

AGENDA FOR CHANGE: JOB DESCRIPTION

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| Post title: | Radiotherapy Electronic Engineering Clinical Technologist Progressive Post |
| Directorate/department: | Clinical Support/Medical Physics and Bioengineering |
| | Div C Clinical Support Services |
| Agenda for Change band: | Progressive Post from Band 5 to Band 6 |
| Accountable to: | Head of Radiotherapy Electronic Group |
| Accountable for: | Providing a Radiotherapy equipment maintenance management service to the Cancer Care Directorate. |
| Main purpose: | To provide Radiotherapy equipment technical services to Cancer Care. To offer specialist technical advice to clinical and scientific staff. |
| Key working relationships: | Close working relationship with Clinical Scientists, Dosimetrists and Radiographers |
| General duties: | <p>Technical</p> <ol style="list-style-type: none"> 1. Provide specialist skills and knowledge in analysing and repairing complex faults on radiotherapy and associated equipment including those beyond the scope of the manufacturers supplied info, and that which is no longer supported by the manufacturers. 2. Liaise with manufacturers/service agents on highly complex technical issues relating to the repair, maintenance and operation of radiotherapy and associated equipment, the provision of spare parts, technical newsletters, upgrades, modifications, engineering support, training, clinical applications and specialist tools and test equipment. 3. Appraise the most appropriate repair option which affords minimal clinical downtime. 4. Required to use a range of specialised precision calibration and test equipment. 5. Undertake planned preventative maintenance and safe repair of expensive highly complex radiotherapy and associated equipment. 6. Undertake commissioning/acceptance testing of new and loan radiotherapy equipment. 7. Responsible for ensuring the accurate recording of maintenance undertaken on the equipment management database. 8. Calibrate and safety test all radiotherapy and associated equipment for agreed parameters, and return to clinical use with the agreement of the Medical Physics Expert. 9. Comply with the procedures under the Quality Management System. 10. Act as a specialist for the radiotherapy and associated equipment maintained by the team. 11. Liaise with Clinical and Radiotherapy Physics staff on highly complex technical issues relating to the repair, maintenance and operation of radiotherapy and associated equipment. 12. Consult with the Medical Physics Expert on the requirement for Radiotherapy Physics Quality Assurance, or to return the machine directly back to Clinical use following agreed repair or calibration procedures. 13. Participate in the machine breakdown on-call rota and the weekend run-up on-call rota. 14. Undertake Quality Assurance tests on Radiotherapy and associated equipment, under an agreed competency framework. <p>Clinical</p> <ol style="list-style-type: none"> 15. Understand the clinical application for the radiotherapy and associated equipment maintained. 16. Responsible for accurate repair, maintenance and calibration of radiotherapy and associated equipment, |

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| | <p>17. Prior to the equipment return to clinical use, to ensure patient safety, and that of the clinical and scientific staff operating the equipment, by making certain that all radiotherapy and associated equipment is maintained according to manufacturer's guidelines; being individually responsible for work undertaken.</p> <p>18. Participate in the training of clinical staff in the safe use of radiotherapy and associated equipment.</p> <p>19. Provide electronics engineering support to Radiotherapy Physics for the development of new clinical radiotherapy techniques and equipment.</p> <p>Management</p> <p>20. The postholder is required to act independently within professional guidelines and to implement policies for own area.</p> <p>21. Prioritise, plan and organise own work schedules adjusting for emergency work.</p> <p>22. Propose and implement changes in policy or work procedures/instructions within own area.</p> <p>23. Participate in ordering spares and consumables within budget guidelines.</p> <p>24. Keep the medical equipment database up to date.</p> <p>25. Contribute and manage objectives as set within the Quality Management System.</p> <p>26. Implement the Radiotherapy Electronics aspects of the Operational Partnership Agreement with Cancer Care.</p> <p>27. Contribute to the distribution and implementation of Field Change orders (modifications, clinical applications information and technical newsletters from the manufacturers).</p> <p>Advisory</p> <p>28. Provide technical advice within Radiotherapy and engineering, and to Cancer care across all aspects of Radiotherapy activity, from routine service to new equipment procurement and facility design.</p> <p>29. Provide specialist advice to non-technical clinical staff on the safe use of radiotherapy and associated equipment.</p> <p>30. Assist in deciding whether radiotherapy equipment should be removed from clinical use in consultation with the Medical Physics Expert.</p> <p>Research and Development</p> <p>31. Occasionally design and develop test equipment used to repair and test radiotherapy and associated equipment's' component parts.</p> <p>32. Participate in project based radiotherapy physics development work for the advancement of clinical techniques.</p> <p>Education and Training</p> <p>33. Participate in the education and training of clinical staff in the safe use of radiotherapy and associated equipment.</p> <p>34. Train and supervise junior staff in the process of radiotherapy and associated equipment repair, maintenance and calibration.</p> <p>35. Undertake formal manufacturer technical training courses, which are of significant duration and, providing the required standard is achieved via examinations, are certificated, to maintain and develop competence to repair existing radiotherapy and associated equipment and to extend knowledge to enable the maintenance of new types of highly complex specialist radiotherapy and associated equipment.</p> <p>36. Train staff in the process of radiotherapy and associated equipment repair, maintenance and calibration.</p> |
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IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

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| Duty of care | <p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p> |
| NHS standards of business conduct and professional registration | <p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p> |
| Living our values every day | <p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p> |
| Health and safety: | <p>The attention of all staff is brought to the Trust and Departmental Health and Safety Policies. Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare. Any employee who does so will be liable to serious disciplinary action including dismissal.</p> |
| Infection prevention and decontamination of equipment: | <p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p> |
| Child protection/safeguarding | <p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p> |
| Confidentiality | <p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> |

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| | <p>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p> |
| Mental Capacity Act 2005 | <p>All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.</p> |
| Sustainability | <p>Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.</p> |
| Last updated | 22 April 2024 |