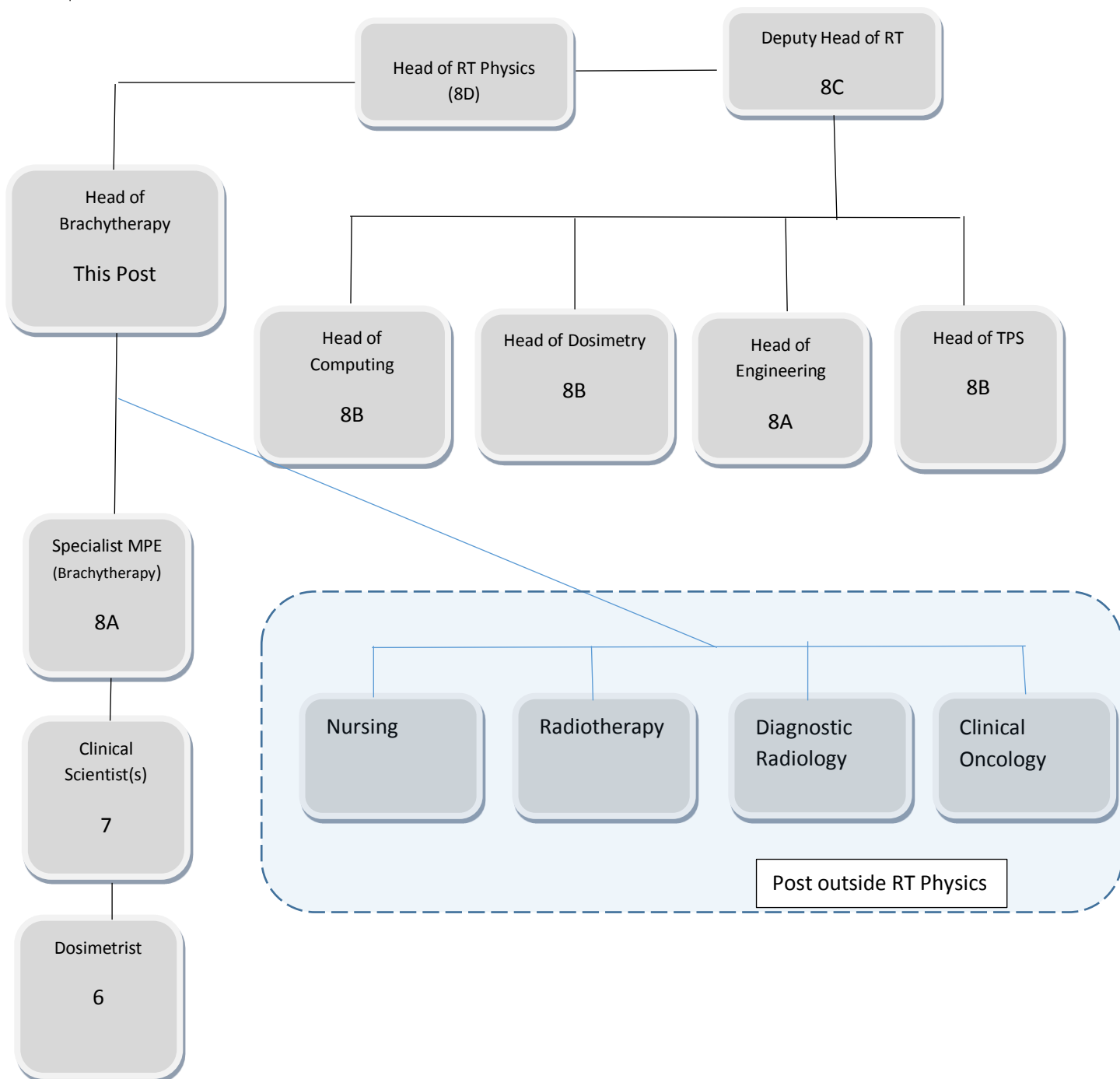
Research and Development

The post holder will

- a) Propose research projects within Brachytherapy to internal and external committees ensuring they are aware of the current state of the subject and future developments likely to impact radiotherapy in the short, medium and long term.

- b) Lead and supervise research and development projects ensuring that good scientific and clinical practices are applied at all times.
- c) Develop applications for research grants to acquire external funding for the department.
- d) Identify areas of further research to be undertaken locally or elsewhere during the execution of routine and non-routine projects for further development.
- e) Perform clinical audit and reviews in conjunction with Clinical Process Teams.

