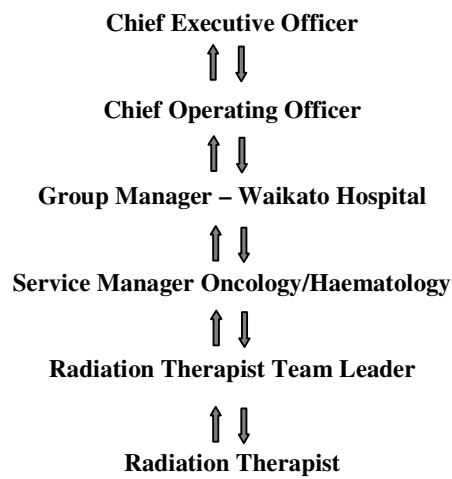


Position Description

Position Title: Radiation Therapist
Responsible to: Radiation Therapist Team Leader

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Delegations of Authority : _____

Manager's Name : _____

Manager's Signature : _____

Date : _____

Purpose of the Position

- The function of the Regional Cancer Centre is to assess and treat patients suffering from a malignant disease. This Unit serves a population catchment of 550,000, has a staff of approximately 120 and comprises an Oncology Outpatient Department which includes Radiotherapy and Chemotherapy treatment areas, an Inpatient Ward, An Oncology Hostel, a Palliative Care Service and a Haematology Outpatient Department.

Nature & Scope of Responsibilities

Radiotherapy Treatment

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To perform and develop Radiotherapy treatment skills 	<ul style="list-style-type: none"> ○ The appointee will be rostered through all treatment areas and at such times will come under the direct supervision of a Senior Radiation Therapist in the area. ○ The appointee become familiar with all the techniques practised in the treatment area and in turn can demonstrate these to students. ○ Accurate records of the treatment of patients and the workload on the treatment machines be maintained. ○ All treatment records are checked at a frequency of not less than weekly

Treatment Planning for Patients

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To perform and develop Radiotherapy treatment planning skills 	<ul style="list-style-type: none"> ○ That the appointee will be rostered through the Treatment Planning Suite and at such times will come under the supervision of the Planning Supervisor and/or a Planning Radiation Therapist. ○ That the appointee becomes familiar with all routine techniques and procedures used in the Planning Suite. ○ That the appointee becomes conversant with treatment planning procedures e.g. simulation, CT scanning, 3D conformal planning and is able to construct Mould Room devices for immobilisation, beam direction and shaping.

Operation of Equipment

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Operation of Equipment within safety procedure, policy's and protocols 	<ul style="list-style-type: none"> ○ The appointee becomes familiar with the operation of the equipment used in this Unit. ○ All faults be noted and reported to the Radiation Therapist in charge. ○ Unit safety procedures are observed.

To Liase with Patient and Staff	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Arrangements made for patients to commence treatment ○ Explains procedures fully to patients before the procedure commences 	<ul style="list-style-type: none"> ○ The appointee shows concern for patients at all times. ○ Appropriate information be given to the patients during the course of their treatment. ○ Appointments are made for patients to be treated, and for replanning and Quality Assurance procedures as required. ○ The appointee contributes as a member of the team in all areas of the Unit.

Education	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To provide and participate in education for self and staff 	<ul style="list-style-type: none"> ○ The students be tutored and supervised in all the techniques used in this Unit. ○ The appointee keeps abreast of current literature and developments in the field of Radiation Oncology and allied subjects. ○ That, where feasible, improvements are recommended in treatment techniques, equipment, patient care and student tuition.

Health & Safety <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 and associated WDHB policies 	<ul style="list-style-type: none"> ○ Work practices ensure safety for self and others ○ Advice or assistance is sought before commencing an unfamiliar work practice ○ Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated ○ Complies with WDHB incident reporting policy ○ Emergency management procedures and compulsory / compliance education and training completed.

