

Position Description: Planning Specialist Radiation Therapist

Business area: Clinical
 FTE: As per Conditions of Employment
 Reports to: Radiation Therapy Clinical Team Leader

Position Objective:

- To provide advanced technical expertise in dosimetry planning across all anatomical sites
- Day to day coordination of RO workload in planning
- Provide teaching and training for staff and students in dosimetry planning

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Clinical Directors • Oncologists • Physicists • Practice Manager • Nurses • Allied health team • Information technology staff • Admin team 	<ul style="list-style-type: none"> • Pacific Radiology Group • Referrers • Elekta team • Cancer Society



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Key Areas of Accountability:

Area of Accountability	Expected Results
Set and maintain the highest possible standard of patient care	<ul style="list-style-type: none"> • A focus on patient needs is expressed at all times • Ensure that our patients are provided the highest level of care: Educate, prepare and reassure patients and their families-all procedures are explained in a clear manner, and the patient receives the appropriate written information. • Liaise with relevant allied health and support services to meet the patient needs • Seek to continuously improve the patient journey.
Professional Practice	<ul style="list-style-type: none"> • Develop and maintain a high level of expertise in planning all anatomical sites • Support development initiatives for the use of MOSAIQ, MONACO, and other planning related resources • Initiate and facilitate the innovation and development of ideas and procedures • Provide contribution to performance reviews of qualified radiation therapy staff working in the dosimetry area. • Provide technical support to ensure all radiation staff rostered to dosimetry area are performing to required levels • Ensure effective supervision of all student clinical work by a registered radiation therapist. • Develop and maintain orientation and training programmes to ensure effective training for all staff and students in 3D and VMAT planning and other pre-treatment related tasks
Interpersonal Relationships/Leadership and Teamwork	<ul style="list-style-type: none"> • Maintains approachability and an open, effective communication style. • Models St George's Hospital vision, values and goals. • Respects lines of authority and uses proper channels of communication. • Is open and receptive to feedback. • Establishes collaborative networks across teams for mutual benefit. • Collaborates with peers to achieve strategic goals. • Reinforces patient/client focus through education, practice, policies and/or procedures. • Recognises individual efforts in excellent patient/client focus. • Responds to the changing needs of patients/client groups and appropriately plans education and practice development initiatives to meet service need. • Empowers others to take action to resolve patient/client issues promptly • Creates a culture of patient/client focus through person-centered care. • Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.
Quality Improvement	<ul style="list-style-type: none"> • 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 and continuously updates professional portfolio. • Maintains own professional development and mandatory updates. • Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation . • Identifies own learning requirements/deficits and develops a plan in conjunction with line manager.



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	<ul style="list-style-type: none"> • 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 organisation. • 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). • 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 has knowledge of the Treaty of Waitangi and implications for clinical practice. • Collaborates with colleagues regarding the integration of the Treaty principles of partnership, protection and participation in practice, guiding and providing resources to foster understanding. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori. • Promotes an awareness of cultural differences amongst staff and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice.
Health & Safety	<ul style="list-style-type: none"> • 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.
Other Duties	<ul style="list-style-type: none"> • Undertakes other duties as requested from time to time • Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

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Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Bachelor of Health Science (Radiation Therapy) or other related qualification recognised by the New Zealand Medical Radiation Technology Board (MRTB) • Registration in the Radiation Therapy Scope of Practice with the MRTB • Holds a current annual practicing certificate, with no conditions, issued by the MRTB 	
Experience & Knowledge	<ul style="list-style-type: none"> • Clinical Experience in all facets of modern radiation therapy • Extensive experience with advanced planning techniques, radiation CT procedures 	
Personal Attributes	<ul style="list-style-type: none"> • Contribution • Models and shares the CCC vision, values and expectations with others • Independent worker who demonstrates the personal characteristics of professionalism, credibility, honesty and accountability • An adaptive innovative person who maintains the highest standards of personal conduct in performing all duties • Teamwork • Accepts responsibility for achieving shared goals • Able to build productive relationships based on respect and good rapport • Engages in collaborative practice with colleagues • Shares information appropriately and listens to the opinion of others to facilitate team cohesion • Work ethic • Well prepared and organised. Provides clear direction, prioritises work depending on available resources, and encourages and provides actionable feedback. • Is able to prioritise, work to deadlines and is committed to delivering successful outcomes • Willing and able to take responsibility in making decisions and to be held accountable for the results • Able to evaluate information quickly, identify key issues and formulate conclusions built on sound, practical judgement, experience, and common sense 	

Agreed by:

Signed: _____
Employee

Date: _____

Signed: _____
Hospital Manager

Date: _____