



Position Description

Position title:	Radiation Therapist – Treatment Lead
Reports to:	Radiation Therapy Manager
Number of direct reports:	0
Location:	Kathleen Kilgour Centre, Tauranga, New Zealand

Job Summary

To exercise professional judgement to provide high level patient care in the planning and delivery of radiation treatments, including education on the management of any treatment related side-effects.

To establish, implement and deliver processes that allow safe, effective design and delivery of radiation treatments adhering to all relevant legal requirements and professional standards.

To ensure professional, operational and clinical supervision and support is provided to both qualified and student radiation therapists, particularly working in the Treatment and Brachytherapy areas, to meet the Kathleen Kilgour Centre's requirements.

To participate and be influential in the development and implementation of new treatment techniques, and actively contributes to training, education and quality initiatives within the Kathleen Kilgour Centre.

To participate in all activities required to deliver the radiation oncology treatment modalities the Kathleen Kilgour Centre offers. The service is patient orientated and the Radiation Therapist must be prepared to work irregular hours depending upon the patient and procedure requirements. The Radiation Therapist Treatment Lead must also be prepared to cover on any treatment machine as required.

Scope of Position

Internal relationships: Patients and their families, Medical staff, Medical Physicists, Radiation Therapists, Nursing staff, Technical staff, Administration/Clerical staff.

External relationships: Allied Health Staff, Suppliers, Contractors, Service Engineers, other Radiation Therapy departments within New Zealand and Australia, The Medical Radiation Technologist's Board (MRTB) and the New Zealand Institute of Medical Radiation Technologists (NZIMRT)

Organisational Values

Mission Statement:

A caring and safe environment, with world-class radiation technology and expertise.

Vision Statement:

Leading Radiation Therapy

Values:

Accountability

Behaviours:

- we use evidence-based practice and deliver a safe and professional service
- our staff are professionals and have integrity
- we work together as an effective team
- our organisation is fiscally responsible to our patients, employees and stakeholders
- we are environmentally responsible

Compassion

Our employees:

- are kind, caring, and show empathy
- we treat others with genuine concern and respect

Excellence

We demonstrate:

- innovation
- expertise
- efficiency
- a focus on education and research
- the utilisation of advanced technology

Accountabilities

The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions.

1. Professional Practice

- 1.1 Maintains knowledge of all radiation therapy services and in particular, radiation therapy treatment. The Treatment Lead RT should also liaise with the Generalist Brachytherapy Lead RT and additionally participate in this service as required.
- 1.2 Works collaboratively with other staff to ensure the efficient, effective and harmonious treatment of patients and delivery of services.
- 1.3 Meets the code of ethics and standards of practice as prescribed by the Medical Radiation Technologist's Board (MRTB)
- 1.4 Operates equipment within established safety procedures, policies and protocols.
- 1.5 Participates in ongoing professional education, and provides education and support to students and staff working in both Treatment and Brachytherapy.
- 1.6 Liaises with the Radiation Therapy Manager to ensure appropriate monitoring of professional practice standards and to support the professional development of self and staff
- 1.7 Collaborates with the Radiation Therapist Coordinators, Radiation Therapy Manager and wider team to ensure appropriate management of all patient records; particularly electronic records.
- 1.8 Collaborates and liaises the Radiation Therapy Manager to escalate any health and safety concerns.
- 1.9 Creates and maintains full and accurate records, and co-ordinates patient appointments as appropriate.

2. Service Delivery

- 2.1 Practices safe operation of all radiation therapy equipment and associated information systems.
- 2.2 Liaises with staff to ensure delivery of high quality clinical care, particularly in Treatment and Brachytherapy.
- 2.3 Participates in the development of clinical radiation therapy treatment services and ensures the use of evidence based practice and clinical standards within the Kathleen Kilgour Centre.
- 2.4 Alert Radiation Therapy Manager to any issues relating to treatment access/capacity in a timely manner, to allow any further action to be taken.
- 2.5 Liaises with the Radiation Therapist Coordinators and Radiation Therapy Manager to ensure radiation therapy services are delivered to the standard and quality expected by the Ministry of Health and its delegates.
- 2.6 Delivers radiation therapy services that are safe and effective and that risks are identified, quantified and minimized and reported to the Radiation Therapist Coordinators and/or the Radiation Therapy Manager.
- 2.7 Maintain collaborative alliances with all stakeholders to ensure the delivery of person-centred care.
- 2.8 Support a culture of continuous improvement which focuses on the provision of high quality safe and effective care, allowing staff to maximise their potential underpinned by honest, open communication and team working across disciplines.
- 2.9 Support the Radiation Therapy Manager and Radiation Therapist Coordinators to ensure the Kathleen Kilgour Centre's objectives and decisions are effectively communicated.
- 2.10 Support the Radiation Therapy Manager and Radiation Therapist Coordinators to actively promote new ways of working and models of service delivery to improve radiation therapy services for patients.
- 2.11 Work with the multidisciplinary team to support the development of new techniques through national and local clinical trials and research studies.

3. Communication & Information Management

- 3.1 Communicate effectively with staff and maintain productive working relationships with others
- 3.2 Report and record all accidents and untoward incidents, using appropriate forms and according to Kathleen Kilgour Centre policy.

