**Job Description**
**Senior Radiographer**
**Thornbury Radiosurgery Centre**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Gamma Knife Senior Radiographer</th>
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<tbody>
<tr>
<td>Duration of Post</td>
<td>Permanent (with initial 3 month probationary period)</td>
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<tr>
<td>Employer</td>
<td>The Thornbury Radiosurgery Centre Ltd</td>
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<tr>
<td>Salary</td>
<td>NHS Band 6/7 (dependent on experience)</td>
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<td>Responsible to:</td>
<td>Lead Radiographer</td>
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<tr>
<td>Key Contacts:</td>
<td>Patients, Consultants, Team Members, STHT Gamma Knife Team Members</td>
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<tr>
<td>Hours per week</td>
<td>37.5 hours; Monday to Friday working flexibly to meet the demands of the department</td>
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<td>Location:</td>
<td>Thornbury Gamma Knife Centre, 312 Fulwood Road, Sheffield, S10 3BR</td>
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**The Thornbury Gamma Knife Centre**

We provide Stereotactic Radiosurgery Gamma Knife treatment for NHS and private patients. A range of intracranial indications are treated providing an exceptional patient focussed service. We work in close partnership with the National Centre for Stereotactic Radiosurgery, Sheffield Teaching Hospital NHS Foundation Trust as part of the NHS England SupraCentre for the North and Midlands. Operational since 2008 the centre has treated some 2000 patients and is recognised for the quality of service and patient experience. The centre is managed by The Thornbury Radiosurgery Centre Ltd (“TRCL”), a subsidiary of Medical Equipment Solutions Limited which operates within hospitals across the UK and is part of The Summit Group Limited. The team consists of neurosurgeons, radiologists, radiographers, medical physicists, nursing and admin.

**Job Purpose**

To manage the effective and safe daily delivery of Gamma Knife treatments providing the highest standards of patient care and experience, taking responsibility for problem solving within the limits of knowledge

- Be professionally and legally accountable for your clinical practice as an authorised IR(ME)R operator.
- To ensure that all patients receive a high standard of care promoting the principles of ‘Best Practice’.
- To carry out quality assurance checks to ensure the Gamma Knife is acceptable for accurate clinical use on a daily basis
- To deputise, when necessary, for the Lead Radiographer
- Ensure compliance with Radiation Protection, Environment Agency and CTSA requirements
• Maintain a safe working environment by ensuring safe systems of working and compliance with health and safety requirements

• Attend MDT meetings between Neuro-surgeons, Neuro-radiologists, Oncologists and Physicists as required

• To assist in pre-assessment clinics

• Ensure the complete and accurate content of documented patient related data ensuring compliance with Information Security & Data Protection legislation

• Take responsibility within departmental Risk Management ensuring that any untoward events and complaints are recorded and reported to the Lead Radiographer and relevant personnel.

• To follow the Quality Management System framework and report any breaches, accidents and incidents to the Lead Radiographer and any other relevant personnel.

• To participate in quality audit.

• Undertake administrative/reporting tasks (e.g. arranging out-patient and pre-assessment appointments and conducting follow-up appointments) as required

• To provide information to patients and their carers, supporting them to make an informed decision about their care / treatment with particular reference to the technical aspects of Gamma Knife treatment and post treatment care. This includes explaining complex issues to patients who may have no previous knowledge of Gamma Knife, using highly developed communication skills when barriers to understanding and communication may exist.

• To respond to crisis situations in a calm and practical manner, taking direction from the Lead Radiographer. This may involve assisting and following emergency procedures, where necessary to reach a safe outcome and provide optimum care.

• To assist in evaluating and improving processes by using quality audit, annual policy review and critically reviewing new evidence to ensure development of clinical practice. To assist in the preparation and update of documentation in accordance with ISO 9001 requirements.

• To participate in the research programme and to assist in data collation and recording

**Dimensions**

• Put patients first. Focus on their care, taking a proactive approach to their needs

• Ensure efficient, accurate, patient-focussed pre treatment and delivery of Gamma Knife treatment.

• Use excellent communication skills to provide and receive highly confidential, sensitive and complicated patient information. The nurse must seek and maintain patient’s cooperation and trust in order to support them through a seamless pathway.

