



Capital & Coast District Health Board

ŪPOKO KI TE URU HAUORA

Role Description

Nau mai, haere mai ki Ūpoko ki te uru hauora

Position:	Treatment Supervisor – Radiation Therapist
Service / Directorate:	Radiation Treatment Wellington Blood and Cancer Centre Medicine, Cancer and Community Directorate
Responsible to:	Team Leader – Radiation Therapist

Our Mission:

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

Our Vision

Keeping our community healthy and well.

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

Organisational perspective

Capital & Coast District Health Board receives funding to improve, promote and protect the health of the people within Wellington, Porirua and Kapiti region.

We're a tertiary facility operating Wellington Regional Hospital, Kenepuru Community Hospital, Kapiti Health Centre and Ratonga Rua-o- Porirua, a Forensic, Rehabilitation and Intellectual Disability Hospital. MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa, Hutt Valley and Capital & Coast District Health Boards. We have an annual budget of more than \$1 billion which we use to deliver health services directly as well as contracting external providers.

We provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services. Approximately 6,000 staff work at Capital & Coast District Health Board.

Position Purpose and Unit Perspective

Radiation Treatment Service Perspective

Radiation Oncology sees over 1400 new patients per annum (2016). The unit's technology base is predominately Varian with 2 TrueBeams and 1 dual-energy Clinac (using Aria v13) in addition to an HDR Brachytherapy (HDRBT) and a superficial xray unit, supported by wide bore CT scanner. The HDR BT unit is in a dedicated suite with an advanced procedure room to allow insertion under anaesthesia within the department. Access to MRI and a fully networked radiation treatment patient management system supports the service. Wellington is a training facility for oncology registrars, radiation therapists and medical physicists. There is a research unit in the department to support a wide-range of local, national and international studies.

Role Perspective

Radiation Therapists (RTs) work as part of the multidisciplinary team within the Wellington Blood & Cancer Centre to provide an effective and efficient treatment service to patients undergoing radiation treatment. Radiation Therapists are responsible for the accurate localisation, planning, and delivery of radiation treatment as well as patient assessment and education. Patient care, quality management and clinical education are important aspects of the RT's role. There is also the requirement to contribute to the development of the service and practice of other members of the team by showing leadership and initiative, participating in training/in-service programmes and the on call/shift roster.

All Radiation Therapists employed by CCDHB will have Registration with the New Zealand Medical Radiation Technologists Board and maintain a current annual practising certificate as a Registered Radiation Therapist.

The Treatment Supervisor- RT works in partnership with others to provide effective and efficient day to day co-ordination of a treatment area and supervision of staff rostered in this area.

The Treatment Supervisor- RT provides support to the Head of Treatment by taking on delegated leadership and operational tasks for the team. Communication and liaison with staff is essential in this role to ensure patients receive optimal treatment, education, assessment and interventions. This role must ensure the daily coordination of the operational requirements for the treatment area and requires a strong knowledge of standards, processes and policies.

Purpose of the role

- To supervise and participate in the provision of an effective and efficient radiation therapy service for patients within the Wellington Blood & Cancer Centre
- To coordinate the day to day operation of a linear accelerator and associated activities
- To ensure patients receive appropriate and safe care during radiation treatment.
- To enhance the quality of patient care and service delivery.
- To provide expertise, leadership and support to the treatment team.

