Job Description

Job Title: Head of Radiotherapy Services

Band: 8c

Accountable to: Clinical Director – Oncology and Haematology

Responsible for: Head of Radiation Services

Contact with: Radiographers, Clinical Oncologists, Medical Physics, support staff, Hospital Managers, Patients/carers, Primary/Secondary care professionals, Regional/National agencies/organisations, Professional body, HEI Links

Service overview:
Radiotherapy is the clinical use of ionising radiation, utilising the damaging effect that occurs when radiation interacts with human tissue principally for the treatment of patients with cancer. It is a highly complex and technical service delivered by Therapeutic Radiographers in collaboration with Clinical Oncologists and Clinical Scientists. Therapeutic Radiographers are educated and trained to undertake a professional role within the field of Oncology.

The Radiotherapy Service at ESNEFT is delivered on both the Colchester and Ipswich Hospital sites. Radiotherapy is part of the Radiation Services Clinical Delivery Group (CDG) incorporating Radiotherapy, Nuclear Medicine and Medical Physics, and sits within the Cancer and Diagnostics Division. The Radiotherapy Service maintains very strong links with the Oncology and Haematology CDG.

Job Summary:
The Head of Radiotherapy Services will be an HCPC registered Therapeutic Radiographer providing strong, visible and effective professional and strategic radiotherapy leadership within the Cancer and Diagnostics Division, developing and supporting radiotherapy services on the Colchester and Ipswich Hospital sites.

The role is a key member of the Radiation Services CDG management team accountable for all aspects of performance including patient safety, patient experience, operational standards, financial performance and staff engagement. The CDG management team is responsible for ensuring the safe operation of the radiotherapy and nuclear medicine clinical services and providing expert advice to the Trust on broader radiation safety and medical physics issues. In addition this role will contribute to the Oncology and Haematology CDG, working closely with the Clinical Director and Radiotherapy Clinical Leads in the strategic development of cancer services at ESNEFT.

Principal Objectives:
- Be the Professional Lead for Therapeutic Radiography within the Trust, providing high profile and committed clinical leadership to ensure high standards of clinical, evidence based practice for the benefit of patients.
- Lead on radiography professional issues in relation to strategic and national changes in practice and role development, supporting staff and promoting equality, diversity and inclusion.
- Be accountable for the delivery of operational and performance targets for the Radiotherapy Service including cancer waiting time targets and the requirements of the NHSE National Service Specification, Quality Surveillance Programme and other relevant initiatives.
- Contribute to the strategic planning and development of the Radiotherapy Service in collaboration with the Clinical Director / Radiotherapy Clinical Leads, Head of Radiation Services and the Radiotherapy Physics Heads of Service.
- Develop and manage the Radiotherapy Service in line with clinical and technical advances, clinical, professional and legislative requirements and recommendations, maintaining the highest professional and technical standards of treatment delivery and patient care.
- Advise the Division on future investments within radiotherapy for on-going service provision and service development and contribute accordingly to the Trust business planning process.
• Be responsible for managing Radiotherapy resources to ensure the Service operates within budget and within the Financial Recovery Plan. Ensure regular and effective resource management and monitoring processes are in place for Radiotherapy Services including budgets, workforce and income.

• Lead governance and risk management within the Radiotherapy Service. Have overall responsibility for maintaining and developing the Radiotherapy aspects of the established Quality Management System.

• Maintain clinical competence according to professional and regulatory guidance, develop own skills and knowledge and contribute to the development of others to maximise expertise and contribute to the development of the Service and profession.

• Take the strategic and managerial lead for delivering a united therapeutic radiography service across the two hospital sites.

• Operate within a range of areas of expertise including clinical, educational, research and quality.

Key Responsibilities:

Clinical / Patient Care

• Provide clinical leadership within the radiotherapy departments on both hospital sites through demonstration as an expert practitioner.

• Communicate complex information to patients/carers/clients requiring empathy, reassurance and evidence-based information at an appropriate level of understanding for those receiving it.

• Lead and participate in the delivery of radiotherapy, maintaining safety and comfort when manoeuvring patients and demonstrating high levels of knowledge and understanding.

• Offer clinical advice on the scheduling of radiotherapy appointments ensuring equity and evidence based practice.

• Work within own professional guidelines with frequent concentration on patient assessment, interpreting appropriate application of guidelines.

• Interact with other healthcare professionals to provide a high level of clinical care within own sphere of clinical competence and refer to other specialist groups where appropriate.

• Develop and implement radiotherapy treatment techniques using expert knowledge, audit and research.

• Undertake Clinical Audit and regular patient feedback, responding accordingly to the outcomes.

Professional Leadership and Staff Management

• Provide line management and leadership of radiotherapy staff at ESNEFT and ensure collaboration with colleagues at all levels throughout the Trust and externally.

• Monitor standards of practice to ensure all staff are performing their duties in a safe, competent and professional manner.

