

Role Description

Position:	Medical Physicist
Service / Directorate:	Wellington Blood & Cancer Centre Medicine, Cancer & Community Directorate
Responsible to:	Chief Medical Physicist

Our Mission:

Together, Improve the Health and Independence of the People of the District

Our Vision:

Better Health and Independence for People, Families, and Communities

Our Values:

Innovation

Action

A focus on People and Patients

Living the Treaty

Professionalism through Leadership, Honesty, Integrity and Collaboration

Excellence through Effectiveness and Efficiency

Context

Organisation perspective

The Capital and Coast District Health Board (C&CD HB) covers a region extending from Wellington to Otaki. It comprises key delivery arms in primary, secondary and tertiary health. Hospital and Health Services (HHS) is primarily responsible for the hospital and health services delivered via a new Wellington Regional Hospital (opened in March 2009); a secondary and community facility at Kenepuru; a Forensic, Rehabilitation and Intellectual Disability Hospital at Ratonga Rua-o-Porirua; and Kapiti Community Hospital. The total operating budget for the provider arm is approximately \$570M.

There is an ongoing change programme begun in 2008 to resolve HHS performance with a target of achieving performance in the top five District Health Boards and a break even operating result.

We are focused on improving the health of our local people, families and communities – and reducing inequalities within our population. To support this we will ensure:

- integrated delivery of services backed by sound infrastructure
- financial and clinical viability of services, facilities and support
- a “culture” that supports health improvement and addresses disability needs locally and across our region
- the development of clinical leadership
- regional collaboration

Priorities in the current year for HHS are:

- achieving an activity-led financial recovery
- becoming an employer of choice
- devolution of authority and decision-making

Directorate perspective

The key areas of focus for the Medicine, Cancer and Community Directorate are:

- To lead and develop new models of care as well as new ways of working across the health system between primary, community, and secondary care settings
- To participate in the collaboration with Hutt Valley and Wairarapa DHBs to establish wider regional clinical services
- To strengthen a quality and patient safety culture through an effective clinical governance framework
- The establishment of sustainable work force models within the Directorate
- To ensure improved financial performance in line with the DHB’s financial recovery plan
- To participate in the Integrated Collaborative Care priorities as they relate to the Directorate and support the provision of better, sooner, more convenient services across the wider DHB.

The Directorate oversees four operational areas:

- Blood & Cancer, Renal, and Palliative Care services
- Regional and Ambulatory services
- Medicine , Acute flow and Emergency services
- Kenepuru, Kapiti and Community services.

Service perspective

The Wellington Blood & Cancer Centre (WBCC) incorporates the three main non-surgical oncology specialties of medical oncology, radiation oncology and clinical haematology into an integrated regional and supra-regional inpatient and outpatient cancer service. There are strong links with the Paediatric Oncology service within C&C DHB.

Medical physicists are an integral member of the radiation oncology team, having the scientific and professional skills to facilitate the safe and effective planning and delivery of radiation treatment.

The medical physics team provides services including radiation treatment equipment management, radiation dosimetry, scientific oversight of treatment planning and treatment delivery, radiation protection, education and training as well as research and development.

Role Perspective

The roles and responsibilities of the medical physicist in the radiation oncology service are underpinned by the Australasian College of Physical Scientist and Engineers (ACPSEM) position statement on the roles and responsibilities of the qualified medical physicist.

Purpose of the role

The Medical Physicist practices across all speciality areas of medical physics whilst working under the supervision of the Chief Medical Physicist.