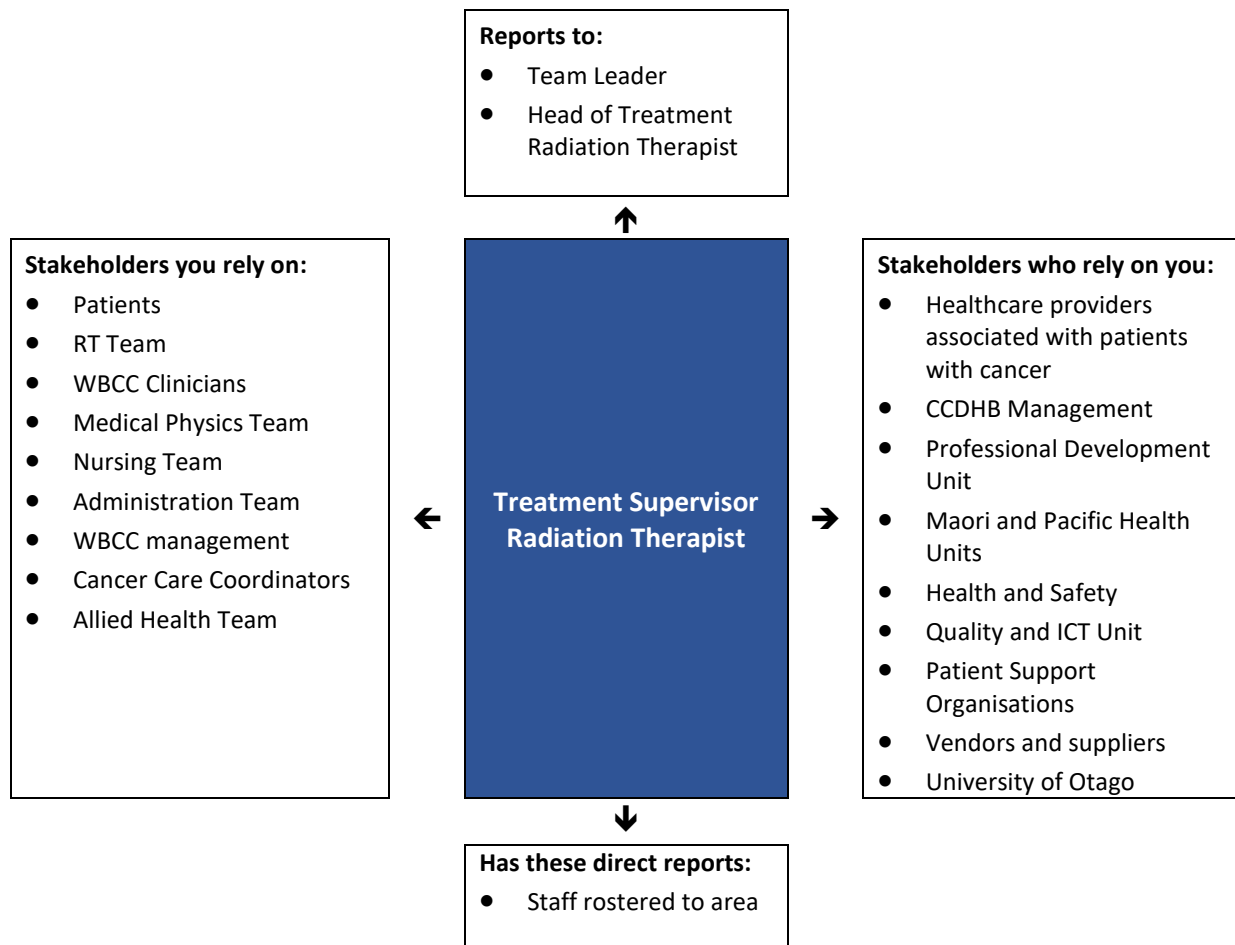
The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

Key Accountabilities

Key Accountability	Deliverables / Outcomes
1. Provision of a radiation treatment service	<ul style="list-style-type: none"> • Radiation treatment procedures are performed effectively and efficiently to provide optimum health outcomes for the patient. • Coordinate treatment processes to support a multidisciplinary patient focus. • Participates fully as a member of the multidisciplinary team. • Workloads are allocated appropriately with adequate supervision to ensure that patient data is collected, utilized and recorded accurately. • Communication methods, either verbal or written, are appropriate for the situation. • Information systems are in place to ensure current and relevant information is shared with staff appropriately. • Use of resources is maximised.
2. Leadership	<ul style="list-style-type: none"> • Provide clinical leadership within the multidisciplinary team • Demonstrate leadership in decision making and risk management • Liaison with other services within organisation • Lead and support the development of evidence based clinical practice in the area. • Proactive in giving constructive and reflective feedback. • Role model high standards of professionalism. • Utilises a variety of processes for identification of issues, problem solving and decision making • Collaborates in maintaining and monitoring radiation therapist standards of practice in area
3. Clinical Expertise	<ul style="list-style-type: none"> • Assists Head of Treatment and Team Leader to monitor standards of professional practice. • Demonstrate advanced clinical practice and maintains core competencies and APC • Identify, support and lead practice change • Provide advice in complex clinical issues across settings and disciplines • Collaborate with Team Leader and Head of Treatment on service delivery issues • Advocate for improved clinical outcomes • Work directly with patients and staff in the clinical area as an expert resource, coach and role model.
4. Education, Research and Teaching	<ul style="list-style-type: none"> • Use national and international networks to inform practice • Undertake professional supervision of others and responsive to supervision of self from Head of Section RT • Maintains clinical competency in all areas of practice by up to 3 month rotation outside of area. • Responsible for professional development and performance management of RTs. • Identify own learning needs and negotiates appropriate resources • Promotes and supports the professional development of staff • Develop and consolidate staff practice in technical and leadership skills • Monitor the technical performance of staff and provide coaching, advice and assistance. • Assist in performance appraisals of staff