Organisational Chart



Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<ul style="list-style-type: none"> • First or second degrees in physics or related subject • MSc in medical physics or equivalent. • Registration as a Clinical Scientist with the Health and care Professions Council • RPA2000 Certificate of Competence to act as an MPE¹ • Registration as a Consultant Clinical Scientist or close to achieving it (2 years maximum), • Knowledge of National Cancer Standards and Professional Guidance Publications • Knowledge of Quality Management systems including ISO9001 or equivalent as applied to Radiotherapy • An in depth understanding of the Principles of Radiation Physics to an advanced level in the field significantly beyond Masters level.. • Thorough understanding of the relevant Codes of Practice for dosimetry. • Understanding of the physics used in Treatment Planning Systems. • Understanding of the Limitations & pitfalls of radiation dosimetry, 	<ul style="list-style-type: none"> • PhD in Medical Physics or related subject • Published papers in the field. • FIPEM or equivalent • Advanced Mathematics. • Principles and practice of data analysis, aggregation of uncertainties, and statistics. • Principles of physics research methods. • Radiobiological basis of RT and its use for dose changes. • Cancer induction by radiation - principles and facts. 	Application form and pre-employment checks

¹ A Medical Physics Expert (MPE) is a defined term under IR(ME)R 2017 and must be closely involved in all therapeutic exposures of radiation and are responsible for the safety and efficacy of all such exposures. MPEs must be recognised by the UK Secretary of State for Health Currently the list of MPEs is held by the Institute of Physics and Engineering in Medicine. To achieve entry to the recognised list of MPEs applicants must be a registered clinical scientist and submit a portfolio describing their areas of expertise, experience and competence, which is assessed by experts within the field. They must have a knowledge of the subject area significantly beyond that achieved during their Masters studies leading to clinical registration.

	<p>calculation and computation, including electrons.</p> <ul style="list-style-type: none"> • Knowledge of Radiation Protection • Health & Safety principles and practice. • An in depth knowledge of the place of physics and RT in cancer therapy. • Basic Anatomy & Physiology 		
Experience	<ul style="list-style-type: none"> • Working as a Medical Physics Expert in Brachytherapy or experience of working as an MPE in another Radiotherapy discipline and significant Brachytherapy experience • Section Management and/or Service Leadership experience • Project Management including clinical implementation of systems and / or techniques 	<ul style="list-style-type: none"> • Familiarity with a range of radiotherapy treatment machines and techniques, treatment planning systems and other associated Radiotherapy Physics equipment and systems. 	Application form and interview
Aptitude and Abilities	<ul style="list-style-type: none"> • Able to demonstrate effective leadership of diverse teams Able to demonstrate effective implementation of positive change in service development • Able to demonstrate the successful clinical implementation of new treatment techniques and / or equipment • Evidence of communicating to small and large groups 	<ul style="list-style-type: none"> • Ability to speak Welsh to level 1 	Interview
Values	<ul style="list-style-type: none"> • Evidence of managing staff in a manner leading to effective team working and service improvement • Excellent communication skills 		Application Form Interview References
Other	<ul style="list-style-type: none"> • Flexible Approach to work 		Application form and interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Trust are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered

a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Trust's Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients, children and vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing the Trust's Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, for example, 'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week /	For how long?	Additional Comments
Setting up phantoms for measurement of non routine patients with millimetric accuracy	1 per month	2 hours	
Extended periods of standing in Theatre providing advice and performing calculations	1-2 per week	3-5 hours	
Extended periods sitting at a computer, inputting data and performing planning activities	1 per day	3-5 hours	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines. Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day. For example. 'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Provision of Brachytherapy advice when in theatre, requiring significant and extended concentration to perform complex calculations within short timescales	1 per week	4 hours	Required to provide definitive advice on treatment. Requires concentration throughout the process to ensure correct treatment delivery
Checking of treatment plans before submission for treatment	2-5 times per week	0.5 – 2 hours	Requires concentration to ensure the proposed treatment is safe, optimal for the patient and all factors in the treatment process have been considered. This often requires completion to a hard deadline of a few hours from the time the work is received
Devising project plans for new techniques and equipment	1 per year	20 hours	Requires concentration. This often requires concentration to balance resources across all sections of the

			department
Updating project progress, check on progress and reallocate resources to meet service objectives and staff aspirations	2-4 per week	1 – 5 hours	Requires concentration to balance resources across all sections of the department
Read legislation, codes of practices, reports suggesting good practice and ensure that departmental procedures are in compliance	1-3 per month	1 – 7.5 hours	Requires concentration to fully understand issues, make comparisons with existing practices and identify implications

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding. Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with. For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
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Attend scanning and treatment of seriously ill patients to advise on treatment set up and perform brachytherapy treatment	1-2 per week	4 hours	
Discussion of potential radiotherapy errors or incidents with staff both within Radiotherapy Physics and other clinical colleagues. Staff may find this distressing.	1-3 per month	1 hours	Staff may find situations where an error has occurred, potentially affecting patient treatments and outcomes, distressing
Participate in disciplinary, long term sickness or capability process	1 per 6 months	2 hours	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers. Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month. Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Long use of VDU equipment to perform duties	5 per week	5+ hours	