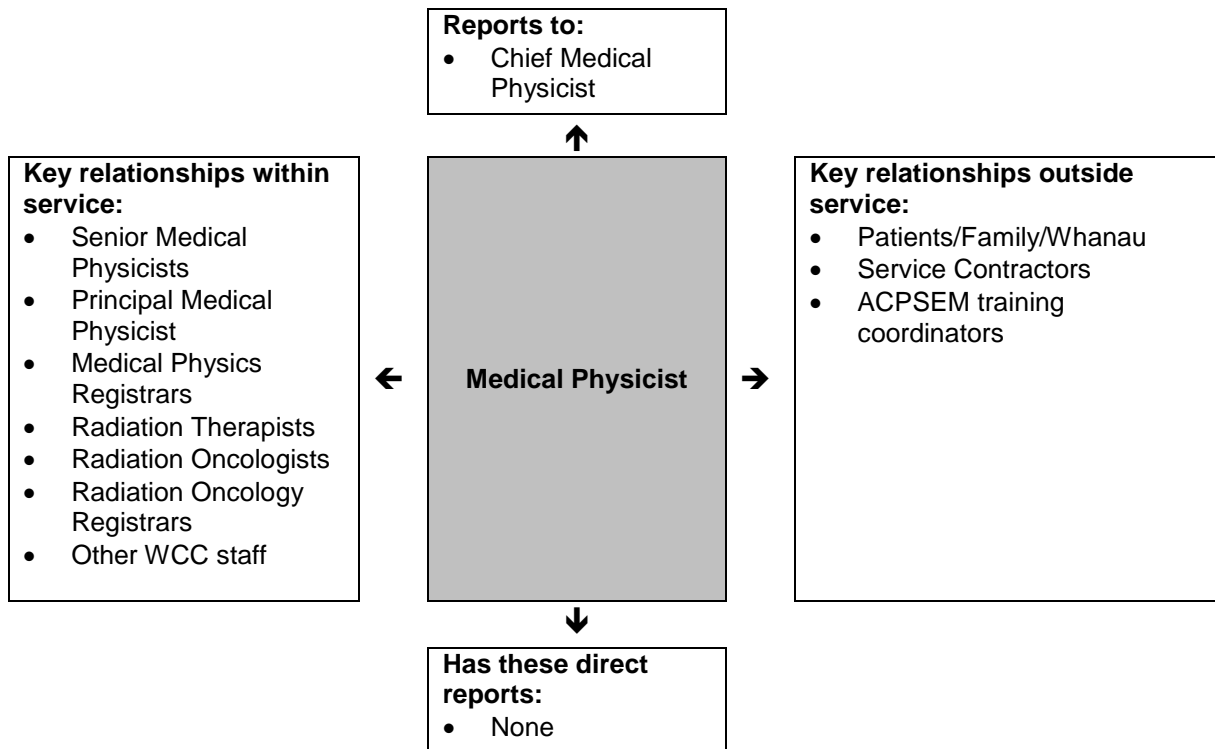
Key Accountabilities

Key Accountability	Deliverables / Outcomes	Key Performance Indicators / Measures
Clinical / Scientific	<ul style="list-style-type: none"> Practices in one or more specialty areas of medical physics according to the Medical Physics organisation chart Participates in clinical practice and service development projects Achieves the desired outcomes for the medical physics service. Supports less experienced staff Supervises work done by registrars 	<ul style="list-style-type: none"> Personal practice meets professional standards required of a medical physicist Personal practice contributes towards the desired outcomes for the medical physics team Work is done in a timely manner Work practices enhance efficiency and quality of clinical services, and minimise expenditure Un-licensed medical physics staff are adequately supervised
Quality and Risk	<ul style="list-style-type: none"> All practices meet regulatory requirements All practices meet relevant expert body safety codes of practice, quality standards and recommendations Internal quality control programs are supported Contributes to continual development and updating of internal policy and procedures Supports a culture of continual quality improvement Actively contributes to continuous quality improvement activities within the service Models high standards of professional practice Supervises and signs off work done by registrars and associates Ensures that risks are identified and communicated Actively contributes to risk minimisation activities within the service. Complies with policies and procedures including (but not limited to) C&C DHB Reportable Events Policy. 	<ul style="list-style-type: none"> No regulatory or audit issues Expert body recommendations are understood and implemented Internal quality control programs are supported Evidence of support for continual quality improvement Controlled documents are maintained Risks are identified and communicated. Risk minimisation plans are implemented. The Reportable Events Policy and other policies and procedures are complied with. Audits are undertaken.
Teamwork	<ul style="list-style-type: none"> CCDHB and WBCC values are supported to optimise health outcomes and deliver a patient focused culture 	<ul style="list-style-type: none"> Feedback from team, multidisciplinary team and stakeholders Evidence of effective teamwork

Key Accountability	Deliverables / Outcomes	Key Performance Indicators / Measures
	<ul style="list-style-type: none"> • A team/ multidisciplinary team approach is supported to achieve service objective • A cooperative and flexible style is used to ensure service delivery objectives are met • Contribution to the wider clinical multi-disciplinary team • Positive relationships are maintained with key stakeholder groups 	
Communications	<ul style="list-style-type: none"> • Communication is effective and results in the required level of information sharing and dissemination within medical physics team and with the wider multidisciplinary team • Communication methods, either written or verbal, are appropriate for the situation • Effective records and documentation are maintained, as required for regulatory, clinical practice and CCDHB/WBCC requirements. • Information is shared appropriately 	<ul style="list-style-type: none"> • Communications are effective and support desired outcomes for medical physics team • Complete and accurate records exist
Training and Education	<p><i>Own education</i></p> <ul style="list-style-type: none"> • Attends and participates in departmental and other appropriate general education sessions. • Presents at medical physics seminars, BCC journal club and at national and regional conferences <p><i>Medical physics registrars</i></p> <ul style="list-style-type: none"> • Clinical training is delivered as required • ACPSEM training program requirements are followed • WBCC clinical supervisor is kept informed • Registrars are effectively supported <p><i>Radiation oncology registrars</i></p> <ul style="list-style-type: none"> • Physics education is delivered to requirements of RANZCR as required <p><i>Other</i></p> <ul style="list-style-type: none"> • Training is provided for other medical physicists as required • Training is provided for other 	<p><i>Own education</i></p> <ul style="list-style-type: none"> • Evidence of attendance at educational events • Evidence of presentations <p><i>Medical physics registrars</i></p> <ul style="list-style-type: none"> • Training for registrars is carried out as allocated • Registrars complete ACPSEM training milestones and assessments <p><i>Radiation oncology registrars</i></p> <ul style="list-style-type: none"> • Physics education is delivered • Registrars successfully complete RANZCR physics exams <p><i>Other</i></p> <ul style="list-style-type: none"> • Evidence of contribution to the development of education resources and training of others

