

SINGLE CORPORATE SERVICES

RESEARCH AND DEVELOPMENT

Job title:	Specialist Research Radiographer	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Lead Research Radiographer/Senior Research Sister	
Accountable to:	Lead Research Nurse/ Deputy Director	
Pay Band:	Band 6	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across the Organisation.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

- To provide support to the Radiotherapy Research Team, Senior Research Nurses, Research Nurse Leads, Clinical Research Leads, Deputy Director and ultimately the Trust Director of Research in delivering high quality clinical research, and to provide clinical leadership to the team.

Job summary

- To work as a rotational senior radiographer between radiotherapy and radiotherapy research approximately 50/50 role split.
- Undertake radiotherapy treatment and planning, on a rotational basis, using ionising radiation to treat patients with cancer or benign disease, with both curative and palliative intent.
- Carry out radiotherapy procedures using a variety of specialised high energy radiation equipment, operating in conjunction with radiotherapy IT systems and various imaging systems.
- To work as part of a team to lead, manage and deliver Clinical Trials within Portsmouth Hospitals NHS Trust.
- To be responsible for co-ordinating, delivering and maintaining a high standard of day-to-day clinical care for all patients.
- To recruit patients into Clinical Trials designated as 'portfolio' studies by the NIHR Clinical Research Network and/or Commercially Sponsored Clinical Trials.

Organisational Chart



Specific Core Functions

Clinical/Professional

- Educate, train and supervise radiographers on the safe use and effective operation of radiotherapy equipment as per manufacturer's instructions and local guidelines.
- Be competent to analyse and approve images following designated training and adhering to protocols.
- Interpret complex technical data, utilising professional judgment in the practical application of treatment plans and in accordance with local protocols.
- Provide high standard of patient care and support through all stages of the patient pathway, ensuring patients receive timely and accurate information regarding planning and treatment.
- Responsible for daily clinical evaluation of the patient before, during and after treatment, assessing their fitness for treatment, ensuring the safe delivery of the patient's radiation exposure and the accurate recording of treatment data.
- Responsible for own and team's compliance with quality assurance protocols within the department and IR(ME)R (2017) , IRR17 regulations, pertaining to the radiotherapy treatment equipment and pre- treatment equipment.
- Report and record all equipment faults in a timely fashion, according to departmental procedures.
- Provide treatment advice on management of radiotherapy side effects and instruct patients in necessary aftercare following radiotherapy. Evaluate emotional and medical needs, and deal with appropriately, referring patients to the wider multi-disciplinary team when necessary.
- Operate record & verification system, electronic treatment imaging and in vivo dosimetry equipment and use these facilities to undertake independent analysis and approval of results, and to make necessary adjustments to a patient's treatment.
- Participate in the ongoing audit and development of the Quality Assurance Programme. Participate in the development, maintenance and review of quality control procedures.
- Act as a professional role model and leader, demonstrate clinical skills, promote clinical excellence and ensure an optimum standard of care is delivered to all patients/research participants.

- Lead and deliver a high standard of evidence-based care through the assessment, planning, and evaluating of individual patients needs based on evidence. Initiate, lead and co-ordinate care in the clinical area for a specified group of patients.
- Recognise and respond to a change in patient status undertaking first line interventions within scope of practice and refer on to the appropriate clinician as required.
- Actively promote and lead others in safe and effective working practices to prevent harm to the patients within your care and take part in safety audits and monitoring to maintain high quality standards.
- Communicate and work with the multidisciplinary team to improve quality of care, and informed clinical decisions. Promote innovation, educate, and share any new ideas to improve patient care.
- Lead the coordination of patient care and trial procedures for a clinical area of practice once deemed competent to do so.
- Liaise, report and document any relevant patient needs with other health care professionals with on-going responsibility for patient care, communicating changes as they occur.
- Ensure that accurate and timely patient records are maintained by you and your team.
- Engage and interact with carers/family encouraging them to be actively involved in patient's involvement in research.
- Ensure concerns raised by patients and their families are escalated and dealt with in an open, honest and transparent way, in line with trust policies, procedures and Duty of Candour legislation, supporting junior colleagues in this process.
- Promote health education within the clinical area and advise patient, family, and others in health promotion issues, making every contact count. Promote the health and well-being of staff, patients and their carers.
- Maintain links with other Specialist Research Nurses, Specialist Research Radiographers, Clinical Trial Practitioners and Clinical Nurse Specialists, to share knowledge and act as a mutual support.

