

Sample Job Description for Clinical Oncology

A strong job description will detail the following:-

1. Job details –

- Post no longer than two years, no shorter than six months
- Evidence of appropriate funding
- Clearly states number of hours a week

2. Job title

- Clinical Oncology MTI Fellow/Trainee.

3. Job purpose

- Training personal development
- Audit/QI/FRCR exams

4. Job summary

- Evidence that the trainee will rotate in their job plan to work in all the main tumour types
- Encompasses a period of higher speciality training as set out in the RCR speciality curriculum
- Relevant special interest area
- Only undertake oncology on-call once MTI trainee has been assessed as competent to be included on the rota
- Must not include hospital at night/acute medical on-call commitments

5. Example job plan/timetable – see below for example timetables

6. Main duties and responsibilities of post

- E.g. clinics, wards, chemotherapy prescribing, radiotherapy planning

7. Person Specification

- **Essential criteria:** one year clinical oncology experience/ One year internship (House Doctor) post/ Completion of at least three years of full-time equivalent postgraduate training/ Successful pass of the IELTS or OET exam
- **Desirable –** MRCP/ Parts of FRCR passed/ Local radiotherapy qualifications

8. Important additional information relating to employment/other responsibilities

- E.g. hospital beds, oncology beds, radiotherapy dept. spec, close working with other specialties

9. Background of the hospital

Sample Clinical Oncology timetable 1

Drs	MTI Breast	MTI GI
Year	Yr1	Yr2
Mon AM	Journal club 8.30-9.30	Journal club 8.30-9.30
	RT Planning MGT Breast Clinic	UGI clinic
Mon PM	Breast Clinic	Admin
Tues AM	Teaching alt wks 8.30-9.30	Teaching alt wks 8.30-9.30
	NP Breast Planning	Gynae/LGI Clinic
Tues PM	NP Breast Clinic	Gynae/LGI Clinic
Wed AM	Academic Breast Clinic	Academic GI Clinic GI MDT 12.00
Wed PM	Breast Planning	GI RT Planning
Thurs AM	Admin	UGI Clinic
Thurs PM	SPA	Admin
Fri AM	Breast W/R	Lung & UGI Clinic
Fri PM	Admin	SPA

Sample Clinical Oncology timetable 2

	Mon	Tues	Weds	Thurs	Friday
Gynae/ Anal cancer	08:30 Clinic Ward Round/Admin 13:00 Journal Club	08:00 Anal MDT (D level) 08:30 Brachytherapy 11:00 Gynae RT Meeting PM: Departmental Teaching	08:30 Brachytherapy 12:00 RT Review Clinic	Alternate Thursdays: IoW Clinic or RT Review Clinic, RT Planning/ Admin	10:30 Academic Gynae Clinic
	RT Planning	14:00 Chemo Clinic	13:30 Anal Cancer Clinic	RT Planning	Admin/SPA