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| **Job Specification; Sample Content****Radiation Therapist Staff Grade (3950)** |
| **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.** |
| **Reporting Relationship** | ***For Example:*** The post holder will report to the Clinical Specialist Radiation Therapist, Radiotherapy Service Manager I or II or other nominated Manager. |
| **Purpose of the Post**  | ***For Example:*** To deliver safe and accurate Radiation Therapy on a day to day basis. To supervise students and visitors to the department. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Radiation Therapist (Staff Grade) will:***Clinical / Professional*** Deliver a quality service to patients ensuring 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>
* Be accountable for the efficient and timely scheduling of work within their clinical area.
* Maintain up to date knowledge of clinical, technical and radiotherapy developments.
* Participate in the education process of patients and their carers about their disease, treatment plans, and side effects.
* Ensure that all HSE and Environmental Protection Agency (EPA) / Health Information and Quality Authority (HIQA) radiation protection standards and protocols are adhered to.
* Contribute to the development and implementation of procedures and protocols within the radiation therapy department at a local level and if appropriate at a network / national level.
* Be responsible for the monitoring, recording and reporting on Quality Assurance measures within the designated clinical area.
* Give regular feedback through the reporting structure, providing updates as required from their clinical area.
* Contribute to the development and roll out of the National Plan for Radiation Oncology as appropriate.
* Contribute to and promote the development of service enhancements that can be rolled out at network / national level.

**Education & Training*** Participate in mandatory training programmes.
* Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, promoting and contributing to research etc. as agreed with the line manager.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Actively participate in induction / teaching / training / supervision of Radiation Therapists and other staff within the department. Participate in the practice education of Radiation Therapy students.
* Supervise, assess and monitor the training of junior staff and manage any identified performance related issues.
* Identify teaching / learning / audit / opportunities within the department for themselves and others.

**Risk Management, Health & Safety*** Work in a safe manner with due care and attention to the safety of self and others.
* Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM/IDP) Code of Practice.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
* Bring to the attention of a responsible person any perceived shortcoming in safety arrangements or any defects in work equipment.
* Be responsible for the cleaning and proper care and storage of all safety equipment including personal protective equipment.
* Be responsible for keeping the work area clean, tidy and safe.
* 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.

**Administrative*** Contribute to the planning and development of the service and participate in service improvement.
* Participate in the establishment and maintenance of standards for quality improvement and adhere to existing standards and policies.
* Assist in the organisation, maintenance and / or ordering of equipment and materials as required.
* 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.

**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 Staff Grade must demonstrate:***Professional Knowledge and Experience***For example:** Demonstrates the clinical and technical knowledge to carry out the duties and responsibilities of the role.
* Formulates, articulates and demonstrates sound clinical and technical reasoning; demonstrates knowledge of practices and procedures that apply in current practice.
* Integrates professional judgement with the clinical / technical application of practice and procedures.
* Demonstrates the knowledge, abilities and clinical and technical skills required to provide safe, efficient and effective service in the area of practice.
* Demonstrates an awareness of legislative requirements that impact on the practice of Radiation Therapy and provision of services.
* Demonstrates a commitment to continuing professional development.
* Maximises the use of ICT; computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.

**Planning and Organising Skills***For example:** The ability to plan, organise and deliver care in an effective manner and to manage self in a busy working environment.
* Effective time management skills including the ability to effectively prioritise tasks.
* The ability to pre-empt potential problems or competing priorities and takes the appropriate actions.
* An awareness of the need for value for money and a sense of accountability for budgets.

**Team Player Skills***For example:** The ability to working independently and collaboratively as part of a multi-disciplinary team.
* Demonstrates awareness of the role of other team members and has an ability to actively participate in implementing team interventions and goals.
* The ability to build and maintain relationships based on mutual trust and respect.
* The ability to react constructively to setbacks and is able to both give and receive feedback.

**Commitment to Providing a Quality Service***For example:** A commitment to the delivery of a high quality, person centred service.
* Awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.
* The ability to provide a flexible service, is adaptable and open to change.
* Understand the principles of quality assurance and quality improvement and the importance of the role of audit and review in quality management, including the use of appropriate outcome measures.

**Evaluating Information and Judging Situations***For example:** The ability to evaluate information, solve problems and make decisions in relation to service user care.
* Sound clinical / professional decision-making - gathers information from varied sources to make well-founded decisions.
* A logical and systematic approach to problem solving.
* The ability to establish integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions.

**Communication and Interpersonal Skills***For example:** Clearly and concisely communicates the intended message to an audience in a structured, logical sequence.
* Tailors the communication method and the message to match the needs of the audience.
* Takes action to achieve mutual understanding and agreement concerning services to be provided.
* Demonstrates good negotiation skills and is assertive as required.
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