



The Royal College of Radiologists

Clinical Oncology Job Planning

Guidance for registrars

The Oncology Registrars Forum (ORF) has prepared this document to provide national guidance on how trainee job plans and schedules should ideally be constructed. This is to maximise learning and training opportunities, reduce the rates of burnout due to an overloaded schedule, and ensure trainees across the UK have equal opportunities by attempting to reduce the inter- and intra-regional variations across training programmes.

As previously expressed by our predecessors in 2009 and later in 2016 when they drafted earlier versions of an ideal trainee timetable, Clinical Oncology remains a very practical specialty where skills are complex and not readily attainable by reading a textbook. Rather, they need dedicated development time and 1:1 supervision and coaching. Additionally, over the last few years, further advancements in radiotherapy planning and the technologies behind it have meant that there are now even more expert skills that a Clinical Oncology trainee needs to accrue when training.

Therefore, we have provided an up-to-date list of suggestions from the ORF on what an ideal Clinical Oncology trainee job plan should entail, reflecting changes in healthcare in recent years and representing our current trainees' perspectives on what would help improve their training.

Contents

- 1. Clinics 3
- 2. Admin/management sessions..... 3
- 3. Planning sessions 3
- 4. Radiotherapy peer review..... 3
- 5. Multidisciplinary Team (MDT) 4



1. Clinics

Include at least 1 new patient clinic, 1 on-treatment SACT, and 1 on radiotherapy.

Full-time trainees (100%)

No more than 4 clinics per week

80% LTFT

No more than 3 clinics per week

60% LTFT

No more than 2 clinics per week

Other

The ratio is to be like the above

2. Admin/management sessions

Full-time trainees (100%)

3 sessions per week

80% LTFT

2 sessions per week

60% LTFT

1 session per week

Other

The ratio is to be like the above

3. Planning sessions

As crucial for Clinical Oncology career progression, suggested to include 2 dedicated planning sessions per week (protected time) for all trainees (however, depending on schedule, it may need to be reduced if 60% LTFT or less).

4. Radiotherapy peer review

Suggest involvement in **1-2 weekly radiotherapy peer review sessions** for all trainees (however, depending on schedule, this may need to be reduced if 60% LTFT or less). These can overlap with planning sessions.

5. Multidisciplinary Team (MDT)

1 session per week should provide adequate MDT experience.

6. Acute Oncology experience (including on-call commitments and night shifts)

A maximum of 2 weeks of acute experience per 6-month rotation is allowed. Resident on-calls are not recommended as necessary for Clinical Oncology experience and career progression. Non-resident on-calls should be incorporated instead where possible.

7. Teaching

The equivalent of **2 hours** of teaching per week (protected time).

8. Remote working

If there is adequate cross-cover and if service commitments allow, consider incorporating **1-2 remote working sessions** per week into trainees' schedules (where they are due to have admin or planning sessions). This is to improve work-life balance and reduce burnout.

9. Sample Job Plan (Full-time)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------|--------------------------|----------------------|--------------------------|----------------------|
| New patient clinic (AM) | MDT (AM) | Planning (AM) | SACT clinic (AM) | Admin (AM) |
| | | Peer review (1 hour) | | |
| Admin (PM) | Radiotherapy clinic (PM) | Admin (PM) | Radiotherapy clinic (PM) | Planning (PM) |
| Teaching (1 hour) | | Teaching (1 hour) | | Peer review (1 hour) |



10. Sample Job Plan (80% LTFT)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------|--------------------------|---------------------------------------|---------------------------------------|--------|
| New patient clinic (AM) | MDT (AM) | Planning (AM) Peer review (1 hour) | SACT clinic (AM) | Off |
| Admin (PM) Teaching (1 hour) | Radiotherapy clinic (PM) | Admin (PM) Teaching (1 hour) | Planning (PM) Peer review (1 hour) | Off |

11. Sample Job Plan (60% LTFT)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------|-----------------------------------|---------------------------------------|----------|--------|
| New patient clinic (AM) | MDT (AM) | Planning (AM) Peer review (1 hour) | Off | Off |
| Admin (PM) Teaching (1 hour) | Radiotherapy and SACT clinic (PM) | Admin (PM) Teaching (1 hour) | Off | Off |



Authors

Dr Mariam Obeid, *Chair, Oncology Registrars Forum (ORF) 2023-2025*

Dr Thomas Charlton *Co-Chair, Oncology Registrars Forum (ORF) 2021-2023*

References:

1. Saunders, D., & Laws, K. (n.d.). [*Ideal Trainee Timetable, version 2*](#). The Royal College of Radiologists.
2. RCR (n.d.). [*Clinical oncology job planning guidance for consultant and SAS doctors 2022*](#). The Royal College of Radiologists.

