

Position Description

Position	Head of Treatment – Radiation Therapist
Team / Service	Radiation Treatment
Group	Blood, Cancer, and Palliative Care
District	Capital, Coast & Hutt Valley
Responsible to	Team Leader – Radiation Therapist
Children’s Act 2014	This position is classified as a children’s worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from the Wellington Regional Hospital campus

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai ‘Can do’: Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

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

Value

Manaakitanga – Respect, caring, kindness
 Kotahitanga – Connection, unity, equity
 Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora 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 Māori cultural practices.

We are 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.

Radiation Treatment Service Perspective

Radiation Oncology sees over 1600 new patients per annum. The unit's technology base is predominately Varian with 3 TrueBeams (using Aria v16.0) in addition to an HDR Brachytherapy (HDRBT) unit, and a superficial x-ray unit, all supported by a 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 within the wider Wellington Blood and Cancer Centre to support a wide-range of local, national and international studies and clinical trials.

Purpose of the role

Radiation Therapists (RTs) work as part of the multidisciplinary team within the Wellington Blood and Cancer Centre to provide an effective and efficient treatment service to patients undergoing radiation treatment.

The **Head of Treatment – Radiation Therapist** provides support to the Team Leader – Radiation Therapist by taking on delegated leadership and operational tasks for the radiation treatment units. They work in partnership with the MDT to provide effective and efficient management, operation, coordination, and development of the radiation treatment units and provide supervision to the staff rostered in these areas. There are some delegated staff management tasks though no budgetary responsibility.

This role is looked to as the treatment expert in the External Beam Radiation Therapy and Superficial x-ray treatment areas. Therefore, their practice must consistently demonstrate leadership, expertise, and innovation of practice. It is a driving force for practice development and quality improvement in these specialties. In addition this role contributes to the ongoing development of pathways, protocols, and guidelines specific to all aspects of radiation treatment delivery.

This is a patient orientated service and as such the staff member must be prepared to provide direct patient and clinical care as appropriate to the needs of the service. Excellent communication is essential in this role to ensure patients receive optimal treatment, education, assessment and interventions. They must maintain a strong knowledge of standards, processes, and policies at all times.

In addition, all Radiation Therapists employed by Te Whatu Ora, Capital, Coast, and Hutt Valley must be registered with the New Zealand Medical Radiation Technologists Board and maintain a current annual practising certificate as a Registered Radiation Therapist.

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

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

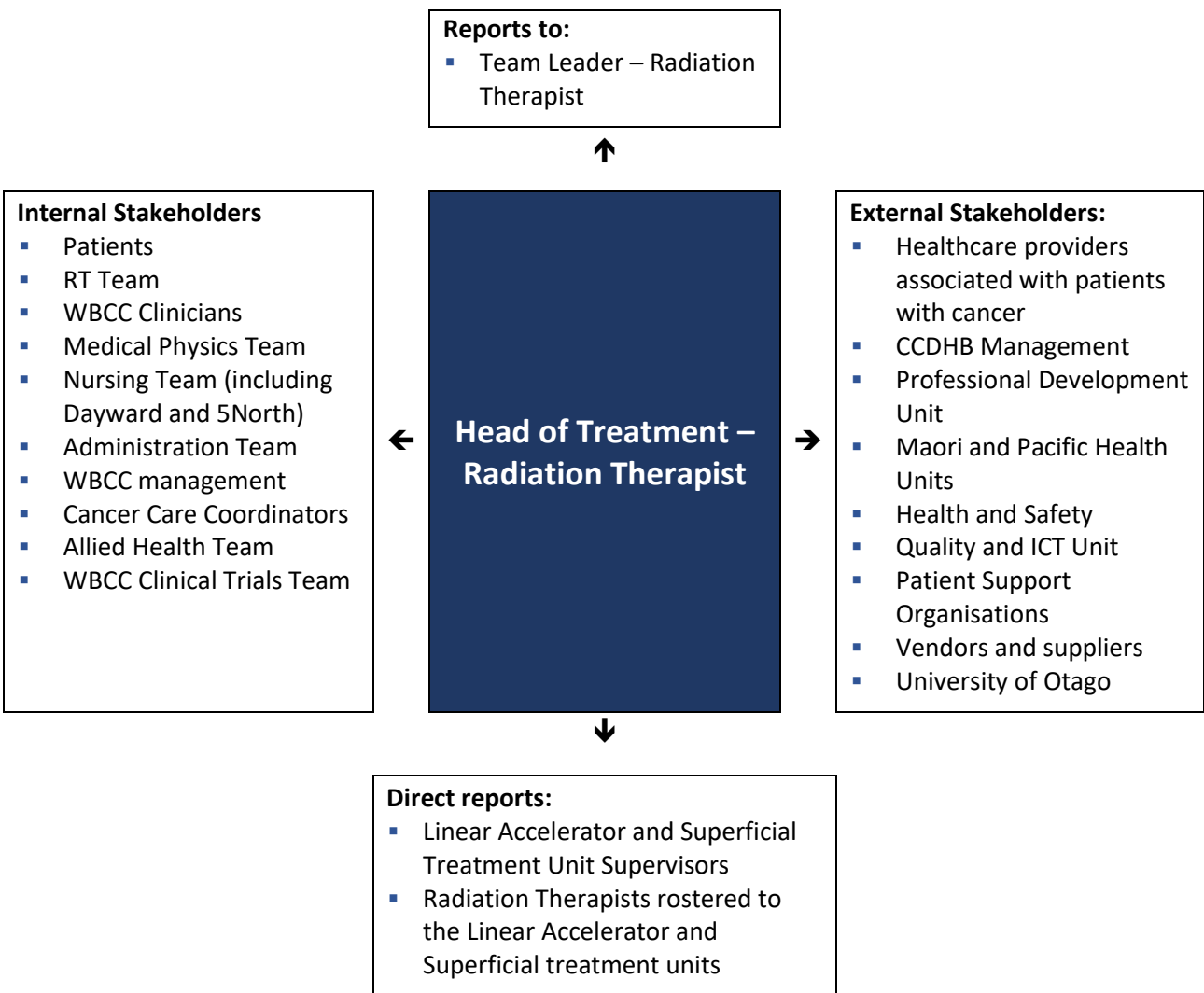
Key accountabilities	Deliverables / Outcomes
1. Clinical Practice	<ul style="list-style-type: none"> ▪ Takes responsibility for providing day to day clinical leadership to the Linear Accelerator and Superficial unit teams, including providing clinical advice, support and guidance to others ▪ Role models effective communication to establish therapeutic relationships and set expectations with patients, whānau, and the multidisciplinary and wider health teams. This includes relaying complex, sensitive and contentious information ▪ Carries out and support others with assessment, formulation and management of risks, providing sound advice in complex clinical and operational issues across settings ▪ Demonstrates provision of and support others with culturally safe / bicultural practice with patients/ clients and their whānau ▪ Demonstrates an awareness of health inequalities, with evidence of implementing actions within clinical practice and identifying solutions for wider service delivery that contribute towards reducing inequalities for patients / clients and / or whānau ▪ Completes documentation consistent with legal and organisational requirements ▪ Adheres to any applicable recognised best practice and any relevant clinical policies and practice guidelines ▪ Demonstrates understanding of local, sub-regional, regional and national context in relation to provision of health and social support ▪ Provides specialist expert advice, teaching and instructions to patients, carers, relatives and other professionals to promote coordination of support being delivered ▪ Identifies unmet needs of patients along with potential solutions to address these needs ▪ Demonstrates recognition that the patient’s knowledge, experiences and culture are integral to effective delivery of treatment ▪ 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 ▪ Can diffuse even high-tension situations comfortably

Key accountabilities	Deliverables / Outcomes
2. Leadership & Management	<ul style="list-style-type: none"> ▪ From the information available, prioritises patients to enable appropriate scheduling of procedures, delegates appropriate tasks and has oversight of workload for staff in the clinical area ▪ Attends and actively contributes to all relevant department, clinical and team meetings, leading and facilitating such meetings as required ▪ Assists team leaders and professional leaders to monitor standards of professional practice ▪ Demonstrates negotiation and management of conflict skills within the workplace ▪ Provides reports to team leaders/professional leaders in relation to the Linear Accelerator and Superficial units, as requested ▪ Is involved in recruitment and selection processes as requested by team leader or professional leader ▪ Provides advice and recommendations to team leader where this will support delivery of services ▪ Can orchestrate multiple activities at once to accomplish a goal ▪ Uses resources effectively and efficiently ▪ Leads and supports the development of evidence based clinical practice ▪ Collaborates with the Team Leader and Head of Pre-Treatment on service delivery issues, providing strategic input into the development of the service ▪ Recognises financial and resource constraints ▪ Initiates, facilitates, and encourages the innovation and development of ideas ▪ Participates in staff appraisals, development, rostering, and recruitment as requested
3. Teaching & Learning	<ul style="list-style-type: none"> ▪ Maintains competency to practice through identification of learning needs and continuing professional development activities. This should comply with professional body requirements ▪ Leads and fosters a learning environment for staff including teaching and participating in the running of training relevant to Linear Accelerator and Superficial Treatment units ▪ Contributes to the training needs analysis for the team / service / profession ▪ Provides interdisciplinary education in Linear Accelerator and Superficial Radiation Therapy ▪ Provides critical analysis, appraisal and integration of current research outcomes and relevant literature in order to maintain advanced levels of knowledge and practice. Demonstrates application of this knowledge in practice ▪ Maintains an awareness of current developments in External Beam and Superficial Radiation Therapy ▪ Is involved in the induction and training of newly appointed staff as required ▪ Develops clinical skills of others by providing learning opportunities

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> ▪ Completes core training as applicable for the role ▪ Participates in an annual performance review and associated clinical assurance activities ▪ Provides mentoring and clinical support and / or professional supervision ▪ Maintains clinical competence in all areas of practice by partaking in education and training outside of External Beam and Superficial Radiation Therapy
4. Continuous service improvement, innovation, quality and risk	<ul style="list-style-type: none"> ▪ Establish a culture of continuous improvement, ensuring linked and cohesive 3DHB view of the support services function that identifies opportunities and co-designs innovative solutions to meet the changing needs, from local patients through to district services or whole sector ▪ Actively contributes to risk minimisation activities within the service ▪ Identify, undertake and monitor audit activities and other practice evaluation activities ▪ Comply with Reportable Events policy ▪ Facilitate and monitor preventative maintenance, quality assurance, and supply maintenance ▪ Takes the lead on development of quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice etc. ▪ Proactively challenges and questions established interventions and approaches ▪ Actively participates in national, regional and sub-regional working groups / clinical networks to identify and implement innovative practice and or service improvements as appropriate ▪ Establishes collaborative partnerships with external organisations to promote integrated working that improve the outcomes and experience of patients/clients ▪ Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process ▪ Practises in a way that utilises resources (including staffing) in the most sustainable and cost effective manner
5. Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▪ Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to ▪ Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance ▪ Cultural competence is grown across the team, supporting inclusion and partnership
6. Health & Safety	<ul style="list-style-type: none"> ▪ Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature ▪ Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> ▪ Maintain a proactive culture of Health & Safety supported by systems ▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities

Key Relationships & Authorities



Capability Profile

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

Competency	Behaviours
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 ▪ Listens with a preparedness to understand ▪ Can diffuse even high-tension situations comfortably ▪ Creates a culture of empowerment, trust, honesty, motivation, innovation and excellence
Organising	<ul style="list-style-type: none"> ▪ Can marshal resources (people, funding, material, support) to get things done ▪ Can orchestrate multiple activities at once to accomplish a goal ▪ Uses resources effectively and efficiently ▪ Arranges information and documentation in a useful manner
Planning	<ul style="list-style-type: none"> ▪ Accurately scopes out length and difficulty of tasks and projects ▪ Sets objectives and goals ▪ Breaks down work into the process steps ▪ Develops schedules and task/people assignments ▪ Anticipates and adjusts for problems and roadblocks ▪ Measures performance against goals ▪ Evaluates results
Decision Quality	<ul style="list-style-type: none"> ▪ Is results focused and committed to making a difference ▪ Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgement ▪ Most solutions and suggestions turn out to be correct and accurate when judged over time ▪ Sought out by others for advice and solutions
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 ▪ Looks beyond the obvious and doesn't stop at the first answer
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
Action Oriented	<ul style="list-style-type: none"> ▪ Enjoys working hard. Is action oriented and full of energy for the things he/she sees as challenging ▪ Not fearful of acting with a minimum of planning, seizes more opportunities than others
Team Work	<ul style="list-style-type: none"> ▪ Develops and maintains 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

Competency	Behaviours
	<ul style="list-style-type: none"> ▪ Develops rapport and builds networks of constructive working relationships with key stakeholders ▪ Effectively uses team dynamics and individual operating styles to build team processes and strengths ▪ 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 their own role directly or indirectly supports the health and independence of the community
Quality & Innovation	<ul style="list-style-type: none"> ▪ Provides quality service to those who rely on one's work ▪ Looks for ways to improve work processes - suggests new ideas and approaches ▪ Explores and trials ideas and suggestions for improvement made by others ▪ Develops new and/or more effective work processes and systems through lateral thinking and creativity ▪ Shows commitment to continuous learning and performance development ▪ Is proactive and motivated and responds positively to new challenges and opportunities

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Expectation of at least 5 years clinical practice
- Record of working successfully in leadership positions
- High level experience with linear accelerators, and superficial x-ray units
- Relevant experience with CT and 3D treatment planning systems (preferable)
- Preferable experience in mould room techniques
- Experience with clinical practice development projects and a proven track record in service development and leading teams
- Experience in supervising qualified and new graduate radiation therapists, and teaching students
- Ability to coordinate efficient and effective External Beam Radiation Therapy service provision
- Effective interpersonal and communication skills
- Ability to develop and build sustainable relationships with a diverse range of people within a multidisciplinary setting
- Ability to work with Head of Planning Radiation Therapist to coordinate the full service, including managing patients, staff and other resources and equipment
- Be self-motivated, adaptable, and flexible

B. Essential Professional Qualifications / Accreditations / Registrations:

- Qualification recognised by and registered with the New Zealand Medical Radiation Technologists Board in radiation therapy scope of practice
- Holder of a current New Zealand annual practicing certificate for radiation therapy
- Post Graduate education/working towards (advantageous)

C. Someone well-suited to the role will place a high value on the following:

- Delivering high quality care for the patient & whānau

- Contributing to the development of others
- Advanced speciality knowledge
- Leading and facilitating clinical improvements
- Continual improvement focus

D. Other:

- A commitment and understanding of the Treaty of Waitangi (and application to health) and a willingness to work positively in improving health outcomes for Maori.
- Proficiency in using technology within the workplace.

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

Te Whatu Ora 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 Māori cultural practices.

We are 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.