Key Accountability	Deliverables / Outcomes
5. Quality and Risk	<ul style="list-style-type: none"> • Actively contributes to risk minimisation activities within the service. • Protocols are observed and standards are met. • Lead and promote quality improvement and innovation • Identify and undertake audit activities and other practice evaluation activities • Monitor outcome of audit activities and align with radiation therapist standards and practice. • Use planned approach to practice innovation • Align radiation therapist practice standards with new technologies and procedures which are reviewed 2 yearly or when practice changes. • Participate in DHB quality and policy initiatives including quality meetings. • Complies with CCDHB Reportable Events policy and other policies and procedures. • Facilitate maintenance of equipment and accessories in consultation with HoT, Physicists, bio-medical engineering and contractors. • Ensure delegated preventative maintenance and quality assurance procedures are performed and supplies maintained.
6. Care	<ul style="list-style-type: none"> • The patient receives care that contributes to optimum health outcomes. • Provide care that is socio-culturally appropriate and complies with patient's codes of rights. • All procedures are clearly explained to patients and appropriate referrals are made when necessary • Ensures own and colleagues documentation is clear and accurate.
7. Health and Safety	<ul style="list-style-type: none"> • Awareness of and complies with all legislative, contractual and employment requirements as applicable to the role (e.g. Privacy Act 1993, Vulnerable Children's Act 2014, Health & Safety at Work Act 2015, Radiation Safety Act 2016, etc.) • Supports other staff/colleagues to maintain adequate safety standards • Ensures own and others' safety at all times • Reports all incidents/accidents, including near misses, in a timely fashion. • Actively supports and complies with Health & Safety policy and procedures.

Key Relationships & Authorities



Capability Profile

Competencies

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

Competency	Behaviours
Commitment to Health and Independence Improvement Goals	<ul style="list-style-type: none">• Is committed to the values and goals of C&C DHB.• Is committed to continuous learning and performance development.• Encourages the development of all team members.
Teamwork	<ul style="list-style-type: none">• Develops and maintains positive relationships and works in partnership with other team members.• Develops rapport and builds networks of constructive working relationships with key people.• Effectively uses team dynamics and individual operating styles to build team processes and strengths.• Shares knowledge and works cohesively with the team.
Innovation	<ul style="list-style-type: none">• Is innovative in the development of business initiatives and projects.• Is proactive and motivated and responds positively to new challenges and opportunities.• Develops new and/or more effective work processes and systems through lateral thinking and creativity.
Work Approach	<ul style="list-style-type: none">• Is results focussed and committed to making a difference.• Plan and organise own and areas workload, allocating time to priority issues, meeting deadlines and coping with the unexpected.• Adjusts work style and approach to fit in with requirements.• Focuses on quality improvement and customer satisfaction.• Perseveres with tasks and achieves objectives despite obstacles.
Communication	<ul style="list-style-type: none">• Listens with a preparedness to understand.• Is confident and appropriately assertive in dealing with others.• Deals effectively with conflict.
Partnership with Maori	<ul style="list-style-type: none">• Understands the Principles of Te Tiriti o Waitangi and how these apply within the context of health service provision.• Applies the notion of partnership and participation with Maori within the workplace and the wider community.• Promotes and participates in targeted Maori health initiatives by which Maori health gains can be achieved.• Implements strategies that are responsive to the health needs of Maori.

Essential Experience and Capability

Qualifications:

- Qualification recognised by and registered with the New Zealand Medical Radiation Technologists Board in radiation therapy scope of practice.
- Holder of a New Zealand Annual Practising Certificate for Radiation Therapy.
- Post graduate qualifications or working towards one is an advantage.

Experience:

- Relevant experience with linear accelerators, superficial x-ray units, CT and 3D treatment planning systems with a minimum of three years post registration experience preferable.
- Evidence of continued professional development in radiation therapy.
- Experience in supervising and teaching students and/or new graduate radiation therapists.
- Senior experience in treatment modalities would be an advantage.
- Experience of clinical practice development projects would be an advantage.
- Supervisory experience is an advantage.

Skills:

- Ability to provide appropriate and effective radiation treatment service for patients.
- Ability to coordinate a treatment service including managing patients, staff and other resources and equipment.
- To lead, plan and monitor staff performance and development.
- To ensure required equipment and supplies are available and maintained.
- Demonstrated ability to assess the needs of patients attending the radiation treatment service and provide care/education to patients and their significant others.
- Effective interpersonal and communication skills.
- Demonstrated caring and empathetic attitude to patients and relatives.
- Demonstrated ability to work effectively in an interdisciplinary team as well as independently.
- Proven ability to identify problems and formulate solutions.
- Consistently professional approach to work in behaviour/appearance and willingness to maintain high standards of professional competency.
- Ability to develop and build sustainable relationships with a diverse range of people within a multidisciplinary setting.
- Ability to exercise initiative and sound judgement when making decisions.
- Ability to adapt work practices in response to a changing environment.
- Intermediate to advanced level of computer skills.
- Self-motivated and able to work both independently and within a team environment.
- Ability to adhere to and contribute to the development of quality assurance systems and protocols.
- Understanding of and adherence to CCDHB's aims and objectives.

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Capital and Coast District Health Board (CCDHB) 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.

CCDHB 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.