

## Position Description

Employment Agreement:	APEX Medical Physicists Collective Employee Agreement
Position Title:	<b>Medical Physicist</b>
Service & Directorate:	Allied Health Scientific and Technical
Location:	Dunedin
Reports to:	Chief Physicist
Number of direct reports:	Nil
Date:	May 2020

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

<b>Kind</b> <i>Manaakitanga</i>	<b>Open</b> <i>Pono</i>	<b>Positive</b> <i>Whaiwhakaaro</i>	<b>Community</b> <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
<p>To provide comprehensive, efficient, effective and safe radiation oncology physics support within the Oncology and Haematology Service and the Southern District Health Board.</p> <p>To ensure compliance with all relevant legal requirements, radiation protection regulations, standards, and codes of safe practice.</p> <p>To ensure that all clinical physics work is carried out to the highest professional standards and therefore contribute to the provision of high quality radiation oncology services.</p> <p>To provide efficient and effective technology management.</p> <p>To undertake scientific research and development of radiation oncology technology.</p> <p>To contribute to training and education within the service and organisation.</p> <p>To work as part of a team in the Radiation Oncology Service providing comprehensive radiation oncology physics support, with particular responsibilities for certain physics services as may be assigned from time to time.</p> <p>To work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the SDHB in a way that is consistent with the Organisation’s vision and values</p>

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Patient Focus</b>	To have the patient as the focus of core activities.
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Performance</b>	To work consistently to a high professional standard.
<b>Diversity</b>	To respect all people irrespective of race, nationality, culture, disability irrespective of their age and gender; to support equal and fair treatment and opportunity for all.
Role Specific Competencies	
<b>Priority</b>	Work efficiently and effectively. To be self-motivated and demonstrate an ability to set and prioritise goals.
<b>Problem Solving</b>	Work collaboratively and apply the scientific method to logically resolve problems.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> <li>• Chief Physicist (Manager)</li> </ul>	<ul style="list-style-type: none"> <li>• ACPSEM TEAP National Co-ordinator</li> </ul>
<ul style="list-style-type: none"> <li>• Medical Physics Team</li> </ul>	<ul style="list-style-type: none"> <li>• ACPSEM College</li> </ul>
<ul style="list-style-type: none"> <li>• Multi-disciplinary colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Staff, patients, families, whanau and caregivers</li> </ul>
<ul style="list-style-type: none"> <li>• AHS&amp;T Professional Leaders &amp; Development Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Service and maintenance staff</li> </ul>
	<ul style="list-style-type: none"> <li>• Other service providers</li> </ul>

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Post-Graduate Degree in Physics or Medical Physics.</li> <li>Certification/Accreditation in Radiation Oncology Medical Physics (ROMP) from the ACPSEM or equivalent international medical physics college or organisation.</li> <li>Hold a current New Zealand Radiation Licence or be eligible to hold a radiation licence.</li> </ul>	<ul style="list-style-type: none"> <li>Member of ACPSEM or equivalent international medical physics college</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Medical Physics expert in radiation physics as defined by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).</li> </ul>	<ul style="list-style-type: none"> <li>Residency training</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Radiation core competencies as defined ACPSEM.</li> <li>Medical Physics expert in Radiation Oncology</li> </ul>	<ul style="list-style-type: none"> <li>Computer programming: MatLab, Mathematica</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>The employee must communicate effectively and work co-operatively in a multi-disciplinary team and demonstrate an effective management of work priorities and projects.</li> <li>Self-motivated, and demonstrates initiative with an ability to problem solve.</li> </ul>	

### KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<b>Clinical Practice</b> <b>Legislative requirements</b>	
<ul style="list-style-type: none"> <li>Practise in accordance with relevant legislation, codes, policies etc. and upholds consumer rights.</li> <li>Ensure that the regulatory requirements are met and maintained to ensure high standards of radiation safety for personnel and use of equipment.</li> <li>Adhere to the departmental radiation safety plan and quality assurance programme.</li> <li>Uphold professional ACPSEM code of ethics</li> </ul>	<ul style="list-style-type: none"> <li>Comply with the Radiation Protection Act 2016</li> <li>Comply with Radiation Protection Legislation 2016 and subsequent amendments.</li> <li>Comply with the Office of Radiation Safety's Codes of Safe Practice</li> <li>Radiation Oncology Radiation Safety Plan.</li> </ul>
<b>Clinical Practice</b> <b>Assessments and intervention</b>	
<ul style="list-style-type: none"> <li>Advise on all aspects of radiation safety to ensure that:               <ul style="list-style-type: none"> <li>Personnel are following the appropriate standards;</li> <li>Equipment is operated within safe guidelines;</li> <li>Installation of new equipment meets the regulations and manufacturers specifications.</li> </ul> </li> </ul> <p>Undertake accurate and comprehensive dosimetry for irradiating apparatus including linear accelerators, ortho-voltage treatment machine, CT, image-guided systems, sealed and unsealed sources for brachytherapy, and</p>	<ul style="list-style-type: none"> <li>Present at local and national level.</li> <li>Adhere to local and international protocols for dosimetry and quality assurance.</li> </ul>

<p>planning systems, to comply with local dosimetry standards, regulations and codes of safe practice.</p> <ul style="list-style-type: none"> <li>• Ensure that the radiation oncology quality assurance (QA) programme:</li> <li>• Complies with international QA Protocols and relevant Office of Radiation Safety Codes of Safe Practice.</li> <li>• Assist with the ongoing development and maintenance of the;</li> <li>• Supervise technical staff undertaking quality assurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate with team to ensure quality control tests are complete.</li> <li>• Escalation Process: Advise senior physicists for issues with machine service, dosimetry, or quality assurance.</li> </ul>
<b>Clinical Practice</b> <b>Documentation</b>	
<ul style="list-style-type: none"> <li>• Ensure that all documentation of radiation protection, patient treatment, equipment dosimetry and quality assurance is maintained and available.</li> <li>• Maintain confidentiality of patient information and documentation.</li> <li>• Adhere to SDHB's documentation standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation is timely, clear, concise and accurate</li> </ul>
<b>Clinical Practice</b> <b>Culturally Sensitive Practice</b>	
<ul style="list-style-type: none"> <li>• Practices in a culturally safe manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Deal with patients and staff in a culturally sensitive manner.</li> </ul>
<b>Professional Responsibilities</b> <b>Working in a collegial manner</b>	
<ul style="list-style-type: none"> <li>• Be aware of and able to interpret the hospital policies and ethical issues concerning medical physics practice.</li> <li>• Contribute to the support and education of colleagues to enhance development of the profession.</li> <li>• Establish and maintain an effective working relationship with other staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in continued professional medical education for the multi-disciplinary team</li> </ul>
<b>Evidence-based practice and research</b>	
<ul style="list-style-type: none"> <li>• Demonstrate the application of the scientific method.</li> <li>• Maintain an awareness of all relevant medical physics literature and research</li> <li>• Self-monitoring of progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of professional best practice procedures and protocols.</li> <li>• Updates knowledge related to best practice guidelines and international research.</li> </ul>
<b>Time management</b>	
<ul style="list-style-type: none"> <li>• Time management of physics duties</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of set tasks in a timely fashion.</li> </ul>
<b>Professional development</b>	
<ul style="list-style-type: none"> <li>• Develop and maintain professional competency.</li> <li>• Develop procedures and protocols to further enhance current and new technology.</li> <li>• Appraisal, peer review, observed practice or other professional audits as applicable.</li> <li>• Participate in clinical trials.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in medical physics training courses, conferences, national audits, and clinical trials.</li> <li>• Participate in the implementation of new technology and development of new techniques.</li> </ul>
<b>Other Duties</b>	
<ul style="list-style-type: none"> <li>• Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</li> <li>• Act as a role model for the Southern DHB Organisational Values.</li> </ul>	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with SDHB processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support the DHB values in everything you do.</li> </ul>

Quality and Performance	
Maintain professional and Organisational quality standards.	<ul style="list-style-type: none"> <li>• Comply with all relevant standards.</li> <li>• Comply with quality assurance programme.</li> </ul>
Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> <li>• Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <li>• <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>• <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li>• <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date