• Manage the recruitment of clinical and administrative staff within the Radiotherapy Service. Produce and review job descriptions and person specifications as necessary.

• Develop and lead the recruitment and retention strategy for Radiotherapy, implementing clear policies for skills mix, role development and succession planning.

• Liaise with HEE / HEI in the provision of placements and training for undergraduate radiography students and radiography apprentices.

• Facilitate a competence based training programme for all areas within Radiotherapy, providing adequate induction training for new and newly promoted members of staff to ensure the viability of the service is maintained.

• Act as professional lead and mentor to all radiotherapy staff. Support and develop the professional training agenda, new career pathways and career counselling where appropriate.

• Conduct appraisals, job planning and progress reviews for staff in your charge and through this process identify and facilitate development opportunities to improve the performance of the individual and the Trust.

• Ensure training and development needs identified in an individual's personal development plan are followed up and assist staff in identifying their development needs. Support the Continuous Professional Development of individuals in order to maintain competence and develop expertise.

• Ensure robust systems are in place for managing individual performance and capability including sickness and absence in line with Trust policies.
Risk and Clinical Governance
- Ensure the Radiotherapy Service is conducted and maintained in accordance with the accredited Quality Management System, in collaboration with the CDG Quality Manager.
- Be an active member of the Divisional Risk and Governance Board.
- Identify and monitor clinical, service and operational risks. Complete and review risk assessments and Risk Register entries, monitoring controls and actions.
- Lead the clinical governance agenda for Radiotherapy Services, establish systems to monitor clinical standards and work with patients and other stakeholders in developing and enhancing radiotherapy services.
- Ensure departmental protocols, procedures and guidelines are developed, reviewed and maintained to support the safe delivery of treatment.
- Be conversant with Health and Safety Policies and legislation including those relating to radiation safety, working closely with Medical Physics Experts and Radiation Protection Advisers. Act as the designated IR(ME)R lead for Radiotherapy at ESNEFT in line with the Trust Medical Exposure Policy.
- Ensure action plans arising from external review or audit (CQC, HSE, BSI, patient and staff surveys) are delivered to improve services for patients, support staff and promote Trust reputation.
- Be responsible for incident management and reporting within Radiotherapy. Coordinate the investigation of incidents in line with departmental and Trust procedures. Promote a learning culture in relation to incident management.

Strategy, Service Development and Improvement
- In conjunction with the clinical leads, CDG and divisional management teams ensure Radiotherapy Services has a cohesive service strategy and a robust plan for service development and improvement.
- Take a proactive role in the development of the service and profession and promote evidence based practice.
- Undertake business planning for the clinical and technical aspects of the Radiotherapy Service and wider CDGs.
- Regularly review the Radiotherapy Service in response to national guidance and policies, Network requirements and other relevant publications. Determine the application and impact of such policies and guidelines.
- Oversee service improvement projects and development programmes contributing to the effectiveness and efficiencies of patient services, providing professional and clinical advice as necessary.
- Collaborate with internal and external stakeholders to support the selection, procurement, installation and commissioning of new equipment and new techniques.
- Produce and present business cases for capital and revenue purchases of equipment, services and staffing.
- Represent ESNEFT in the East of England Radiotherapy Operational Delivery Network Oversight Group, facilitating the implementation of agreed ODN requirements.

Resource Management
- Manage the allocated radiotherapy budget to maximum effect for optimal service delivery.
- Authorise expenditure within delegated limits.
- Be responsible for the safe use of expensive, specialist equipment used by self and others under direct management.
- Liaise with Medical Physics staff on matters of equipment Quality Assurance and maintenance in order to maximise safety and quality of service.
- Contribute to room design and working environment for all new equipment and replacements taking into account legislation and guidelines.
- Take responsibility for the provision and accuracy of activity data for the RTDS and invoicing purposes.

Teaching, Training and Research
- Maintain evidence of Continuing Professional Development to maintain HCPC registration as a Therapeutic Radiographer.
- Keep abreast of the latest technical and scientific developments and new practices relating to Radiotherapy.
- Attend suitable seminars, meetings and courses as part of personal development and to further the work of the Service.
- Provide suitable clinical placements for student radiographers with adequate supervision at all times.
Miscellaneous

- Carry out all duties in accordance with the requirements of the Health and Safety at Work Act, relevant Statutory Regulations, Approved Codes of Conduct and Local Rules
- Take all precautions when dealing with ionising and non-ionising radiation hazards and when handling radioactive waste.
- Work hours necessary for the proper and efficient performance of the work. In practice, the appointee will occasionally be required to perform duties outside the normal working hours of the department.
- Perform other appropriate duties that may be required from time to time by the Head of Radiation Services.

