

## Job Description

<b>Job Title</b>	<b>Clinical Specialist Radiation Therapist</b>
<b>Department</b>	<b>Radiotherapy</b>
<b>Reports to</b>	<b>Radiotherapy Services Manager</b>
<b>Date</b>	<b>September 2014</b>

### Overall Purpose of Job

To provide professional clinical skills in assessing, planning, and treatment delivery for assigned patients and to provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

### Key Responsibilities and Deliverables

- Provide direct care to assigned patients and to perform techniques and routines in the specialty service area.
- Observe and record signs, symptoms and behaviours including the physiological status of patients; presents the assessment of changes, the proposed revision of interventions, and desired outcomes.
- Follow policy for activating an individualised plan of care for newly referred patients.
- Execute physicians' orders for all assigned patients safely and properly administer medications and treatments.
- Ensure patient is educated in the treatment procedure and related side effects. Demonstrate ability to assess patient's understanding of and compliance with instructions and health care teaching.
- Assess patients for radiation therapy side effects and provide appropriate interventions within scope of practice.
- Provides emotional support to patients and families and makes appropriate referrals to community and hospital support services, such as Medical Social Work, Home Care, ICS, etc, as needed.
- Uses effective communication techniques and interpersonal skills to provide explanations for treatment-related procedures. Responds effectively to patient concerns. Observes patients for expected and unexpected reactions to treatments and communicates this to appropriate staff members. Reinforces patient education or side effect management information and indicates non-compliance to medical and nursing staff.
- Deliver radiation treatment according to written prescription and treatment plan.
- Provides safety in patient care through the consistent practice of Departmental Procedures for treatment administration. Recognises deviation from prescribed treatment delivery and reports all deviations to the Consultant/RTSM/Physicist.
- Assures the quality and consistency of treatment by taking and reviewing pre-treatment verification images according to departmental procedures for patients receiving treatment.
- Collects and documents and data acquired during the simulation procedure. Accurately inputs treatment-related data into the patient management system.
- Notify appropriate nursing, medical and allied health staff to changes in the patient's status.

- Independently perform duties and assume responsibility for care of assigned patients.
- Perform or assist others to perform proper aseptic techniques, isolation procedures, and infection control measures.
- Document patient care in all assigned patient records.
- Maintain patient's privacy and confidentiality of information and records at all times.
- Review documentation of instructions, teaching topics, and patient response with the Radiotherapy Services Manager.
- Adhere to internal controls established for department.
- Attend MDT meetings as required.
- Conducts daily and weekly handover with MDT when required responsible for care of patients undergoing Radiotherapy treatment
- Completes the daily treatment schedule. Maintains an accurate record of procedures, including billing information and codes.
- Perform related duties as required.
- Provides on-call coverage for the treatment of patients in emergency situations.
- Oversees the day to day running of treatment units and CT unit they are assigned too.
- Assist in day to day running of all departmental units when required.
- Ensures the smooth running of the daily list and adequate skill mix cover of RT's working on the unit.
- Make judgment calls which require analysis, interpretation and comparison of
- data from a range of sources
- Assists the RTSM in implementing new technology and procedures and in training and supervision of more junior staff.
- Maintains familiarity with the administrative tasks associated with the running of the Department, such as billing and scheduling procedures and generation of statistical reports, providing cover for these tasks as necessary.

### **Clinical Responsibilities**

*The post holder will be familiar with and adhere to The Professional Scope of Practice IIRRT*

The post holder will ensure:

- The patient's needs are individually assessed.
- A care plan and evaluation process is planned and implemented.
- The patient's families/significant others are involved as appropriate.
- Patients are cared for in the optimum clinical environment, adhering to all hospital wide policies and guidelines.
- Delegation of tasks and ensures the task is appropriate to the skill level and knowledge of the individual to whom the task is delegated.
- Documentation is recorded in a professional, legible and timely fashion.
- Assume responsibility for overall patient well-being while attending the Radiotherapy Department.

The post holder will partake in the Total Quality Management processes thereby contributing to:

- The identification of quality, policy and guideline issues.
- Authorship of new policy and procedures in their specialist area.
- The evaluation of current practices to best practice.
- The setting of standards utilising structure, process and outcome.