Management and Leadership

- The post holder supports the team leader to manage the administrative and patient workload of the clinical area, supervises and teaches staff, providing an efficient and high-quality radiation treatment service.
- When assigned to do so, lead a small team undertaking radiotherapy treatment, and rotate through radiotherapy planning, performing tasks accurately and effectively, and providing a safe and efficient service to patients.
- Take responsibility for the organisation and management of your specialist research portfolio.
- Report, escalate, manage and investigate patient safety events and clinical emergencies as detailed in Trust-wide and local research protocols and procedures.
- Be proactive in the prevention and management of complaints (formal and those via Patient Advice and Liaison Service) and when they occur investigate and respond in a timely manner.
- Lead and participate in quality monitoring and the development of improvements, working alongside your team to implement these into practice.
- Take appropriate action to address unexpected changes and situations, informing the Senior Research Team or responsible clinician if unable to resolve.

- Actively contribute to achieving the clinical governance goals/targets set by the trust and department and comply with reporting schedules for monitoring and reporting.
- Contribute to the clinical area non-pay budgets to ensuring good housekeeping and economic use of resources.
- Demonstrate an awareness of and compliance with health and safety regulations/procedures that apply to staff, patients, and visitors within Trust premises.

Research and Education

Research

- Lead, coordinate and deliver Clinical Trial activity within Portsmouth Hospitals.
- Review of Trial protocols and assess their clinical and practical implications (including feasibility and risk) to patients.
- Identify, screen and assess the suitability of local patients to take part in Clinical Trials, in accordance with specified inclusion/exclusion criteria.
- Provide specialist information to patients about taking part in Clinical Trials, including the risks and benefits of participation in specific protocols.
- Receive consent from participants and educate, develop competency and oversee junior colleagues in the consent process.
- Ensure that Trial-specific investigations and sampling are undertaken as required by the protocol to establish the eligibility of patients and to ensure their safe entry into Trials. Including vitals, and bloods.
- Act as a contact for Clinical Trial patients and set standards of care for patients in Clinical Trials, using a patient focused approach.
- Promote research, encouraging staff to support research to aid recruitment, embedding research into clinical care.
- Provide expert knowledge and support to Principal Investigators (PI's) in delivering timely, safe, and quality Research Trials, educating and developing new PI's within the clinical and research team.
- Take an active part in the process of trial development, contributing to the writing of protocols, Case Report Forms and patient facing documents, supporting the Chief/Chief/Principal Investigator and/or the department Clinical Research Lead in submitting applications for NHS, Regulatory, Ethics and Governance permissions to conduct Clinical Trials within the Trust.
- Liaise with other clinical departments, supporting departments and external partners to maximise the potential of trials recruiting to time and target.
- Maintain accurate documentation in an auditable format, and accurately record data as required by each Trial and to work to Standard Operating Procedures (SOPS) for Clinical Trials activity.
- Monitor the local performance of Trials' activity and the use of resources when carrying out trial protocols, prescribing and implementing care and treatments in accordance with Trial protocols.
- Inform the Clinical Research Lead and trial Principal Investigator as well as the Trust research Department of deviations from the trial budget.
- Use and maintain competence in the use of IT systems to organise, record, report and monitor Trials' activities.
- Identify barriers to recruitment and performance, communicating these to the Senior colleagues, the MDT and wider research team.

- Ensure that all activities undertaken by you, the research and clinical team involved in research activity meet the standards set out in the Principles of Good Clinical Practice and UK Policy Framework for Health & social
- Care Research and adhere to all applicable Regulatory requirements (e.g. Medicines for Human Use (Clinical Trials) Regulations)
- Demonstrate a commitment to evidence-based practice, highlight areas for change, initiate and evaluate evidence, managing change to improve and develop patient care.

