

Agenda for Change: Job Description

Post Title:	Progressive Band 5 to 6 Senior Dosimetrist Clinical Radiotherapy Physics
Directorate/Department:	Division C /Support Services
Agenda for Change Band	Progressive Band 5 / Band 6 Radiotherapy working towards B6 post after completion of competencies (12m programme)
Accountable to:	Advanced Dosimetrist
Main Purpose:	To participate in provision and development of the Radiotherapy Treatment Planning and Mould Room Services.
Key Working Relationships:	Radiotherapy Physics Staff Clinical Oncologists Therapy Radiographers Radiotherapy Engineers
General Duties:	<p>To participate in provision and development of the Radiotherapy Treatment Planning and Mould Room Services.</p> <p>1. Clinical</p> <p>1.1 Using highly complex computerised treatment planning software, to produce a broad range of plans for external beam radiotherapy and brachytherapy treatments and carry out associated dosimetry calculations, within agreed level of competence and following existing standards and procedures.</p> <p>1.2 To liaise with Clinical Oncologists to agree optimum patient positioning and to produce individually designed, beam directional immobilisation and beam modification devices for external beam radiotherapy to maximise efficacy of radiotherapy treatments.</p> <p>1.3 To manage patient anxiety and provide emotional support and reassurance for both adults and children during their mould room procedures and ensure welfare of patients (many of whom are seriously ill and facially disfigured) and relatives throughout visits to mould room and respond calmly and competently in the event of an emergency arising with the patient.</p> <p>1.4 To assist in brachytherapy preparation in theatre.</p> <p>2. Technical</p> <p>2.1 To perform quality assurance on external beam treatment and brachytherapy treatment Units following existing standards and procedures and to report faults back to a Clinical Scientist.</p> <p>2.2 To perform routine treatment planning system quality assurance following existing standards and procedures and to report faults back to a Clinical Scientist.</p> <p>2.3 To manufacture immobilisation devices, conformal blocks, individually designed treatment aids such as wax blocks, compensators and electron lead cutouts.</p> <p>3. Advisory</p>

- 3.1 Advise clinical staff on the effects of various treatment plan options on patient dose distributions. Discuss and agree approaches to create optimum treatment plans within agreed level of competence and following existing standards and procedures.
- 3.2 Within the mould room to be the patients first point of contact in the treatment process and ensure the patient has an understanding of the treatment procedures.
- 3.3 To provide technical advice within treatment planning, theatres and mould room to Dosimetrists, Clinical Oncologists, Physicists and Radiographers in aspects of treatment planning, applicator selection and patient immobilisation.

4. Management

- 4.1 To participate in the day-to-day organisation and supervision of workload of Treatment Planning services.
- 4.2 To liaise with Radiotherapy Physics and Cancer Care Administrative Staff in the booking arrangements for patients.
- 4.3 To accommodate changing priorities and individual patient problems which arise.
- 4.4 To accurately record and update patient data on the hospital patient systems.
- 4.5 To participate in stock control and replenishment of supplies for Brachytherapy and Mould Room.
- 4.6 To be individually responsible for maintaining standards set out in existing QART procedures, and in accordance with the Trust Health and Safety Policy.
- 4.7 To participate in the coordination and provision of the patient dosimetry service using thermo luminescent dosimeters (TLD)

5. Scientific

- 5.1 To contribute to the development of new radiotherapy treatment techniques, as a part of a multi disciplinary project team. This may involve evaluation of treatment planning techniques or optimal immobilisation systems and includes production of protocols for the Quality System.
- 5.2 To attend external meetings and undergo site visits to update on current techniques and to report findings back to the Group.

6. Education & Training

- 6.1 To assist in supervising and training junior staff, rotational radiographers and trainees in relevant aspects of radiotherapy physics..
- 6.2 To present technical and informative presentations at internal and external seminars and conferences.
- 6.3 To undergo CPD and maintain competence and registration.

7. Further Obligations

- 7.1 The post holder is required to adhere to all Trust and Departmental policies and to comply with conditions of service laid down in the Contract of Employment.
- 7.2 If required, to maintain State Registration and other such accreditations as necessary to perform the above duties, etc.
- 7.3 The post holder is required to follow and maintain a formalised programme of Continuing Professional Development.
- 7.4 The post holder may be required to undertake further duties, which will be discussed and agreed with the line manager.

	7.5 To participate and undertake Individual Performance Review and Personal Development.
	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HCPC) and ensure that they maintain updated registration as required by the role.</p>

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

Duty of Care	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
NHS Standards of Business Conduct and Professional registration	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
Living our values every day	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
Health and Safety:	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
Infection Prevention and Decontamination of Equipment:	<p>All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
Child Protection/Safeguarding	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.</p>
Confidentiality	<p>All employees of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p>

	<p>Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
Mental Capacity Act 2005	<p>All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.</p>
Sustainability	<p>Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network</p>
Last Updated	23 April 2024