

**Job Description** (Clinical Job Description Template)

<b>Job Title:</b>	Expert Advanced Practitioner in Breast Radiotherapy
<b>Band:</b>	8a
<b>Hours of Work:</b>	37.50
<b>Location:</b>	Radiotherapy
<b>To Whom Responsible:</b>	Head of Radiotherapy
<b>Job Summary:</b>	<p>To provide a comprehensive therapy radiographer service in radiotherapy for breast cancer, improving service delivery to patients undergoing radiotherapy.</p> <p>To provide clinical leadership, support, advice and education for all members of the multidisciplinary team caring for the patient within the trust.</p> <p>Contribute to multidisciplinary breast cancer teams and be involved in the treatment decision making process for individual patients.</p> <p>To undertake treatment planning of breast radiotherapy within the wider treatment planning team</p> <p>To lead and co-ordinate the radiotherapy service for identified patients groups. Optimising the use of current facilities. To facilitate the development of new delivery systems with the existing and new medical staff.</p> <p>To establish a patient support service for the radiotherapy treatment and immediate post treatment period across the cancer centre and cancer units</p> <p>To develop and coordinate a triage system for patients with acute radiotherapy side effects problems across the network.</p> <p>To act as an expert resource for primary care teams ensuring continuity of care in the community.</p> <p>To lead the development of standards and guidelines within the MDT</p>

**Key Duties and Responsibilities:****Expert Clinical Practice**

To practice at an advanced level providing expert care for patients undergoing radiotherapy for Breast Cancer

To be a member of the Breast MDT to provide expert advice to the multidisciplinary team

To attend new patient clinics to advise and support patients who are to receive radiotherapy

To provide all information required for the patient to make an informed consent to radiotherapy

To undertake the co-ordination and delivery of the Mammosite HDR pathway

Undertake the clinical decision making and acceptance of the patients' treatment plans in accordance with departmental protocol.

To undertake breast radiotherapy planning in allocated sessions in support of the treatment planning team

To undertake ultrasound for tumour bed outlining and Mammosite localisation

To review patients undergoing external beam radiotherapy and advise and manage acute radiation induced toxicity.

To undertake immediate post radiotherapy follow up for the management of skin reactions

To advise GP surgeries on the continued management of post radiotherapy skin management

According to current legislation to undertake independent or dependant prescribing or administration of medication using departmental protocols.

To provide support, information and education to patients on post treatment changes and their effects in post treatment clinics

To lead on the development of evidence based information material and ensure at all times patients, carers and relatives are fully considered in the context of care, actively participating in ethical decision-making.

Continually monitor, audit and evaluate clinical practice of self and others.

**Professional leadership.**

To lead the radiographer breast radiotherapy service. Co-ordinating medical, clinical radiotherapy physics and nursing staff.

To ensure current practice is evidence based and standards/protocols adhere to National guidelines.

To audit practice and act upon results.

To network across Trusts and ensure dissemination and sharing of good practice.

To actively promote the role of AHP's within the multidisciplinary team thereby supporting and encouraging colleagues towards achieving excellence in their care.

### **Education/Training and Development Function.**

To lead in the development of education and training programmes and competencies standards for all staff involved with breast radiotherapy

To identify and ensure delivery of education and training programmes to the cancer units and primary health care staff caring for breast radiotherapy patients.

To evaluate and make changes appropriately to any education and training programmes in line with evidence based practice.

To form links with Higher Education Institutions, thus providing expert advice to influence further curricula development.

### **Service Development.**

To promote evidence-based practice at all times.

To identify and implement measures to ensure quality improvement.

To identify and undertake research to ensure continued practice development.

To disseminate research findings in the form of publications, posters and presentations.

To agree relevant audit programmes with key health care professionals and lead on their implementation.

Monitor the impact of the Advanced Practitioner post on the Breast Radiotherapy service and provide annual reports to key personnel.

### **Professional Role**

To adhere to IR(ME)R regulations.