Risk Minimisation <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to risk management activities within the service 	<ul style="list-style-type: none"> ○ Contributes to the service's risk management activities by: <ul style="list-style-type: none"> ⌘ Identifying risks ⌘ Notifying the manager of these ⌘ Participating in the service's risk minimisation

Risk Minimisation <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
	activities ☞ Complying with legislation and WDHB policies, procedures, protocols and guidelines ☞ Participating in audits

Continuous Quality Improvement <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to Continuous Quality Improvement activities within the service 	<ul style="list-style-type: none"> ○ Contributes to the service's Continuous Quality Improvement by : <ul style="list-style-type: none"> ☞ Identifying improvement opportunities ☞ Notifying the manager of these ☞ Participating in the service's quality improvement activities ☞ Providing good customer service ☞ Complying with standards ☞ Being responsive to customer requests or complaints ☞ Working to improve quality of service and customer satisfaction

Team Member <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Individual responsibilities, actions and contributions enhance the success of the area/service/team and division ○ Te Tiriti o Waitangi (Treaty of Waitangi) ○ Equal Employment Opportunities (EEO) 	<ul style="list-style-type: none"> ○ Maintains a current knowledge of relevant issues, trends and practices ○ Behaviour demonstrates cultural appropriateness and sensitivity ○ Builds and maintains productive working relationships ○ Participates as a member of designated group(s) ○ Values individual effort, innovation and creativity ○ Contributes to the service, division and organisation ○ Work practices are consistent with The Toward Māori Health Gain: Organisational Framework, and demonstrate: <ul style="list-style-type: none"> ☞ Partnership and shared decision making with Māori ☞ Participation and consultation with Māori ☞ Protection of Māori needs, values and beliefs ○ Demonstrates an understanding in health of barriers and disparities that affect Māori ○ Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices

Personal & Professional Development <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Assumes responsibility for personal and professional / work education and development 	<ul style="list-style-type: none"> ○ Maintains and/or extends knowledge and skill base required for effective performance ○ Identifies any learning needs ○ Negotiates with management to attend appropriate education and training ○ Participates in own performance review annually.
<ul style="list-style-type: none"> ○ Perform such other duties as reasonably required by the manager in accordance with the conditions of the position 	<ul style="list-style-type: none"> ○ All other additional duties are performed in an efficient manner, to the required standard and within a negotiated timeframe.

Problem Complexity

- The hours and conditions of work shall be as per the Radiation Therapists Collective Employment Contract.
- When it is necessary for extended hours to be worked due to patient load, machine malfunction or any other unforeseen events, then where possible, these shall be worked.

Relationships

- Internal :**
- Radiation Oncologists and Registrars
 - Planning Staff
 - Scientific Staff
 - Nursing Staff
 - Service Colleagues
 - Clerical Staff
 - Radiation Patients and Relatives
 - Radiation Therapists
 - Student Radiation Therapists rostered to the area

Person Specifications

Credentials/Qualifications/Training

- Essential :**
- Registered in New Zealand as a Radiation Therapist
- Desirable :**
- Current New Zealand Practising Certificate

Experience

- Essential :**
- Experience in most facets of Radiotherapy
- Desirable :**
- Post graduate work experience
 - Familiarity with the operation of Linear Accelerators and the use of Verify and Records systems
 - Familiarity with 3D conformal treatment planning systems

Competencies (Knowledge, Skills & Attributes)

- Able to work well as a team member and promote a positive staff morale
- Work with others to promote safe and efficient quality changes
- Motivated and enthusiastic
- Caring and sensitive to patients and other staff
- Professional demeanour and standard of dress
- Good communication skills

Physical Requirements :

- **Sedentary to light** work. Frequently **sitting or standing** during consultation with patient.
- Also **walk** about the workspace to gather equipment and examine patient physically.
- **Stretching and/or twisting** movements are unlikely to be required.
- **Heavy lifting, pulling or carrying** are unlikely to be required.
- Frequent **repetitive arm hand and finger** movements are unnecessary.
- **Driving** is not required.
- Use of **office, surgical and medical equipment** will be frequent, including medicines, examination tables, computers, stethoscopes, medical dressings and sterilising equipment.
- **Bending, squatting or crouching** movements will be occasional.
- **Mental activities** are likely to require medical, assessment, diagnostic, communication, organisation, decision-making and computing skills.

Further Comments:

- Requires a sedentary to light physical demand, good level of fitness and hand-eye co-ordination.
- There will be some ability for employees to self-pace the required work tasks.

Scope of Practice

- The scope of practice for Radiation Therapists is defined by the Health Practitioners Competence Assurance Act 2003
- Medical Radiation Technologists' Board scope of practice for a Radiation Therapist:

Involves the use of treatment planning systems, ionising radiation and radionuclides for radiation treatment planning and delivery.
- Conditions of practice (refer APC)

Attach photocopy of current APC to the position description