



ROLE DESCRIPTION

Role Title:	Medical Physicist Registrar		
Classification Code:	MPH1	Position Number	M41699
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Royal Adelaide Hospital		
Division:	Radiation Oncology		
Department/Section / Unit/ Ward:	Medical Physics		
Role reports to:			
Role Created/ Reviewed Date:			
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>Royal Adelaide Hospital is committed to the achievement of best practice in the design and delivery of services to its patients. This involves the pursuit of quality improvement and innovation in every aspect of its operation.</p> <p>Organisationally it requires structures and processes that:</p> <ul style="list-style-type: none"> > achieve devolution of authority and responsibility as near as practicable to the point of service delivery, > establish clear lines of accountability and open the organisation to external scrutiny, > facilitate and promote a team approach on the part of staff to facilitate optimal service outcomes and greater patient satisfaction, > provide the opportunity for staff and customers to participate in the on-going evaluation of organisational performance and the determination of future directions, <p>In the provision of clinical services it requires that such services are:</p> <ul style="list-style-type: none"> > based on evidence based practice, > benchmarked for best practice, > provided within a safety culture, > provided in a manner that is patient focussed. <p>The Medical Physics Registrar working within Radiation Oncology is accountable to the Principal Medical Physicists and/or Director of Medical Physics for the provision of all physics services undertaken by the health unit in a manner that results in the safe, efficient and appropriate care of patients undergoing radiotherapy utilising the techniques of external beam radiotherapy, brachytherapy or unsealed radioisotope therapy.</p> <p>The Medical Physics Registrar is a graduate entry position for employees undertaking, or about to undertake, the ACPSEM (Australasian College of Physical Scientists and Engineers in Medicine) Training Education and Assessment Program (TEAP) in Radiation Oncology, towards obtaining certification by the ACPSEM or other certification body acceptable to the Chief Executive SA Health.</p>

The Medical Physics Registrar will receive close professional/clinical supervision, instruction and training from Medical Physicists (MPH-2 or higher) and will be required to meet all of the following requirements:

- > Perform under professional/clinical supervision Medical Physics Specialist tasks including quality assurance, equipment calibration, equipment commissioning, radiation safety, dosimetry, dose optimisation, and clinical service.
- > Undertake the mandatory training to achieve this.
- > Attend any professional development activities and placements required by their clinical supervisor.
- > Complete **TEAP** within an agreed timeframe set by the clinical supervisor (within **ACPSEM** guidelines).

The incumbent may also be required to:

- > Provide medical physics education to other health professionals as well as other key stakeholders,
- > Undertake research to achieve the department's clinical aims.

Direct Reports:

The Medical Physics Registrar reports to the Principal Medical Physicists and/or the Director of Medical Physics. For matters relating to **TEAP** they will also report to their Clinical Supervisor.

Key Relationships/ Interactions:

Internal

- They will be required to work with medical and health professionals in the CALHN.

External

- They may be required to liaise with staff from other LHNs, equipment vendors, University staff & ACPSEM.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Some out of hours work may be required for equipment calibrations and quality assurance.

Delegations:

N/A

Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.

- For appointment in a *Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For '*Prescribed Positions*' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for '*Approved Aged Care Provider Positions*' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- The incumbent may need to attend our satellite centre at Lyell McEwin Hospital (LMH) for the purposes of training and clinical duties.
- Some out of hours work and participation in an on-call roster will be required for activities including equipment calibrations, quality assurance machine breakdowns, planned maintenance, public holiday and emergency patient treatments.
- Must be prepared to attend relevant meetings and staff development/education activities as required.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the