The post holder must be qualified to act as an 'operator' in Radiotherapy as defined by IR(ME)R.

To act in a professional manner at all times in accordance to the Addenbrooke's Hospital Policies and Procedures and the Radiographers Professional Code of Conduct.

The post holder must be registered with the HPC (Health professions Council).

To ensure confidentiality and dignity of the patient is recognised and respected at all times.

**General Compliance:**

To comply with all Trust Policies and Procedures, with particular regard to

- Risk Management
- Confidentiality
- Equal Opportunities
- Health & Safety
- Data Quality
- Information Governance
- Freedom of Information

1. All staff have a responsibility to comply with infection control policies and procedures, infection control standards and ensure they have received an annual update on infection control issues including hand hygiene.
2. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
3. To follow all the Trust Security policies and procedures and be vigilant to ensure the safety and secure environment for care.
4. All staff who have access to or transfer any data records are responsible for that data and must respect data security and confidentiality and comply with the requirement of the Data Protection Act 1998, in line with the Trust's policies. Data includes all data i.e. electronic, hard copies of printed data or handwritten data information of patient, employee and financial etc.
5. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
6. Ensure you work towards the Knowledge and Skills Framework of the post. This is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
7. The Trust is committed to carefully screening all staff who work with children and vulnerable adults. This appointment is therefore subject to a satisfactory Criminal Records Bureau Disclosure of the appropriate Level, if required.
8. All staff will receive training on Child Protection -Safeguarding Children Policies and Procedures as part of Induction and annual updates, this will equip the post holder with the knowledge of what you will need to do if you have concerns about the welfare of a child/young person under aged 18.
9. Perform any other duties that may be required from time to time.
10. Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.

24/11/2008

Post Title **Expert Advanced  
Practitioner in Breast Radiotherapy**

Band **8a** Department **Oncology**

Factors	Essential Criteria	How Evidenced*	Desirable Criteria	How Evidenced*
1 Qualifications	<p>1. Diploma of the College of Radiographer Or B.Sc. Hons equivalent</p> <p><b>working toward:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate qualification E.g. M.Sc. in appropriate area of practice</li> <li>• Award in Radiotherapy Patient assessment and review</li> </ul> <p><b>working towards:</b></p> <ul style="list-style-type: none"> <li>• In house recruitment and selection</li> <li>• In house appraisal training</li> <li>• In house 2 day management training</li> <li>• Risk management</li> </ul>	A	<p>1. Postgraduate qualification E.g. M.Sc. in appropriate area of practice</p> <p>2. Accredited Counselling award</p> <p>3. Award in Informed Consent</p> <p>4. Clinical Leadership and management development courses</p>	A
2 Experience	<p>1. Minimum of 8 years experience in radiotherapy planning and delivery at least 1 years as advanced practitioner.</p> <p>2. Informal teaching and training of a variety of healthcare professionals</p> <p>3. Management Skills</p>	A	<p>1. Own research interest</p> <p>2. Knowledge of research and audit methodology.</p> <p>3. Experience of research and audit</p> <p>4. Change management experience Experience of recruitment &amp; selection process</p>	A



APPENDIX 4

4 Skills	<ol style="list-style-type: none"> <li>1. to work autonomously</li> <li>2. to work independently</li> <li>3. to prioritise and schedule tasks</li> <li>4. demonstrable problem solving abilities</li> <li>5. to make recommendations for and to implement change</li> <li>6. to respond to change and apply themselves to developments in practice to interpret national and local policies –</li> <li>7. Demonstrate leadership qualities and the ability to motivate staff to achieve their full potential</li> </ol>	A/I	<ol style="list-style-type: none"> <li>1. Written reports to senior hospital management / consultants Audits</li> <li>2. General public presentations</li> </ol>	A/I
5 Additional Requirements	<ol style="list-style-type: none"> <li>1. Flexible working hours and location</li> </ol> <p>Willingness and ability to travel</p>	I		