

Statement of Duties

Position Title: Specialist Radiation Oncology Medical Physicist	Position Number: 522257	Effective Date: January 2016
Group and Unit: Tasmanian Health Service (THS) – Complex, Chronic and Community Service		
Section: Radiation Oncology	Location: South	
Award: Allied Health Professional (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 5 Grade 1-2	Classification: Allied Health Professional Specialist	
Reports To: Chief Radiation Oncology Physicist		
Check Type: Annulled	Check Frequency: Pre-Employment	

Focus of Duties:

As a member of the Radiation Oncology team, provide high quality, comprehensive radiation oncology physics support to the THS – Southern Region Radiation Oncology Department.

Duties:

1. Support the quality assurance of radiotherapy equipment used within Radiation Oncology including:
 - linear accelerator, orthovoltage, CT-Simulator and dosimetric equipment and systems.
 - software associated with the delivery of radiation therapy.
 - adjustment/calibration of linear accelerators.
2. Participate in the development of quality assurance procedures associated with the delivery of radiation therapy services.
3. Undertake quality assurance and support of more complex treatments including those involving Intensity Modulated Radiation Therapy (IMRT).
4. Participate in testing and commissioning of radiotherapy equipment and software.
5. Support the maintenance of a safe workplace and ensure the safety of physicists undergoing training within a culture of continuous improvement.
6. Maintain own professional knowledge and skill base to ensure continuing professional development and competency.
7. Participate in the development and implementation of new therapeutic techniques and modalities.
8. Participate in the coordination of, and support the education, clinical practice and mentoring of, Medical Physicist Registrars enrolled in the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) Training, Education and Assessment Program (TEAP).
9. Provide medical physics backup services to other radiation services in the State, as required.

10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Scope of Work Performed:

Reporting directly to the Chief Radiation Oncology Physicist, the Specialist Radiation Oncology Physicist is expected to:

- provide medical physics services for radiation therapy and authoritative advice to staff and stakeholders regarding medical physics matters and other services where requested.
- apply professional judgment to resolve problems, both conceptually and practically within the area.
- collaborate with other experienced clinical physicists to provide ongoing support to Radiation Oncology.
- contribute to the development and mentoring of other health professionals as required
- provide support to and represent the Department and THS – Southern Region.
- comply at all times with THS policy and protocol requirements, in particular those relating to hand hygiene, fire awareness and manual handling, and undertake annual education in relation to the requirements.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Masters Degree in Medical Physics approved by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).
- Certification in Radiotherapy Equipment Commissioning and Quality Assurance or Radiation Oncology Medical Physics by the Australasian College of Physical Scientists and Engineers in Medicine.
- Eligible for Ordinary Membership of the Australian College of Physical Scientists and Engineers in Medicine.
- Authorised by the Radiation Protection Unit in Tasmania to deal with radiation apparatus.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

- I. Conviction checks in the following areas:

- a) Crimes of Violence

- b) Sex Related Offences
 - c) Serious Drug Offences
 - d) Crimes involving dishonesty
2. Identification check
 3. Disciplinary action in previous employment check.

Desirable Requirements:

- Post graduate qualification in Medical Physics or relevant field.
- Higher degree or postgraduate qualifications in an area related to Medical Radiation (Radiotherapy) Physics.

Selection Criteria:

1. A minimum of four years in the field of radiation oncology physics.
2. Sound knowledge of the principles of radiation safety within a clinical setting and the demonstrated capacity to achieve operational efficiency in accordance with established policies, practices and standards.
3. Demonstrated ability to effectively work both independently and as a member of a multidisciplinary team in accordance with established policies, practices and standards.
4. Excellent verbal and written communication skills.
5. Demonstrated commitment to ongoing professional development and quality improvement.

Working Environment:

- Generally day work; however, access to linear accelerators for teaching, quality assurance or experimental work is often practical only outside normal business hours, consequently there is a requirement for some evening and weekend work.

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS

and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.

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