|  |
| --- |
| **Job Specification; Sample Content****Radiation Therapy Service Manager 1** |
| **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 Radiation Therapy Service Manager 1 must report to the Radiation Therapy Service Manager II or designated officer. |
| **Purpose of the Post**  | ***For Example:*** * Provide clinical leadership and support the development of radiation therapy services in alignment with HSE strategy and objectives.
* Support management activities in delivering a high quality radiation therapy service in a multi–disciplinary environment. Be an active member of the multidisciplinary team, leading, guiding and supervising Radiation Therapists to effectively deliver the treatment process.
* Promote the continuous professional development of staff within area of responsibility.
 |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Radiation Therapy Service Manager I will:***Clinical / Professional*** Provide strategic and clinical leadership which results in the delivery of an effective, efficient, quality assured and patient-centred radiation service.
* 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 high standards of practice and act as a professional role model for staff.
* 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.
* Provide advice to patients either in person or by referral to another health care professional (i.e. Dietician, Social Worker, Physiotherapist, etc.)
* Communicate in a clear and empathetic manner to clients and carers / families to address any concerns.
* Develop and maintain effective communication with all members of 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.
* Ensure Standard Operating Procedures and Ionising Radiation Regulations are understood and complied with.
* Adhere to the hospital’s protocols and contribute to the development and implementation of procedures and protocols within the radiation therapy department at a local level and if appropriate at a Group/national level.
* 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 II in setting, monitoring and maintaining the highest standards of care within the radiotherapy quality management system.
* Regularly measure and review practice and clinical standards of care. Identify areas for quality improvement and work with multi-disciplinary team in achieving a quality improvement.
* Demonstrate an understanding of quality processes designed to improve the care of patients and service users and promote a culture of continuous service improvement among staff. Encourage staff participation and that of service users in reviewing and modernising services and service development.

**Education & Training*** Participate in mandatory training.
* Participate in mandatory training.
* Be responsible for maintaining and developing specialist skills and knowledge in all aspects of radiotherapy, keeping own continuous professional development up-to date.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Undertake appropriate training to maintain high levels of managerial skills, evidence based clinical skills and overall competence to practice.
* Develop and maintain a training function as may be required in relation to qualified staff and/or trainees and students. Supervise and assess the impact of training.
* Provide leadership and specialist clinical training and supervision for less experienced Radiation Therapists. Motivate staff to ensure a consistently high standard of service and identify training / development needs to ensure standards are maintained. Provide coaching and mentoring as required.
* Be responsible, in partnership with wider network management, for the education of student therapist through provision of placements and through support for Therapists who are practice educators within their departments.

**Risk Management, Health & Safety*** Work in a safe manner with due care and attention to the safety of self and others.
* Ensure that all accidents, incidents, near misses and complaints within the department are reported, recorded and investigated in line with policy. Ensure that corrective steps and preventative measures are implemented.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Ensure that radiotherapy equipment is safe and accurate to operate, 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.
* Comply with HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice.
* Ensure compliance with Freedom of Information and GDPR legislation.
* 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*** Be innovative in service management, leading on the implementation of initiatives aimed at on-going service development and improvement. Lead and enthuse the team through the implementation of change.
* Give feedback through the reporting structure providing regular updates on the day to day running of the department.
* Be cognisant of financial implications associated with service delivery in the department and contribute to financial planning to ensure that appropriate budgetary control procedures are implemented. Manage use of consumables efficiently.
* Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and systematic audit of such usage.
* Comply with departmental policies, procedures and protocols and oversee that staff and students within the department are compliant.
* Allocate responsibilities to appropriate staff. Ensure the optimum and effective use of staff through efficient scheduling, skills / grade mix planning, workload measurement and staff deployment in cooperation with relevant others. Monitor workload pressures on staff and intervene as appropriate.
* Develop staff to their full potential by devolving authority and responsibility within professional limits. Define team goals and keep the team focused.
* Take responsibility for managing and improving attendance of staff within the department 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.

**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 Therapy Service Manager I must demonstrate:***Professional Knowledge and Experience***For example:** Demonstrate a high level of clinical expertise, knowledge and evidence based practice to carry out the duties and responsibilities of the role in line with relevant policies, legislation and standards.
* Demonstrates the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area of responsibility. Has a sound knowledge of clinical risk management.
* Evidence of the ability to lead on clinical practice and service quality.
* An understanding of the role of reflective practice in relation to personal and professional development and displays a commitment to continuing professional development and lifelong learning.
* Maximises the use of ICT and keeps abreast of technologies as relevant to the role. Computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.

**Planning and Managing Resources***For example:** Leads on planning, organising and delivering services in an efficient, effective and resourceful manner, within a model of patient centred care and with a focus on value for money.
* Recognises the need for effective self-management of workload and resources and is able to practise accordingly.
* A high level of initiative and adaptability in response to workforce demands.
* Looks ahead and forward plans for service developments. Anticipate trends and identifies opportunities. Ensures that the learning from new service models and practices influences future service planning.

**Managing and Developing (Self & Others)***For example:** Effective team management skills including the ability to lead by example and motivate staff.
* Provides clear strategic direction, adopting an approachable management style and promoting collaborate working relationships.
* Deals positively and constructively with obstacles and conflict within teams.
* Demonstrates a commitment to the development of self and others in a busy working environment.

**Commitment to Providing a Quality Service***For example:** Demonstrates a commitment to providing a quality service.
* Embraces and promotes change - plans strategically to drive change, is innovative.
* Continuously challenges the standards of quality and efficiency and strives to find ways to improve standards of care.
* Demonstrates a strong awareness and appreciation of the service user; empathises with and treat clients, relatives and colleagues with dignity and respect.

**Evaluating Information and Judging Situations***For example:** Demonstrate the ability to effectively analyse and critically evaluate complex information and make appropriate decisions.
* Demonstrate effective problem-solving strategies. Relies on professional expertise and management experience to understand and evaluate problems.
* 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.

**Communication and Interpersonal Skills***For example:** Effective communication skills (verbal & written) including the ability to get a message across fluently and persuasively in a variety of different media.
* Tailors the communication method and the message to match the needs of the audience; demonstrates active listening skills.
* Effective interpersonal skills including the ability to network effectively, collaborating and fostering positive working relationships to ensure person-centred service delivery.
* Sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations.
* Strong influencing and negotiation skills; remains firm but flexible when putting forward a point of view.
 |