

Job Description

1. JOB DETAILS

Job Title: Radiotherapy Pre-Treatment Assistant and Care path Co-Ordinator

Grade: AfC 3 (TBC)

Responsible to: Senior Manager radiation Services

Reports to: Pre- treatment Principal Radiographer

Location: Radiotherapy Dept, Weston Park Cancer Centre

2. JOB PURPOSE

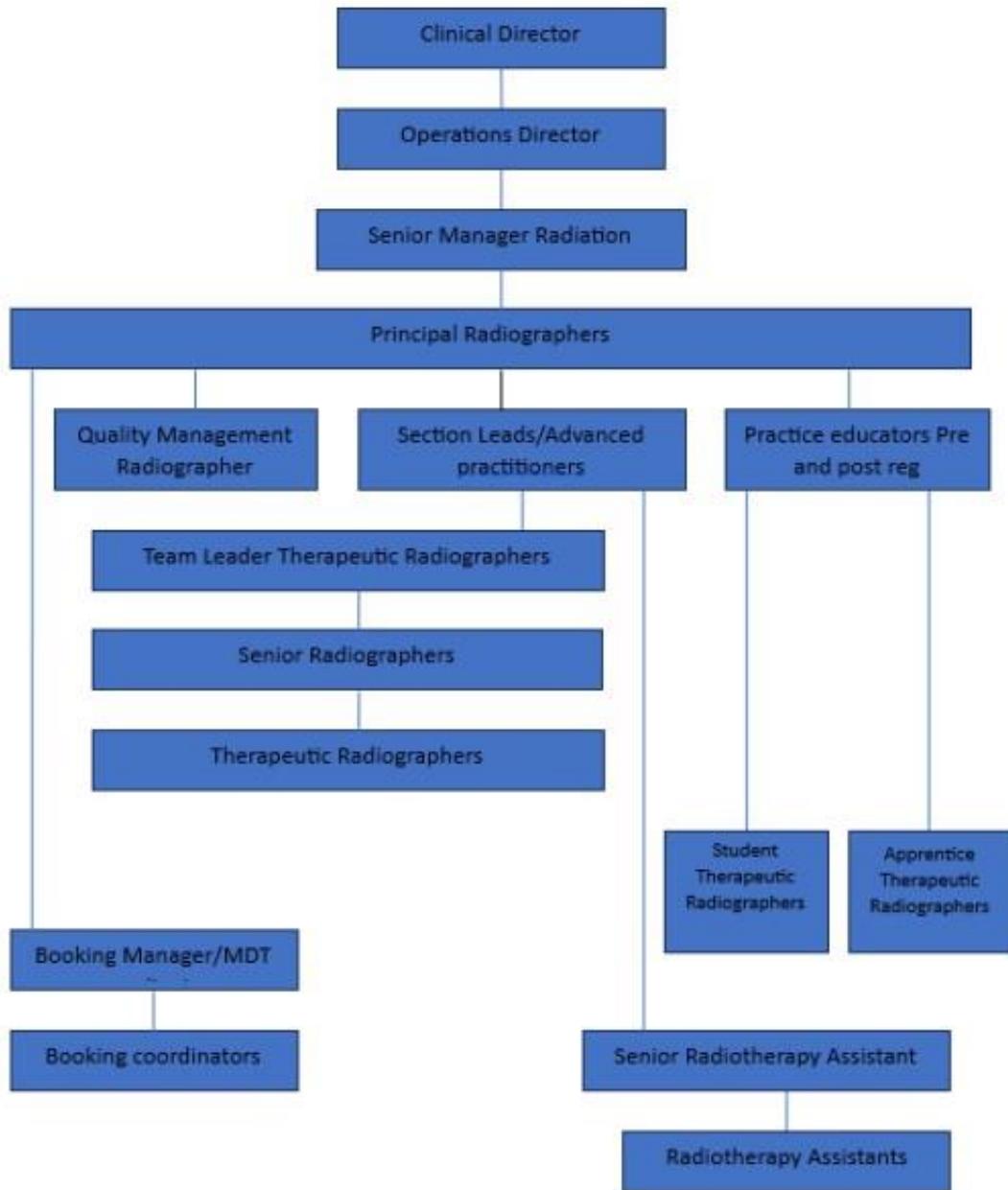
To undertake clinical and administrative tasks to increase and maintain the efficiency of the pre-treatment pathway for patients receiving radiotherapy at Weston Park Cancer Centre, ensuring compliance with national cancer waiting time targets wherever possible.

3. ROLE OF THE DEPARTMENT

To provide high quality patient services and care to patients receiving cancer treatment in Weston Park Cancer Centre from across the South Yorkshire and Northeast Derbyshire cancer network.



4. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



5. MAIN DUTIES AND RESPONSIBILITIES

Summary:

This role holder will work within the pre-treatment team of radiographers, dosimetrists and medical staff to monitor the patient pathway and ensure tasks are scheduled correctly, waiting time compliance is achieved wherever possible and enabling activities have been undertaken to allow continuation of the patient pathway.