South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Working under close supervision, the Medical Physics Registrar must ensure the highest standards in the provision of a range of highly complex tests by adhering to documented procedures, guidelines and operational policy provisions and where relevant, development of other tests and applications	
Ensure active participation in the ACPSEM TEAP training program by:	<ul style="list-style-type: none"> • Enrolling in the ACPSEM TEAP Radiation Oncology Medical Physics program within the first month of commencing their clinical training. • Attending structured in-service clinical training in Radiation Oncology Medical Physics provided by the Medical Physics Dept. • Completing an ACPSEM accredited postgraduate degree in Medical Physics (if not already obtained). • Attending any professional development activities and placements required by their clinical supervisor. • Attending TEAP assessments and examinations. • Completing TEAP within an agreed timeframe set by the clinical supervisor (within ACPSEM guidelines).
Ensure the efficient operation of the designated area of service by:	<ul style="list-style-type: none"> • Determining priorities and ensuring smooth work flow. • Timely provision of quality assurance, radiation protection and treatment planning procedures. • Reviewing data acquisition and reporting procedures
Ensure the maintenance and provision of appropriate standards in the provision of Medical Physics services by:	<ul style="list-style-type: none"> • Assisting with implementing procedures, practices and documentation related to the area of service to conform with departmental policy requirements. • Participating in the review, development and evaluation of clinical and equipment based procedures and protocols. • Liaising across sections of the department and with other relevant units of the Cancer Centre. •
Contribute to the research and development activities of the division by:	<ul style="list-style-type: none"> • Assisting with the publication of scientific articles and the preparation of conference presentations. • Participation in activities that develop scientific skills in research techniques and project planning. •

Knowledge, Skills and Experience

ESSENTIAL MINIMUM

Educational/Vocational Qualifications

- > An **ACPSEM** recognized 3-4 year undergraduate degree majoring in physics or a relevant branch of engineering.

Personal Abilities/Aptitudes/Skills:

- Hold, or be eligible to qualify for a South Australian license to perform calibration, beam data acquisition and quality assurance procedures on megavoltage radiotherapy equipment.
- Hold or be eligible to qualify for a South Australian license to use or handle sealed radioactive sources and unsealed radioactive substances for purposes associated with Medical Physics.
- Ability to identify and plan activities to meet sections goals and workflows.
- Ability to maintain the computer databases of activity and outcomes.
- Ability to communicate effectively and professionally with all levels of hospital staff, suppliers and service agents.

Experience

- > Experience in radiation physics.
- > Experience in physics computing.
- > Experience in radiation protection techniques.

Knowledge

- A comprehensive knowledge of the theory of radiation physics.
- A knowledge of radiation protection principles and techniques.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > An **ACPSEM** recognised post graduate qualification in Medical Physics (e.g. a Masters or PhD) or equivalent.
- > Passed the **ACPSEM TEAP** written examination.
- > Completed a manufacturers training course on radiation therapy equipment.
- > Completed a training course in computer programming.

Personal Abilities/Aptitudes/Skills:

- Demonstrable high level of productivity and efficiency.
- Ability to contribute to the preparation of written equipment specifications and equipment evaluations.
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Experience

- Experience in the performance of calibration, beam data acquisition and quality assurance procedures on megavoltage/kilovoltage radiotherapy equipment.
- Experience in brachytherapy quality assurance and/or treatment techniques.
- Experience in computerized radiotherapy treatment planning systems.
- Experience in the acceptance testing and/or commissioning of radiation therapy treatment and dosimetry equipment.
- Experience in the development of enhancements to equipment performance and utility.
- Experience in unsealed source radiation protection and clinical procedures.
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Knowledge

- > A basic knowledge of Medical Physics quality assurance and radiation protection principles and techniques as applied to radiation therapy.
- > A basic knowledge of the relevant Australian and International Standards and Codes of Practice as applied to Radiation Oncology Medical Physics.

Knowledge of computer hardware systems and operating software

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to

complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

The Central Adelaide Cancer Directorate provide a wide range of cancer-related ambulatory and inpatient services and programs to clients, predominantly at the Royal Adelaide Hospital, and The Queen Elizabeth Hospital (TQEH) campuses. Radiation Oncology also has a significant satellite site at Lyell McEwin Hospital. Both hospitals (RAH & TQEH) provide inpatient, outpatient, emergency and state-wide services to the Central Adelaide community and those from many regional and rural areas.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: _____ **Role Title:** _____

Signature: _____ **Date:** _____

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of CALHN as described within this document.

Name: _____ **Signature:** _____ **Date:** _____