

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Supervisor Radiation Therapist
Position Number:	Generic
Classification:	Radiation Therapist Level 4a
Award/Agreement:	Radiation Therapist Agreement
Group/Section:	Hospitals North/North West WP Holman Clinic and North West Cancer Centre
Position Type:	Permanent, Full Time/Part Time
Location:	North, North West
Reports to:	Chief Radiation Therapist (North West Cancer Centre) or Deputy Chief Radiation Therapist (WP Holman Clinic)
Effective Date:	July 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Medical Radiation Practice Board of Australia <i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i>
Desirable Requirements:	Relevant postgraduate qualifications
Position Features:	There is an expectation that the staff member may be required to work for or at other sites of the Northern Cancer Service

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Supervise the professional and technical standards and operation of either the radiation therapy treatment or planning areas.

Provide leadership and guidance to radiation therapists delivering treatment and planning ensuring high levels of patient care and staff morale.

Duties:

1. Direct and coordinate the workload in the treatment and planning areas. Ensure the safe, effective and efficient operation of either the radiation therapy planning area and/or treatment area.
2. Actively participate in the delivery and planning of clinical radiation therapy.
3. Direct quality assurance procedures in the treatment and planning areas. Identify areas for quality improvement and in liaison with the Deputy/Chief Radiation Therapist participate in formulation, development and implementation of new techniques and protocols.
4. Ensure adherence to standards and protocols resulting in high quality patient care.
5. In liaison with the Deputy/Chief Radiation Therapist participate in departmental research and development activities.
6. In liaison with the Clinical Tutor participate in the clinical education of radiation therapists, new graduates and students and identify further education and training requirements.
7. Manage own personal professional development through active participation in continuing education including departmental in-service programs, presentations, seminars, conferences, research and post-graduate courses. Encourage and support others to participate in continuing education and professional development activities.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
9. 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 positions at this classification level.

Key Accountabilities and Responsibilities:

Works in collaboration with the Deputy/Chief Radiation Therapist under the broad direction of the Manager/Chief Radiation Therapist.

Accountable to the Chief Radiation Therapist for adherence to standards and overall performance.

The Supervisor Radiation Therapist is responsible for:

- The management of an area (planning and/or treatment; as rostered) within the Radiation Therapy section, including supervision of staff and maintenance of technical standards.
- Health and safety of those under their direction and maintain the workplace to a standard that complies with the Work/Health and Safety Act.

- Operating at an independent level in this setting and determine own work plan in accordance with professional standards and Clinic needs.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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:

1. 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.

Selection Criteria:

1. Extensive experience and demonstrated advanced knowledge and skill relating to all areas of contemporary Radiation Oncology encompassing:
 - Treatment simulation
 - Radiation Therapy computer planning.
 - Treatment using state of the art Linear Accelerators
 - Image guided radiotherapy
 - Record and verify systems.
 - Advanced radiotherapy treatment techniques.
 - Mould room.
2. Proven experience in the leadership and supervision of radiation therapists and management of a radiation therapy area.
3. Highly developed written and verbal communication skills with the capacity to relate well with patients and staff alike.

4. Ability to provide high-level technical advice on Radiation Therapy.
5. Demonstrated understanding of, and experience in, quality improvement activities.
6. Experience in the development and implementation of existing and new policies, procedures and techniques.
7. Demonstrated ongoing continuing professional development and knowledge of current trends and developments in Radiation Therapy techniques and technology.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).