The pre-treatment section is the area that cancer patients first visit within the radiotherapy pathway. The role holder will perform clinical assistant duties within this pretreatment section including:

- Giving and receiving patient information
- Providing reassurance and support
- Signposting to other services
- Checking Identity
- Safety screening
- Some direct clinical patient procedures

Tasks:

General tasks:

- Stock ordering and general housekeeping in the pre-treatment areas
- Training other, less experienced staff in use of carepaths as appropriate
- Contribute to the development of new carepaths and patient pathways within the wider radiotherapy MDT
- Frequent use of IT systems according to trust policy – e.g ICE, Aria, Lorenzo.
- Entering information electronically into Aria – equivalent to patient record
- Contribute to the collection of data via carepaths where applicable.
- Reporting of incidents via standard reporting routes
- Providing information about complex procedures and delivering any clinical care needs for the patient
- Answering patient enquiries and queries about appointments and radiotherapy procedures.
- Act as an Operator within scope under the IR(me)R 2017 radiation regulations.

Before the patient attends:

- Ensure each patient attending CT and clinics has an appropriate carepath allocated. Incorrect or missing carepaths may result in cancer treatment appointment delays and/or breaches of cancer wait times
- Gather all necessary data and paperwork, generate appointment lists etc. prior to attendance
- Contribute to the pre-treatment phone calls to patients where necessary to ensure they are prepared for the appointment. This involves explaining important and complex procedures to patients who may be newly diagnosed with cancer, undertaking pre- appointment screening checks and completing clinical documentation.
- Prepare the scanner room and any appropriate immobilization items for the procedure.

During the patient attendance:

- Collect patients from waiting room and correctly identify patients who are about to receive a radiation exposure. This is required as part of the IR(me)R 2017 radiation regulations.
- Complete any pre-treatment checks prior to radiation exposure and /or radiographic contrast administration.
- Provide preparatory advice to patients within scope.
- Assist patients with dressing and undressing
- Provide reassurance to patients and carers who will be anxious as this is their first radiotherapy appointment – dealing with any transport requests, signposting to other services eg info and support service and escalating concerns to the radiographers.
- Insertion and removal of cannulae for the administration of radiographic contrast and venepuncture for the collection of blood samples with appropriate training
- Undertaking of patient observations monitoring eg oxygen saturation levels, temperature , blood glucose levels as required and in the case of a deteriorating patient. Labelling any relevant samples and sending to the labs
- Assisting in the acquisition of a planning CT scan - this will involve direct patient care – positioning for the scan and aftercare. Training in the CT scanning process for radiotherapy is required
- Amendment of any appointment and carepaths if changes needed.
- Deliver any clinical care needs for the patient at the time of the scan – this could involve, for example, applying dressings, toileting, tattooing (applying a permanent skin mark) for radiotherapy, moving and handling patients who are in pain or who may have metastatic disease

Following the patient attendance:

- Continued monitoring of carepath tasks and activities between the pre-treatment stage and delivery of first treatment requiring vigilant checking of progress and problem solving when delays and issues arise.
- Flagging uncompleted tasks with the relevant professional groups and general management of the workflow to avoid delays where possible.
- Altering of carepaths as required if changes in the pathway become necessary.

To underpin these responsibilities, we expect you will:

- Develop and maintain high quality patient care skills in all areas of the department.
- Evidence own competency to undertake clinical aspects of the role.
- Develop tools and skills to manage the emotional, psychological, and physical demands of the role.
- Understand and adhere to the principles and practices of relevant UK Radiation Protection legislation.
- Demonstrate the importance of inclusion, respect, dignity and confidentiality of patients and staff alike.
- Be responsible for undertaking educational activities to support the role as and when requested and also to identify own development needs.
- Complete mandatory training at required intervals.



6. FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)

No budgetary responsibilities except appropriate use of equipment and consumables

7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES (including numbers and grades of staff)

No direct management responsibilities but some responsibilities for training staff who are new to the rotation and students and apprentices.

8. ASSET MANAGEMENT RESPONSIBILITIES (i.e., stock, equipment, buildings)

Ordering and managing pre-treatment stock as required, medical equipment, administrative equipment, stationery and pharmaceuticals

9. WORKING RELATIONSHIPS (please identify the main personnel with whom the post holder will be required to communicate with and advise internally and externally)

This postholder will require excellent communication skills and be able to communicate with all the following groups verbally, face to face, via telephone and using email and Microsoft Teams

a) Communicate with:

Entering information electronically in Aria – equivalent to patient record
Radiotherapy booking team.
Wider admin team e.g., receptionists
Radiographers and student radiographers
Medical staff
Patient and carers
Wider MDT – e.g., contacting other hospital, GP surgeries.

b) Provide advice (within scope) to:

Radiotherapy booking team.
Wider admin team e.g., receptionists
Radiographers and student radiographers
Patient and carers – advice and care as required

Continue on a separate sheet if necessary

Chapter 1 We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce.