- Performs and documents daily and weekly QA activity for assigned equipment. Documents findings outside the range established by Physics and informs RTSM immediately of findings outside the normal range of operations.
- Programs to measure and improve the quality of care within the Department.
- Preparation for and attendance of Departmental QA Meetings.
- All hospital, regional and national audit processes.
- The Hospital Wide Accreditation Cycle.
- Health Promotion initiatives.

### **Managerial Responsibilities**

- The timely identification and communication of any issues to the Radiotherapy Services Manager.
- Provide regular handovers to RTSM of any relevant information.
- Demonstrate a confidence and competence in all hospital policies and guidelines.
- Efficient recording of all necessary documentation.
- Effective management of complaints.
- Monitoring of all risk management processes.
- Maintaining effective interdisciplinary communication processes.
- Efficient utilisation of pay and non-pay resources.
- Participate in all departmental and hospital communication processes.
- Assumes responsibility of Department Management in the untimely absence of RTSM. Clinical Specialist Radiation Therapists will meet and arrange responsibilities appropriately.

### **Personal & Professional Responsibilities**

The post holder is expected to

- Attend in a timely manner all mandatory education sessions.
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of Radiation Therapy and Beacon Hospital.
- Identify potential and beneficial topics for nursing research.
- Utilise all practical opportunities to educate the patient and their families.
- Attend appropriate study days and courses.
- Be a preceptor and or supervisor to students and newly appointed staff.
- Participate in their performance review with their RTSM.

### **Educational Responsibilities**

Under the direction of the RTSM and Clinical Specialists the post holder will:

- Develop teaching skills and participate in the planning implementation of orientation and teaching programmes for radiation therapists in the clinical setting.
- Assists the link therapist in evaluation of student performance.
- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area.
- Participate in the clinical induction of all new nursing, therapy and support staff.
- Develop leadership ability in order to act as an effective role model.

- Assume responsibility for own learning and development needs.

**Interrelationships**

- Maintains good working relationships with other departments and with physicians, patients, families and outside agencies.
- Communicates during the working day with the RTSM, or in the RTSM absence with the Medical Director of Cancer Centre, CEO, COO and the Director of Nursing as required or appropriate.
- Demonstrates the ability to delegate tasks and responsibilities.
- Participates in on-going consultation and collaboration with physicians and other care providers to maximise patient outcomes and unit specific goals.
- Demonstrates willingness to assist co-workers whenever needed.
- Counsels and offers collegial support for staff members.
- Utilise effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness.
- Attends staff meetings, reads email and other postings.
- Attends all required in-services.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate.
- Wear TLD and Identification badge when working.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ IIRRT Registered.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Completion of a formal radiation therapy technology program in an Irish/EU/ or AMA-approved institution.</li> <li>▪ IIR validation/IIR course recognition.</li> <li>▪ Candidate must have at least six years appropriate post qualification experience, subject to merit.</li> <li>▪ Promotion to clinical specialist level will be based on merit and may occur at any regular annual review session once adequate experience level has been reached.</li> <li>▪ Job Specific Competencies and Knowledge.</li> <li>▪ Completion of or in process of completing post graduate study.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate ability to work as part of a multi-disciplinary team.</li> <li>▪ Demonstrate motivation and an innovative approach to job.</li> <li>▪ Communication &amp; interpersonal skills</li> <li>▪ Demonstrate effective communication skills including the ability to present information in a clear and concise manner.</li> <li>▪ Demonstrate an understanding of change management.</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate evidence of effective planning, organising and time management skills.</li> <li>▪ Demonstrate flexible approach – to internal rotations, rostering, e.g. night duty, theatre on call, attitude to work.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate evidence of recent and relevant experience in the specialised area and in an acute hospital setting.</li> <li>▪ Demonstrate knowledge of new developments in specialised area.</li> <li>▪ Demonstrate knowledge of national strategies where appropriate to patient care.</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate a focus on quality.</li> <li>▪ Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</li> </ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"> <li>▪ All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.</li> </ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

**Job Description received by employee:** \_\_\_\_\_

Signature

Date

\_\_\_\_\_  
Name (Block Capitals)