Key Accountability	Deliverables / Outcomes	Key Performance Indicators / Measures
	professions as required	
Professional Development	<ul style="list-style-type: none"> • Takes responsibility for own professional development • Actively seeks opportunities to update and share knowledge and skills by reading, attending training and education sessions, lectures and conferences • Meets the requirements of ACPSEM CPD program or other as relevant • Identifies objective for Performance Development Plan and works to complete these 	<ul style="list-style-type: none"> • Evidence that ACPSEM CPD program requirements, or other as relevant, are met • Completed Performance Development Plan
Occupational Health & Safety	<ul style="list-style-type: none"> • Complies with responsibilities under the Health & Safety in Employment Act 1992 	<ul style="list-style-type: none"> • Has read and understood the Health & Safety policy and procedures. • Actively supports and complies with Health & Safety policy and procedures. • Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury.

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following C&CDHB competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Problem Solving	<ul style="list-style-type: none"> • Uses rigorous logic and methods to solve difficult problems with effective solutions • Probes all fruitful sources for answers • Can see hidden problems • Is excellent at honest analysis
Decision Quality	<ul style="list-style-type: none"> • Looks beyond the obvious and doesn't stop at first answers • Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment • Most of his/her decisions and suggestions turn out to be correct and accurate when judged over time • Sought out by others for advice & solutions
Priority Setting	<ul style="list-style-type: none"> • Spends his/her time and the time of others on what's important • Quickly zeroes in on the critical few and puts the trivial many aside • Can quickly sense what will help or hinder in accomplishing a goal • Eliminates roadblocks • Creates focus
Interpersonal Savvy	<ul style="list-style-type: none"> • Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation • Builds appropriate rapport • Builds constructive and effective relationships • Uses diplomacy and tact
Composure	<ul style="list-style-type: none"> • Can diffuse even high-tension situations comfortably • Is cool under pressure • Does not become defensive or irritated when times are tough • Is considered mature • Can be counted on to hold things together during tough times • Can handle stress • Is not knocked off balance by the unexpected • Doesn't show frustration when resisted or blocked • Is a settling influence in a crisis
Communication	<ul style="list-style-type: none"> • Practices active and attentive listening. • Explains information and gives instructions in clear and simple terms. • Willingly answers questions and concerns raised by others. • Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged. • Is confident and appropriately assertive in dealing with others. • Deals effectively with conflict.
Teamwork	<ul style="list-style-type: none"> • Develops constructive working relationships with other team members. • Has a friendly manner and a positive sense of humour. • Works cooperatively - willingly sharing knowledge and expertise with colleagues. • Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments. • Supports in word and action decisions that have been made by the team.

- Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community.
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Other aspects of capability

Essential Professional Qualifications / Accreditations / Registrations:

- BSc Physics from a New Zealand university or an overseas equivalent
- MSc Medical Physics or Physics from a New Zealand university or an overseas equivalent
- ACPSEM Certification and Registration in Radiation Oncology Medical Physics, or an overseas equivalent
- Licensed under NZ Radiation Protection Act to use ionising radiation for role of medical physics expert in radiation oncology.

Knowledge and Experience:

- Relevant experience in radiation oncology medical physics

Skills

- Able to achieve high standards of professional competency
- Self directed and high degree of personal initiative
- Able to work effectively in a multi-disciplinary team as well as independently
- Able to prioritise and work to deadlines
- Able to communicate effectively, both verbally and in writing
- Able to supervise less experienced members of staff
- Able to provide high quality training to medical physics registrars
- Able to display a professional work ethic
- Able to undertake work of a physical nature such as lifting equipment or pushing trolleys

Capital and Coast District Health Board (C&C DHB) is committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

C&C DHB is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.

The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.