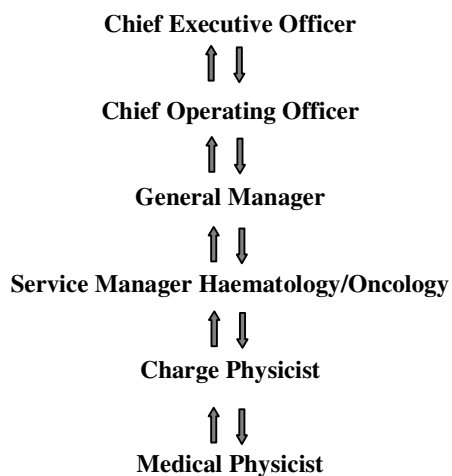




Position Description

Position Title: Medical Physicist
Responsible to: Charge Physicist
Prepared/Reviewed: 27 April 2006

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : _____

Manager's Signature : _____

Date : _____

Purpose of the Position

- The provision of radiation physics support to the Regional Cancer Centre, Waikato Hospital. Medical Physics support of other units, when required. The service will be carried out as part of a team of physicists within the general policies of Health Waikato Limited.
- The position:
 - Involves the safe handling of radioactive materials and radiation generating equipment.
 - Involves patient contact and attendance at surgical procedures associated with preparation for brachytherapy.
 - May involve working outside normal hours to meet the needs of the Regional Cancer Centre.
- The above is a description of the position at the time of writing. However, the job description will be reviewed from time to time by the Clinical Director in discussion with the Charge Physicist and employee to meet changed circumstances.
- The employee shall perform such other duties as may reasonably be required by the Charge Physicist and subject to the overall direction of the Clinical Director, Regional Cancer Centre.

Nature & Scope of Responsibilities

Insert Section Title (Copy And Paste This Section For Each New Specific Accountability)	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Quality assurance, calibration and adjustment of radiotherapy equipment. 	<ul style="list-style-type: none"> ○ Radiation therapy equipment performs as specified. ○ Equipment which cannot be made to meet performance standards is temporarily withdrawn from service until the situation has been rectified. A decision to withdraw equipment from service should be discussed with the Charge Physicist. ○ Records of equipment performance are maintained.
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Radiotherapy quality assurance and advice. 	<ul style="list-style-type: none"> ○ Performance standards are met. ○ Radiotherapy procedures facilitate accurate and optimal treatment. ○ Brachytherapy plans to meet Oncologists and patients needs.
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Provision of advice on radiation safety. 	<ul style="list-style-type: none"> ○ Radiation protection measurements and calculations are carried out as and when required. ○ Appropriate recommendations are made to ensure that radiation levels are as low as is reasonably achievable and within statutory limits. ○ Patients are discharged from hospital only when their activity is less than local or statutory levels. ○ Appropriate records are updated.

<i>Accountabilities</i>	<i>Performance Measures</i>
	<ul style="list-style-type: none"> ○ Any problems that cannot be resolved should be referred to the Radiation Safety Officer before dissemination.

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Research, develop or implement new equipment or procedures to support patient care or physical measurement. 	<ul style="list-style-type: none"> ○ New equipment and procedures meet specified functional and safety standards. ○ New equipment and procedure proposals must be discussed with the Charge Physicist. ○ Progress should be discussed with the Charge Physicist at regular intervals.

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Teaching and coaching of staff on medical physics. 	<ul style="list-style-type: none"> ○ Staff are provided with accurate medical physics information and teaching/coaching meets client departments and individual needs.

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Development of specifications for equipment or clinical software. 	<ul style="list-style-type: none"> ○ Specifications are developed which define equipment/software meeting clients needs. Such specifications will normally be used for calling tenders or equipment design.

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Assistance with fault tracing on external beam radiotherapy equipment. 	<ul style="list-style-type: none"> ○ Equipment down time is minimised. ○ Problems which cannot be resolved should be referred to the Charge Physicist.

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:

Risk Minimisation <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
	<ul style="list-style-type: none"> ⌘ Identifying risks ⌘ Notifying the manager of these ⌘ Participating in the service’s risk minimisation activities ⌘ Complying with 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) 	<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

Team Member <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Equal Employment Opportunities (EEO) 	<ul style="list-style-type: none"> ○ 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 position holder sometimes has to explain complex procedures, ideas or principles to other people and some of the subject matter will be contentious. It is also likely to be perceived as highly complex and frequently a new concept to other parties.

The information on which the position holder has to base his or her judgements or actions is not always readily available. Risk assessment forms are a major part of decision making.

Scope for Action

- Although the position holder does not generally work to well defined procedures or rules, most decisions are governed by precedents, manuals or standard practices. There is freedom to work without conforming to pre-set procedures.
- Influence within the Oncology Department, and its customers / patients.
- Contributes to the Waikato university Physics Department for some lecturing to MSc students and supervision of Cancer Society Summer Scholarship students.
- No direct responsibility or accountability for budget.

Demands for Influencing

Internally :

- Radiation Therapists
- Medical Staff
- Secretarial Staff
- Patients
- Electronics and Instrument Staff

Externally:

- Suppliers / contractors
- University of Waikato – Physics Department
- Other Medical Physics Departments within New Zealand and Australia
- Cancer Society

Relationships

If relevant, denote if the position holder e.g. co-ordinates, influences, guides staff, or agencies listed

Internal :

- List internal staff (excluding manager)

External :

- List external agencies, organisations etc.

Person Specifications

Credentials/Qualifications/Training

- Essential :**
- MSc Physics
- Desirable :**
- MSc Medical Physics
 - Membership of recognise Professional Body eg IPSM

Experience

- Desirable :**
- Years in a clinical environment / unit
 - Treatment planning experience
 - Patient Interaction experience
 - Diagnostic or Radiation protection experience

Competencies (Knowledge, Skills & Attributes)

- Essential:**
- Current drivers licence
 - Ability to work within or willingness to learn bi-cultural perspectives
 - Effective decision making skills
 - Effective written and oral communication skills
 - Able to think analytically
 - Effective time management skills
 - Ability to work autonomously
 - Proven ability to plan and achieve outcomes
 - Demonstrates ability to use research to support best practice
 - Effective interpersonal skills
- Desirable:**
- Project development experience

Personal Qualities, Characteristics and Attributes relevant to the position

- Essential:**
- Ability to show empathy and provide appropriate support
 - Ability to cope with change
 - Ability to work as part of a team
 - Conflict resolution skills
 - Non-judgemental attitude
 - Ability to cope with high stress levels
 - Ability to be flexible

Scope of Practice

-

Physical Requirements

(Delete activities which DO NOT apply to this position)

○ The following denote the key physical requirements for the job

- ☒ Standing
- ☒ Walking
- ☒ Sitting
- ☒ Stairs
- ☒ Simple Grasping (*handling, seizing, holding, grasping*)
- ☒ Fine Manipulation (*eg keyboarding, cutting, using fingers*)
- ☒ Operating Machinery/Equipment
- ☒ Lifting/bending (*floor to bench to floor*)
- ☒ Lifting /overhead reaching (*bench to overhead to bench*)
- ☒ Carrying
- ☒ Pushing/Pulling
- ☒ Twisting
- ☒ Climbing/Balancing
- ☒ Crouching/Squatting
- ☒ Manual handling of people
- ☒ Other Reaching (*eg reaching across*)
- ☒ Crawling