Education

- Act as a mentor and coach, supervise and assess junior radiographers, support staff and junior team members.
- Participate in the clinical education and assessment, both formal and informal, of student radiographers and assist in their daily supervision.
- Maintain a personal structured continuous professional development programme to maintain HCPC registration and meet the needs of the service.
- Possess a detailed knowledge of radiotherapy equipment, keep abreast of new trends, technologies and techniques.
- *Support and educate staff to develop clinical and professional radiographic practice.*
- Develop and deliver orientations of new and temporary staff.
- Achieve and maintain research skills and knowledge in accordance with departmental guidance frameworks.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and support staff in development and training.
- Act in such a way that at all times the health and well-being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.
- GCP to be kept up to date as per trust/trials requirements.

Communication and Working Relations

- Communicate highly sensitive and complex information with empathy ensuring that information is understood.
- Demonstrate ability to communicate to a high level, including the ability to provide and receive technical information in understandable language, manage highly sensitive information and deal with anxious cancer patients and their families, using exemplary diplomacy and persuasion, overcoming barriers when necessary.
- Be an active member of the radiotherapy team, contributing to relevant departmental and Trust wide groups and meetings.
- Communicating and co-operating with wards and other departments, promoting and maintaining good working relationships within own clinical area and across the organisation, giving accurate information as required and keeping everyone informed of any untoward incidents.

- Lead and manage communication with Trial centres, commercial companies and any external partners involved in the set up and delivery of clinical research.
- Develop expertise in dealing with interpersonal conflict and be responsible for the resolution of any adverse situation/incidents. Comply and promote compliance to Trust policies e.g. Harassment and Bullying.
- Participate in the induction of temporary staff to department policies and routine.
- Develop positive relationships with all members of the multi-disciplinary team contributing to good team working and collaborative working practices.

Working Conditions and Effort

- May be frequently exposed to distressing circumstances e.g. if working with patients who are terminally ill and their families and/or exposed to other conditions.
- May be required to work across more than one location e.g Research Hubs.
- At times of high pressure may need to support the research or radiotherapy team more, which may deviate from the 50/50 job plan to meet the service needs.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect and conform to the requirements of current data security and confidentiality legislation including the responsibility to ensure that personal data is accurate and kept up to date.
- To participate in the departmental shift and on-call system between the hours of 07:00-20:00, 7 days a week
- Be accountable for own professional actions and limitations within own scope of practice.
- Abide by HCPC code of conduct and maintain HCPC registration.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	• Current HCPC registration to practice as a Therapeutic Radiographer • BSc in Therapeutic Radiography or equivalent • Evidence of recent CPD • Clinical post registration experience	• Relevant experience in Management /Leadership training. • Post graduate level qualification in Research, Healthcare related subject or equivalent • Good Clinical Practice (GCP) Training for Research • Previous experience of project management and/or participating in the co-ordination of Clinical Trials • Evidence of systems development and change management.	
Experience			
Knowledge	• Clinically experienced at Band 5 or above. • Strong and effective communication skills (verbal and non-verbal), both orally and written		

	• Strong presentation skills • Ability to deal with emotive and confrontational situations using conflict resolution skills • Strong personal resilience and ability to act appropriately in stressful and/or emotive situations • Demonstrable competency in the use of complex radiotherapy treatment and planning equipment • Ability to successfully problem-solve and trouble-shoot treatment and planning patient setup issues • Ability to understand own limitations and when to ask for help • Demonstrable skills in teaching and supervising student radiographers • Understand the benefits of and how to work within an ISO9001 quality system • Current knowledge of developments in		
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	radiotherapy practice and Clinical Trials • Skills in working with cross-functional teams • Ability to gather data, compile information, and prepare reports. • Skill in organising resources and establishing priorities. • Ability to develop, plan, and implement short- and long-range goals • Ability to develop and maintain record keeping systems and procedures. • Ability to make clinical decisions and judgments. • Knowledge of Good Clinical Practice Guidelines and current Trials' Regulations (EU Directive Clinical Trials) • Health Promotion • Well-developed influencing skills across hierarchies and disciplines • Good management and leadership skills • Positive, responsive and flexible attitude and approach		
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Compliance statement to expected organisational standards.

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

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,

- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

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