

JOB DESCRIPTION

JOB TITLE:	Apprenticeship (Level 6) – Healthcare Science Practitioner (Radiation Physics)
BAND:	Band 2
HOURS:	37.5 hours per week
TYPE OF CONTRACT:	Fixed term contract (3 years)
DEPARTMENT:	Medical Physics & Bioengineering (Imaging Physics Group)
SPECIALITY / DIVISION:	Medical Physics & Bioengineering / Medicine Division
RESPONSIBLE TO:	Head of Imaging Physics

JOB SUMMARY:

To follow a three-year training programme encompassing theory and practical experience working towards a Degree in Healthcare Science (specialising in Radiation Physics). The Trainee will undertake the practical training whilst working with a team of scientists who form part of a multidisciplinary team providing radiation protection and diagnostic X-ray physics services to clinical departments in the Royal United Hospital NHS Trust and other customers. The academic training will be provided by the University of the West of England via block release.

MAIN DUTIES & RESPONSIBILITIES:

Following suitable instruction/training the trainee will undertake the following:

1. Plan and organise routine radiation protection and quality assurance (QA) surveys.
2. Carry out routine surveys in line with agreed departmental practice and protocols. This requires performing accurate and detailed measurements on a range of x-ray and imaging equipment and analysing these measurements using Excel spreadsheets.
3. Discuss results with other Imaging Physics staff and communicate outcomes to clinical staff (verbally and in written reports) as appropriate.
4. Be responsible for the safe use of diagnostic radiology equipment including personally controlling x-ray equipment and other equipment. Follow departmental procedures for the protection of patients, staff and the public from radiation hazards.

5. Assist in the provision of a dosimetry service for staff and the environment (for example, providing support with documentation and day-to-day management of these services).
6. Participate in the review and updating of departmental protocols.
7. Use Microsoft Office tools (Excel, Word) to analyse data and write reports. Use specialist software and information systems (e.g. PACS, RIS) and other software packages as required.
8. Participate in departmental teaching sessions including presentations.
9. Undertake further training and development and to maintain and develop personal skills, up-to-date and effective practice and knowledge in relation to the role through continuing professional development.
10. Participate fully in the theoretical and practical training.

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular sets out what you as a post holder are required to follow at all times, and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

OUR VALUES & BEHAVIOURS

All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:



New staff will be presented with a leaflet outlining the values and behaviours expected of them at trust induction.

CONFIDENTIALITY & INFORMATION GOVERNANCE

All post holders must comply with all relevant legislation & Trust Policy with regards to Confidentiality & Information Governance, including the Data Protection Act (2018) ensuring that no information obtained through work is communicated to any persons other than those requiring it to complete their duties.

SAFEGUARDING ADULTS & CHILDREN

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

HEALTH AND SAFETY

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All Employees are responsible for ensuring that:

- your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAIs;
- where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
- you follow all Trust policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

HEALTH & WELLBEING

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

EQUALITY & DIVERSITY

The Trust values Diversity and actively works towards promoting Equality both in terms of its healthcare provision and within its current and potential workforce. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

PATIENT AND CARER EXPERIENCE

The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH;

The 3 main points to remember are:

- 1) Communicate clearly with people;
- 2) Involve patients and carers in their care and with the hospital;
- 3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience.

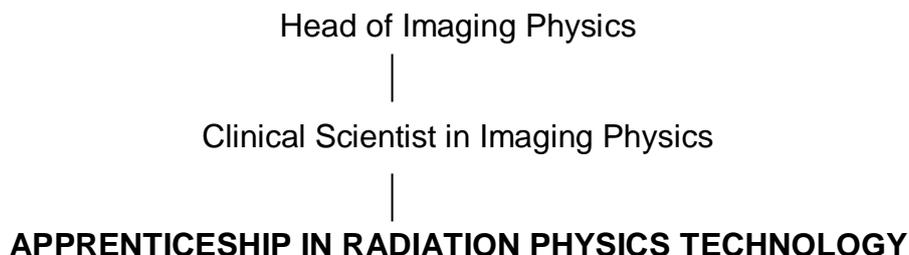
FLEXIBILITY

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

DIMENSIONS

This is a training post with no management responsibilities. As the post holder gains experience, they may be asked to demonstrate processes to less experienced staff.

STRUCTURE CHART



ANNUAL LEAVE ENTITLEMENTS:

Length of Service	Annual leave and public holidays
On appointment	202.5 hours plus 60 hours (27 days + 8 days) pro rata for part time staff
After five years' service	217.5 hours plus 60 hours (29 days + 8 days) pro rata for part time staff
After 10 years' service	247.5 hours plus 60 hours (33 days + 8 days) pro rata for part time staff

NOTICE PERIODS:

Band	Notice Period
Band 1 – 3	4 weeks
Band 4	6 weeks
Band 5 – 6	8 weeks
Band 7 – 9	12 weeks

PERSON SPECIFICATION

CRITERIA REQUIRED	ESSENTIAL	DESIRABLE
Qualifications & Training	<p>A-level Grade C or above in at least one relevant STEM subject (for example, physics, engineering or mathematics) and Pass in one other science subject (or equivalent)</p> <p>GCSE Grade C / 4 or above in Maths, English Language and Double Science (or equivalent)</p>	Driving licence
Knowledge & Experience	Computer literate	Practical experience of working in a laboratory or clinical environment.
Values	<p>Values and respects others, treats everyone as an individual, is non-judgemental</p> <p>Motivated to be genuinely kind and caring</p> <p>Helps and co-operates with colleagues</p> <p>Pro-active and takes responsibility</p> <p>Willing to learn, open to change</p> <p>Motivated to make a difference in whatever way they can</p> <p>Takes pride in themselves, their appearance, their role and where they work.</p>	
Specific Skills	<p>Excellent interpersonal skills</p> <p>Good communicator.</p> <p>Team worker</p> <p>Ability to follow instructions</p>	
Physical Skills & Effort Emotional Effort	<p>Daily use of computers >50% of the time</p> <p>Good manual dexterity – performing accurate and</p>	

	<p>detailed measurements on a range of x-ray and imaging equipment</p> <p>Movement of heavy and bulky test equipment, including lifting in and out of cars.</p>	
<p>Requirements due to Working Environment</p>	<p>Dealing with radiation on a daily basis</p> <p>After sufficient training and assessment of competence, working with a degree of isolation as a lone member of Imaging Physics staff visiting a clinical department</p>	