General

- As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).
- If you have responsibility for a budget, you are expected to operate within this and under the Trust’s standing financial instructions (available on the Intranet site) at all times.
- To be responsible and accountable for ensuring that all staff under your direction comply with Trust Infection Control policies and clinical guidelines.
- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To conduct annual Performance Development Reviews, incorporating talent management reviews (if applicable) and progress reviews for staff in your charge and, through this process, identify and facilitate development opportunities to improve the performance of the individual and the Trust.
- Ensure training and development needs identified in the individual’s personal development plan are followed up and assist staff to identify their development needs and to promote a learning culture.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust’s Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Note: This Job Description is issued as a guide to your principal responsibilities to help understand your job. It may be varied from time to time to meet new working requirements. It does not form part of your Contract of Employment.

Prepared By: Head of Radiation Services Date: November 2022
# Person Specification

**Job Title**: Head of Radiotherapy Services  
**Band**: 8c

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<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td>• BSc Therapeutic Radiographer or DCR(T)</td>
<td>• PhD</td>
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<td>• Postgraduate qualification at M level</td>
<td>• Project management qualification</td>
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<td>• Management / leadership qualification</td>
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<td><strong>Registration</strong></td>
<td>• HCPC registered Therapeutic Radiographer</td>
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<td><strong>Knowledge and Experience</strong></td>
<td><strong>Clinical</strong></td>
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<td></td>
<td>• Highly developed specialist knowledge across the full range of clinical radiotherapy working procedures and practices</td>
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<td>• Specialised knowledge of wider Oncology pathways</td>
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<td>• Ability to act as Operator under IR(ME)R17</td>
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<td>• Ability to undertake roles within the “extended role” of the radiographer</td>
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<td>• Knowledge of the requirements of the national cancer waiting time targets, NHSE National Service Specification, Quality Surveillance programme and other initiatives relating to radiotherapy</td>
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<td>• Knowledge of the NHS and Cancer Plan</td>
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<td>• Knowledge of national, Network, local and Trust policies for all aspects of radiotherapy service</td>
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<td>• Knowledge of academic / educational training requirements for therapeutic radiographers and associated staff groups</td>
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<td><strong>Scientific and Technical</strong></td>
<td><strong>Clinical</strong></td>
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<td>• Good working knowledge of radiotherapy treatment and simulation equipment including oncology management systems</td>
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<td>• Understanding of patient and staff risks associated with ionising radiation</td>
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| Managerial & leadership | • Knowledge of employment procedures and practices to a level appropriate for managing individuals and large groups of staff  
• Ability to prioritise and manage own work  
• Ability to exercise initiative when dealing with issues within own specialist area of competence  
• Experience in managing departmental budgets  
• Understanding of leadership qualities in a healthcare setting | • Proven experience in managing a radiotherapy service |
| --- | --- | --- |
| Legislation | • In depth knowledge and understanding of all relevant legislation, standards, guidelines and safety principles relating to Radiotherapy  
• Knowledge of Governance issues including ethical and regulatory considerations | • Experience of provision of radiation safety advice to a range of staff groups within a range of clinical areas |
| Quality management | • Working knowledge and understanding of Quality Management Systems and their application in Radiotherapy  
• Understanding of incident reporting pathways (internal and external) in the context of radiotherapy  
• Ability to design and implement clinical and service audits.  
• Knowledge of risk management systems | • Route cause analysis training  
• Debriefing training |
| Teaching and training | • Ability to teach and train others including other professional groups |  |
| Research & development | • Ability to identify relevant areas for R&D focus | • Experience of setting up and supervising research projects |
| Personal Skills | **Analytical and judgemental skills**  
• Good analytical and reasoning skills  
• Ability to demonstrate the compassionate values and behaviours needed for dignified care  
• Ability to give radiation safety advice to patients / carers in differing circumstances  
• Awareness of cultural and individual differences among patients, carers and colleagues |  |
| Planning and organisational skills | • Able to organise the day-to-day workload of a team across 2 hospital sites  
• Ability to plan the introduction of new techniques, procedures and equipment  
• Ability to work as part of a team  
• Ability to work unsupervised  
• Flexible approach to work time |
|----------------------------------|--------------------------------------------------------------------------------|
| IT                               | • IT and technical literacy  
• Ability to use Word, Excel etc to set up documents and spreadsheets and extract information |
| Physical                         | • Ability to operate highly complex equipment and computer systems with a high degree of accuracy  
• Ability to travel between hospital sites and to regional / national meetings  
• Highly developed skills to manipulate complex diagnostic tools  
• Ability to undertake manual lifting |
| Mental                           | • Ability to concentrate frequently when subjected to unpredictable work patterns  
• Ability to concentrate for prolonged periods |
| Emotional                        | • Ability to deal with frequent distressing circumstances |
| Communication                    | • Excellent interpersonal and communication skills including report writing and presentations  
• Ability to communicate with staff at all levels within the organisation and external agencies  
• Ability to explain complicated concepts of radiotherapy principles and treatments lay persons  
• Ability to communicate complex information at postgraduate level to other professional groups  
• Ability to present scientific papers at national and international conferences  
• Ability to represent the ESNEFT Radiotherapy Service and charitable and outreach events |