4. Quality

- 4.1 Ensure that the needs of patients and their carers are at the core of the way that the Kathleen Kilgour Centre delivers services.
- 4.2 Work within the Kathleen Kilgour Centre's quality framework to ensure radiation therapy policies *and* procedures meet relevant statutory requirements, professional standards, policy guidance and workforce and regulatory requirements.
- 4.3 Support the Kathleen Kilgour Centre in advancing its risk management strategies and controls.
- 4.4 Participate and encourage others to participate in continuous service improvement, reviewing and modernising current radiation therapy services.
- 4.5 Ensure that radiation therapy services comply with all professional regulatory and requisite standards and the discharge of statutory functions with particular emphasis on ensuring that procedures are in place with associated systems of work and written arrangements as required by the Radiation Safety Act 2016.
- 4.6 Leads and assists with research and development of procedures and protocols to further enhance the safe use of current and new equipment

5. Health and Safety

- 5.1 Complies with responsibilities under the Health and Safety in Employment Act 1992

6. Resource Management

- 6.1 Adhere to agreed policies and procedures including standing financial instructions.
- 6.2 Ensure effective and efficient use of resources.

7. People Management

- 7.1 Ensure personal interactions encourage a supportive, fair and open culture.
- 7.2 Participate in the orientation and induction of new staff as required and in the development of good interpersonal relationships.
- 7.3 Encourage good practice and act as a role model, give support to staff and encourage effective teamwork.
- 7.4 Participate in the Kathleen Kilgour Centre's Annual Appraisal process. Provide guidance on personal development requirements and advice on and initiate, where appropriate, further training.
- 7.5 Maintain good staff relationships and morale amongst the staff within your rostered areas.

7.6 Be up to date with relevant national, regional and Kathleen Kilgour Centre policies and best practice, and make recommendations to ensure that services are developed locally in line with these.

8. Leadership

8.1 Articulates and drives the direction and goals for the assigned areas of responsibility.

8.2 Be a visible, assertive and accessible figure.

8.3 Lead by example in practising the highest standards of conduct in accordance with Kathleen Kilgour Centre policies

8.4 Contribute to a culture of positive performance, setting and maintaining high standards of practice whilst promoting a culture of effective team working, continuous improvement and innovation.

8.5 Develop excellent working relationships with internal and external stakeholders.

9. General Duties

9.1 Employees of the Kathleen Kilgour Centre will be required to promote and support the vision and values of the Kathleen Kilgour Centre.

9.2 Develop and maintain good communication with all levels of management and build partnerships with the wider radiation therapy community and external organizations in the promotion of the Kathleen Kilgour Centre.

9.3 Carry out duties and responsibilities in compliance with health and safety policy and statutory regulations.

9.4 Participate in grievance and disciplinary processes as required.

9.5 At all times provide a caring service and to treat others in a courteous and respectful manner.

9.6 Demonstrate commitment by regular attendance and the efficient completion of all tasks allocated.

9.7 Ensure the on-going confidence of the public in radiation therapy service provision.

Qualifications and Experience

Qualifications

- Bachelor of Health Science (Radiation Therapy) or other related qualification recognised by the New Zealand Medical Radiation Technologists Board (MRTB)
- Registration in the Radiation Therapy scope of practice with the MRTB
- Holds a current annual practicing certificate, with no conditions, issued by the MRTB

Experience

- Essential:
 - Clinical experience in all facets of modern radiation therapy
 - Evidence of continued professional development in radiation therapy
- Desirable:
 - Experience with Elekta accelerators
 - MOSAIQ PMS experience
 - Treatment delivery experience of Stereotactic and Brachytherapy techniques

Personal Attributes

Contribution

- Models and shares the KKC vision, values and expectations with others.
- Possesses excellent communication skills with the ability to communicate honestly, openly and consistently.
- Possesses stamina, drive and perseverance to handle pressure well and manage conflict in a timely and appropriate manner.
- An independent worker who demonstrates the personal characteristics of professionalism, credibility, honesty and accountability.
- An adaptable, innovative person who maintains the highest standard of personal conduct in performing all duties.
- Provides a safe and high quality service for patients.

Teamwork

- Accepts responsibility for achieving shared goals.
- Treats people fairly and equitably.
- Able to build productive relationships based on respect and good rapport.
- Engages in collaborative practice with colleagues
- Shares information appropriately and listens to the opinions of others to facilitate team cohesion.

Work Ethic

- Well prepared and organised. Provides clear direction, prioritises work depending on available resources, and encourages and provides actionable feedback.
- Is able to prioritise, work to deadlines and is committed to delivering successful outcomes.
- Willing and able to take responsibility in making decisions and to be held accountable for the results.
- Able to evaluate information quickly, identify key issues and formulate conclusions based on sound, practical judgment, experience, and common sense.

Change Management

- Embraces and contributes to new approaches dealing with work problems or opportunities.

Work Environment

- Works indoors within a health care facility.
- Works in a radiation environment and as such is required to adhere to the radiation safety procedures and protocols based on New Zealand legislation.
- Follows health and safety procedures, and wears appropriate protective clothing.

Work Function/Activity

- The physical demand is sedentary to medium.
- Sitting at an office desk or computer may be frequent.
- Standing and walking is frequent within the department, when organising materials and equipment and when tending to patients.
- Stretching and reaching across is likely to be occasional when setting up or adjusting equipment ready for x-rays, radiation treatment or when assisting patients into place.
- Bending is likely to be occasional when adjusting equipment.
- Squatting, crouching and kneeling and twisting of the body or neck are not likely to be a significant component of this job.
- Lifting, carrying and holding are likely to be on a frequent basis when using radiation therapy equipment. However, technically advanced equipment will be operated from control panels and computers.
- Contact with skin irritants is mitigated by the use of personal protective equipment.
- Repetitive movements are necessary.
- Use of equipment may include computers, electronic imaging and radiation equipment.
- Mental activities necessary include technical problem solving skills, interpretation, computing, organisational and communication skills.
- Occasional movement and manipulation of heavy equipment. [Source:www.acc.co.nz](http://www.acc.co.nz)

Other requirements

- Driving may be required on an occasional basis.

Declaration

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me.
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

Position holder's name:

Position holder's signature:

Manager's name:

Manager's signature:

Date of signing: