

Position Description: Medical Physicist Assistant

Business area: Cancer Care Centre
 FTE: As per Conditions of Employment
 Reports to: Chief Physicist

Position Objective:

To assist in the day to day scientific tasks associated with radiotherapy under the supervision of a medical physicist.

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Radiation Therapists, • Radiation Oncologists • Clinical Scientists • Information Technology staff • Administration staff • Other staff in the Cancer Care Centre 	<ul style="list-style-type: none"> • Office of Radiation Safety • Engineers • Technical support personnel • Manufacturers and suppliers of Radiation Oncology equipment • Other Radiation Oncology centres



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Key Areas of Accountability:

Area of Accountability	Expected Results
General	<ul style="list-style-type: none"> • Performed general quality assurance on equipment and software in the Radiation therapy department following established protocols • Under the supervision of a Medical Physicist, assist with patient specific quality control • Performs highly accurate routine and non-routine dosimetry and geometric quality control of the radiotherapy equipment under the supervision of a Medical physicist to ensure that it remains within clinically acceptable tolerances. • Work and documentation to be completed within required time frame
Research and Development	<ul style="list-style-type: none"> • Participates in R&D projects agreed by the Chief Physicist.
IT	<ul style="list-style-type: none"> • Liaises and coordinates work and purchases of hardware with the Hospital IT team. • Participate in the Development of the use of in-house 3D printing
Interpersonal Relationships/Leadership and Teamwork	<ul style="list-style-type: none"> • Promotes harmonious working relationships within the department and with clinicians and other staff members. • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Communicates effectively, honestly and openly with other team members. • Fosters co-operation across clinical and administrative groups. • Models the Cancer Care Centre's values.
Quality Improvement	<ul style="list-style-type: none"> • Maintains operational and quality assurance procedures within the quality management system and proposes changes and improvements to procedures as necessary • Participates actively in quality improvement activities by planning, implementing and evaluating improvements. • Initiates, participates in design and evaluates audits and applies outcomes to improve service provision. • Participates actively in Ministry of Health Certification and Accreditation process. • Documents and reports incidents accurately in accordance with hospital policy. • Participates actively in the development/review of policies and procedures.
Professional Development	<ul style="list-style-type: none"> • Maintains professional standards at all times by applying the standards of practice as laid down by the professional body and the organisation. • Demonstrates and facilitates contemporary knowledge and skills. • Understands and adheres to all legislative requirements and follows St George's Hospital policies and procedures. • Participates in an annual performance appraisal and the setting of performance objectives aligned to the goals of the organization. • Identifies own learning requirements/deficits and discusses development plan with Manager. • Attends CPR updates and familiarises self with emergency equipment. • Attends relevant study days and in-service education. • Fosters an environment conducive to learning, enquiry and research. • Participates in approved research programmes as requested.
Organisational Culture	<ul style="list-style-type: none"> • Fosters co-operation across the organisation. • Is customer focused, understands and promotes the concept of internal and external customers (i.e. patients, colleagues and clinicians).



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	<ul style="list-style-type: none"> • Maintains confidentiality in respect to St George's operations, business, employees, clients and patients. • Adheres to St George's policies and procedures.
Cultural understanding of the Treaty of Waitangi	<ul style="list-style-type: none"> • Understands and demonstrates an awareness of the obligations relating to the Treaty of Waitangi and the implications in practice. • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori. • Respects diversity of cultural and religious beliefs amongst staff and patients.
Health & Safety Radiation Safety General	<ul style="list-style-type: none"> • Complies with current New Zealand radiation protection legislation and codes of practice. • Brings to the attention of the Chief Physicist any safety issues. • Ensures accidents and untoward incidents occurring in the department are reported. • Takes reasonable care for personal health and safety. • Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons. • Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at work Act 2015 • Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers. • Ensures compliance with hospital security requirements and is vigilant in all matters of security. • Recognises safety hazards and initiates appropriate corrective actions. • Attends fire and evacuation lectures and participates in drills as required. • Participates in Health and Safety training as mandated by St George's from time to time.
Organisational effectiveness	<ul style="list-style-type: none"> • Looks for ways and means to actively and effectively promote cost effectiveness.
Other Duties	<ul style="list-style-type: none"> • To undertake other duties as requested by the XXX from time to time • Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential
Qualifications	<ul style="list-style-type: none"> • A degree (BSc or higher) in a relevant subject.
Experience & Knowledge	<ul style="list-style-type: none"> • Have the ability to perform scientific measurements accurately and have good computing skills. • Eligible to obtain a license to use Ionising Radiation from the Office of Radiation Safety.
Personal Attributes	<ul style="list-style-type: none"> • Good organisational skills and able to set appropriate priorit • Effective interpersonal skills and be able to work as part of a small team. • Highly motivated • Able to work effectively and efficiently under occasional periods of pressure.

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	Essential
	<ul style="list-style-type: none"> • Good oral and written communication skills. • Prepared to work flexible hours. • Innovative • Appreciate the need for sensitivity when dealing with patients and their relatives. • Fast learner and takes ownership to keep skills and knowledge up to date

Agreed by:

Signed: _____ **Date:** _____
(Employee)

Signed: _____ **Date:** _____
Chief Physicist