



## ***POSITION DESCRIPTION***

<b>Position Title</b>	<b>Radiation Therapist Team Leader</b>
<b>Business area:</b>	<b>Cancer Care Centre</b>
<b>FTE:</b>	<b>As per Conditions of Employment</b>
<b>Reports to:</b>	<b>Practice Manager</b>
<b>Approved by:</b>	

### **Position Objective**

- To provide effective leadership and management of the radiation treatment planning and delivery service
- To be professionally accountable for quality management of patients undergoing radiation treatment.
- To facilitate the functioning of an environment conducive to patient and staff safety and wellbeing.
- To support the business objectives of the organisation.

### **Functional Relationships**

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"><li>• Oncologists</li><li>• Radiation Therapists</li><li>• Nurse Team Leader</li><li>• Chief Physicist and physics team</li><li>• Allied Health Professionals</li><li>• other St George's staff</li></ul>	<ul style="list-style-type: none"><li>• Oncology staff</li><li>• NZ wide RT team leaders</li><li>• Industry such as Elekta staff</li></ul>



## Key Areas of Accountability

Area of Accountability	Expected Results
<p><b>Leadership</b></p>	<ul style="list-style-type: none"><li>• Supports the Cancer Care mission statement, values and strategic goals through clinical leadership and the provision of expert care to patients, whanau and family.</li><li>• Facilitates clinical oversight for the radiation therapists' staff and is accountable for the delivery of optimal patient care.</li><li>• Promotes business relationships with medical consultants to ensure effective communication with the key stakeholders to meet the business and strategic goals of the organization</li><li>• Collaborates with the medical consultants to ensure the provision of high quality, evidence-based treatment and care</li><li>• Directs, monitors and evaluates care provided by radiation therapist staff through quality initiatives such as audit, and performance planning.</li><li>• Completes staff performance reviews identifying a clear plan for staff to meet clinical competencies requirements.</li><li>• Implements effective programs to ensure ongoing training and development needs of the team are met</li><li>• Role models and provides guidance for quality Radiation therapist practice in accordance with registration requirements.</li><li>• Initiates and maintains clear and accurate records ensuring compliance with the documentation requirements of the organization.</li><li>• Manages emergency procedures in their area, maintaining a safe and secure patient/whanau care and work environment.</li><li>• Contributes to strategies for effective succession planning, recruitment and retention</li></ul>
<p><b>Interpersonal Relationships/Teamwork</b></p> <p>To ensure effective teamwork and contribute to the achievement of CCC vision and strategic plan.</p> <p>To communicate effectively with patients, colleagues, other health professionals and the public.</p>	<ul style="list-style-type: none"><li>• Develops and sustains positive internal and external relationships, through communication and consultation.</li><li>• Ensures an environment that fosters communication and teamwork and collegial support to all CCC staff and the broader community.</li><li>• Appreciates and respects the contribution of others within the team.</li><li>• Contributes positively to the goals of the team and the organisation.</li><li>• Promotes a culture of professional development by engaging with staff and initiating strategies to promote professional growth whilst recognising individual abilities and organisational needs.</li><li>• Communicates honestly and openly with team members.</li><li>• Mentors, coaches, acknowledges, empowers and challenges staff.</li><li>• Respects and supports staff when they make ethical decisions.</li><li>• Ensures all communication reflects: -<ul style="list-style-type: none"><li>- an ability to support and guide people experiencing loss or grief or increasing dependence</li></ul></li><li>• Interprets and adheres to lines of authority and uses proper channels of communication.</li><li>• Accepts and effects constructive change and/or criticism.</li><li>• Empathises with others.</li></ul>



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<p><b>Professional practice</b></p>	<ul style="list-style-type: none"> <li>• Works clinically to maintain competency</li> <li>• 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.</li> <li>• Liaise with relevant allied health and support services to meet the patient needs</li> <li>• Seek to continuously improve the patient journey.</li> <li>• Radiation treatment is planned, delivered and recorded in an accurate and efficient manner utilizing agreed protocols and guidelines</li> </ul>
<p><b>Professional Development</b> To maintain a high level of professional development</p>	<ul style="list-style-type: none"> <li>• Maintains and enhances current knowledge and skill base.</li> <li>• Participates in an annual performance appraisal and the setting of performance objectives.</li> <li>• Undertakes responsibility for meeting all the mandatory requirements of the Professional body and the Organisation.</li> <li>• Fosters an environment conducive to learning, enquiry and research.</li> <li>• Maintains an excellent knowledge of supporting equipment in specialty area and is able to trouble shoot.</li> <li>• Engages in clinical supervision and preceptorship or orientation of radiation therapist staff, students and other members of the multidisciplinary team.</li> <li>• Identifies teaching needs and provide accurate information and education to patients, relatives and/or significant others.</li> <li>• Acts as a role model for radiation therapists and is prepared to guide and teach any staff with whom she/he is working.</li> </ul>
<p><b>Inter-professional Healthcare and Quality Improvement</b> To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> <li>• Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes.</li> <li>• Liaises with Quality Coordinator to ensure incidents are categorised , reviewed and investigated, and follow up actions for improvement are identified, in a timely manner</li> <li>• Participates in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification, QHNZ Accreditation and BFHI certification.</li> <li>• Participates in the development and review of written standards.</li> <li>• Communicates modifications to procedures and policies as they occur.</li> </ul>
<p><b>Organisational Culture</b> To support a strong and positive image of St George's within the community and with key internal and external stakeholders</p>	<ul style="list-style-type: none"> <li>• Promotes harmonious working relationships .</li> <li>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus.</li> <li>• Assists in facilitating positive inter-departmental relationships.</li> <li>• Maintains confidentiality in respect to CCC's operations, business, employees, clients and patients.</li> <li>• Models CCC's values and adheres to policies and procedures.</li> </ul>
<p><b>Cultural understanding of the Treaty of Waitangi</b></p>	<ul style="list-style-type: none"> <li>• Understands and promotes the principles of the Treaty of Waitangi and the implications in nursing and research practice.</li> </ul>



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Area of Accountability	Expected Results
To promote cultural awareness within the Cancer Care Centre	<ul style="list-style-type: none"><li>• Respects, promotes and role models sensitivity towards ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi.</li><li>• Displays a willingness to work positively with organisational strategies to improve outcomes for Maori.</li><li>• Respects diversity of cultural and religious beliefs amongst staff and women.</li></ul>
<b>Health &amp; Safety</b> To promote and ensure a safe working environment	<ul style="list-style-type: none"><li>• Ensures absolute familiarity with the procedures in the event of cardiac arrest, fire, internal and external disasters.</li><li>• Performs all duties adhering to the infection control process maintaining a safe environment for both patients and staff</li><li>• Participates in health and safety and infection control education sessions</li><li>• Understands and uses Personal Protective equipment as required.</li><li>• Ensures accidents and untoward incidents occurring in the department are reported.</li><li>• Takes reasonable care for personal health and safety.</li><li>• Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons.</li><li>• 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.</li><li>• Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers.</li><li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li><li>• Recognises safety hazards and risks and initiates appropriate corrective actions.</li><li>• Participates in Health and Safety training as mandated by St George's from time to time.</li></ul>
<b>Organisational effectiveness</b> To contribute to the cost effectiveness and changing needs of the hospital business	<ul style="list-style-type: none"><li>• Sets appropriate priorities for workload.</li><li>• Looks for ways and means to actively and effectively promote cost effectiveness.</li><li>• Accurately completes cost accounting documents as appropriate.</li><li>• Ensures department remains within budget and provides rationale for exceptions.</li></ul>
<b>Other Duties</b> To undertake other duties as requested by the Practice Manager from time to time	<ul style="list-style-type: none"><li>• Performs such duties in a timely, accurate manner and in accordance with policies and procedures.</li></ul>

### Qualifications, Experience and Personal Qualities



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

**Agreed by:**

Signed: \_\_\_\_\_  
**(Employee)**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
**(Practice Manager)**

Date: \_\_\_\_\_