|  |
| --- |
| **Job Specification; Sample Content****Radiation Therapist,** **Clinical Specialist [Insert Specialism] (3964)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Purpose of the Post**  | ***For Example:*** To provide specialist clinical care including safe and accurate radiotherapy services to service users in conjunction with the Radiation Therapy and wider healthcare teams. |
| **Principal Duties and Responsibilities** | ***For Example:****The Radiation Therapist, Clinical Specialist will:***Clinical/Professional*** Provide Specialist clinical care and support within a team of Radiation Therapists for an allocated area (planning / pre-treatment area / CT simulator / treatment unit or clinical area) ensuring safe and accurate delivery of radiotherapy planning and treatment processes.
* Ensure professional standards are maintained in accordance with the requirements as set out by CORU <https://coru.ie/files-recognition/standards-of-proficiency-for-radiographers-radiation-therapists.pdf>.
* Ensure that the needs of patients and their carers are at the core of the delivery of radiotherapy services. Monitor the patient's mental and physical condition to ensure safety and accuracy of procedure.
* Undertake and / or independently check specialised dose calculations and complex planning data throughout the processes of localisation, simulation, planning, verification and treatment delivery.
* Adhere to legislation governing the use of Ionising Radiations and ensure staff and students within area of responsibility are compliant.
* Communicate in a clear and empathetic manner to clients and carers to address any concerns.
* Provide advice to patients either in person or by referral to another health care professional (i.e. Dietitian, Social Worker, Physiotherapist, etc.)
* Develop and maintain effective communication with the multidisciplinary team to ensure there is an effective flow of information relating to radiotherapy and to promote mutual respect and understanding of professional roles and responsibilities.
* Participate in the development of radiotherapy policies, procedures, work instructions and clinical protocols and in the process of internal and external audit.
* Support the Radiation Therapy Service Manager in setting, monitoring and maintaining the highest standards of care within the radiotherapy quality management system.

**Education & Training*** Participate in mandatory training.
* Keep up-to-date in all aspects of radiotherapy and take responsibility for own continuous professional development, undertaking appropriate training and maintaining high levels of evidence based clinical skills and competence to practice.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Provide leadership at local / Group level for the professional development of Radiation Therapists and contribute to the development of other professions as required.
* Provide specialist clinical training and supervision for less experienced Radiation Therapists. Provide support through coaching and mentoring as required.
* Develop and maintain a training function as may be required in relation to qualified staff / trainees / students. Supervise and assess impact of training.
* Be responsible, in partnership with wider network management for the education of student Radiation Therapists through provision of placements and through support for Radiation Therapists who are practice educators within their department.

**Risk Management, Health & Safety*** Work in a safe manner with due care and attention to the safety of self and others.
* Report all incidents, errors and near misses immediately and ensure that corrective and preventive measures are implemented. Investigate and take appropriate action in accordance with hospital policy in relation to complaints, accidents and incidents.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Ensure that all radiotherapy equipment is safe and accurate to operate and immediately report any faults. Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventative maintenance schedules in accordance with clinical demand.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Management*** Support the Radiation Therapy Service Manager in the implementation of initiatives aimed at on-going service development and improvement.
* Provide regular feedback through the reporting structure including updates on the day to day running of the clinical area of responsibility.
* Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and systematic audit of such usage.
* Be cognisant of financial implications associated with service delivery and contribute to financial planning to ensure that appropriate budgetary control procedures are implemented. Manage use of consumables efficiently.
* Allocate responsibilities to staff as appropriate. Ensure the optimum and effective use of staff through efficient scheduling, skills / grade mix planning, workload measurement and staff deployment in cooperation with Radiation Therapy Service Manager. Monitor workload pressures on staff and intervene as appropriate.
* Take responsibility for managing and improving attendance of staff within area of responsibility in accordance with the HSE Managing Attendance Policy.
* Hold regular team briefings and encourage a contribution from all staff.
* Advise on equipment selection, purchase, replacement or upgrading and plan for changing circumstances.
* Represent the department at meetings as required.
* Engage in IT developments as they apply to service user and service administration.
* Keep up to date with developments within the organisation and the Irish Health Service
* Ensure the correct completion of records and reports. Respect and maintain the privacy, dignity and confidentiality of the service user in relation to all hospital activities as per statutory requirements e.g. FOI, GDPR.
* Deputise for the Radiation Therapy Service Manager (RTSM) as required.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The Radiation Therapist, Clinical Specialist must demonstrate:***Professional Knowledge and Experience***For example:** An advanced level of clinical expertise, knowledge and evidence based practice to carry out the duties and responsibilities of the role in the area of specialism in line with relevant legislation and standards.
* An advanced knowledge of molecular oncology, radiation biology, aetiology and epidemiology of main cancer sites.
* An enhanced understanding of the theory, concepts and methods pertaining to practice and the variety of approaches to assessment, diagnosis, intervention and treatment, in the specialist area.
* An advanced knowledge of other treatment modalities, surgery, chemotherapy, hormone therapy targeted therapies and their interaction with radiation.
* Applies specialist knowledge to best practice.
* Leads on clinical practice and service quality.
* Maximises the use of ICT; computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.

**Planning and Managing Resources**  *For example:** Balances clinical work with other research and educational responsibilities.
* Provides flexible interventions to meet the varied needs of individual service users.
* Plans and manages the delivery of an optimum service in an effective and resourceful manner, within a model of person-centred care.
* Demonstrates a high level of initiative, flexibility and adaptability in response to workforce demands.
* Promotes the delivery of a holistic, user-focused approach, which encompasses a multi-professional and inter-professional perspective.

**Managing and Developing (Self and Others)***For example:** Demonstrates advanced leadership and team skills including the ability to lead by example.
* Demonstrates a commitment to managing and developing self and others in a busy working environment.
* Deals positively and constructively with obstacles and conflict within teams.
* Demonstrates commitment to continuing professional development (CPD) and facilitates staff development by providing support such as; supervising, mentoring, coaching and formal development planning. Develops and/or implements systems to support a CPD culture within the service.

**Commitment to providing a Quality Service***For example:** Leads on the design, delivery and implementation of a high quality, person centred service.
* Designs and develops new, innovative and non-traditional service delivery models which aim to promote a comprehensive and integrated quality service within evolving healthcare structures, overcoming any resource limitations.
* Demonstrates and promotes collaborate working relationships as well as having the ability to work independently and exercise a high degree of professional autonomy.
* Displays awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.

**Evaluating Information and Judging Situations** *For example:** Exercises a high degree of professional autonomy in the analysis of highly complex facts or situations that contribute to the implementation of a treatment or management strategy for the service user.
* Effectively analyses and critically evaluates complex information and makes appropriate decisions.
* Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach.
* Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties and/or to respond to changing needs. Recognises how service constraints impact on service delivery.

**Communications and Interpersonal Skills***For example:** Displays effective communication skills (written & verbal) e.g. presents written information in a clear, concise and well-structured manner / communicates complex information by tailoring the communication method and the message to match the needs of the audience.
* Demonstrates sound interpersonal skills including the ability to collaborate effectively with a wide range of people, colleagues, families, carers etc.
* Demonstrates sensitivity, diplomacy and tact when dealing with others and is patient and tolerant when dealing with conflict or negative attitudes from others.
* Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
 |