• Familiarisation and compliance with all appropriate national policies, NHS service specifications and local procedures and guidelines

• Ensure a program of personal mandatory training is undertaken and to pursue Continuous Professional Development opportunities

• To establish a good working relationship with all staff within the Gamma Knife Centre, with members of the STHT Gamma Knife team, departments within Thornbury Hospital and to deliver a patient centred, seamless service.
• A drive to achieve results, setting clear goals and standards to deliver and do things better
• Be willing to adapt to changing circumstances by positively embracing new and different ideas, approaches and ways of working.
• Be Honest, Confident; Listen and Learn always behaving in a way that is consistent with the company values

Key Result Areas

Key performance indicators will be agreed in personal performance objectives.

Communication

• Assist patients & provide information and support relevant to their needs
• Participate in the promotion and maintenance of effective communication with the patient and their carer(s)
• Complete patient documentation correctly, appropriately and in a timely manner
• Maintain patient confidentiality
• Maintain professional boundaries and working relationships with patients and colleagues

Personal and People Development

• Participate in annual staff appraisal
• Attend orientation programmes, mandatory training sessions and annual updates
• Be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with CPD requirements and maintain a professional profile
• Take part in reflection and appropriate learning from practice, in order to maintain and develop competence and performance

Health, Safety and Security

• Be accountable for and ensure own competence in practice, e.g. use of specialised equipment
• Develop an awareness of personal responsibility with regard to maintenance of a clean environment that is conducive to safe and ethical practice
• Be aware of own personal/professional limitations and seek help of others to maintain safe practice.
• Identify potential risks for all staff, patients and visitors and adhere to relevant incident reporting procedures
• Adhere to policies, local rules and procedures
Service Improvement

• Assist in the development, implementation and monitoring of standards, guidelines, policies and care pathways
• Contribute to the setting and monitoring of measurable standards of care and be accountable for maintaining standards
• Deliver care based on current evidence, best practice and validated research when available
• Contribute to research and development programmes within the department

Quality

• Ensure a welcoming, caring and safe environment is provided for the patient and their family/visitors/carers
• Comply with the requirements of the Quality Management System
• Undertake Quality Assurance test as per local rules
• Uphold quality initiatives that improve ‘customer care’ and enhance the interface between staff, patients and visitors
• Be aware of the role of the nurse in handling complaints in accordance with policy
• Participate in audit process for monitoring and reviewing nursing quality

Equality and Diversity

• Carry out duties and responsibilities with regard to the Company’s Equal Opportunity policy
• Recognise the importance of people’s rights and act in accordance with legislation, policies and procedures
• Act in ways that acknowledge and recognise peoples’ expressed beliefs, preferences and choices; respecting diversity and valuing people as individuals
• Take account of own behaviour and its effect on others

Provision of care to meet health and wellbeing needs

• Ensure the highest standards of care putting the patient needs first
• Act as an advocate for the patient, providing information and directing them to the relevant support services where appropriate
• Take the appropriate action to address any issues or risks
• Ensure that treatments prescribed by consultants are carried out effectively, safely and accurately
• Ensure safe and timely transfer of patients in accordance with TRCL policy
• Ensure safe discharge of patients in accordance with TRCL Discharge Policy
Information Processing

- Use electronic patient records (EPR) and develop other computer literacy skills.
- Collect/record data accurately in accordance with professional guidelines and Core Standards

General

- Take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following the Incident, Serious Incidents and Near Misses reporting policy and procedure
- Comply with TRCL policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with policies for hand hygiene, use of personal protective equipment and safe disposal of sharps
- Be aware of and adhere to all policies and procedures, the Health and Safety at Work Act and the Data Protection Act
- Maintain confidentiality at all times

Point to note

In this role the Senior Radiographer must have a positive and “can do” attitude in delivering world class patient care. Whilst the role will be based at the Thornbury Gamma Knife Centre, Sheffield there will occasionally be a requirement to work at other Gamma Knife Centres which form part of the Medical Equipment Solutions Ltd network of such centres (e.g. including the Queen Square Gamma Knife Centre, London) providing cover when necessary.

These guidelines are provided to assist in the performance of the contract but are not a condition of the contract. The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the postholder.

All staff will be regularly assessed on their knowledge, skills and behaviour, and application of all aspects of the job description, in line with the Company’s appraisal process. Staff will also be expected to abide by the relevant code of professional practice relating to their discipline.

Knowledge / Skills / Qualifications

- Professional qualifications (Radiography degree, HCPC registered)
- A Minimum of 2 years’ experience in Clinical practice
- Previous experience of Gamma Knife desirable but not essential