

Position Description: Medical Physicist Assistant

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

Our Vision	Leading cancer care in Aotearoa – we bring inspiration and innovation together to positively impact the lives of New Zealanders.
Our Mission	To be the patient's choice for world class cancer care delivered by people with passion.
Our Values	<p>Excellence</p> <ul style="list-style-type: none"> • We deliver outstanding care to our patients with a focus on continuous improvement. <p>Resilience</p> <ul style="list-style-type: none"> • We are flexible and responsive to the needs of our patients and our people. <p>Collaboration</p> <ul style="list-style-type: none"> • We work in partnership with our patients, their whanau, and our staff. <p>Integrity</p> <ul style="list-style-type: none"> • We act with authenticity and to the highest standard of performance and conduct.

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 colleagues • Administration colleagues • Other staff in the Cancer Care Centre 	<ul style="list-style-type: none"> • Office of Radiation Safety • Vendor Service 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"> • Performs general quality assurance on equipment and software in the Radiation therapy department following established protocols. • Under the supervision of a Medical Physicist, assists with patient specific quality control. • Performs highly accurate routine and non-routine dosimetric and geometric quality control of the radiotherapy equipment under the supervision of a Medical physicist to ensure that it remains within clinically acceptable tolerances.
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. • Participates 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 colleagues. • 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, designs, 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 safety and Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Demonstrates an understanding of and commitment to our responsibilities of Te Tiriti o Waitangi. • Respects diversity of cultural, this may include age, gender, sexuality, ethnicity, culture, disability or beliefs.
Health & Safety Radiation Safety	<ul style="list-style-type: none"> • Complies with current New Zealand radiation protection legislation and codes of practice. • Complies with and supports all health and safety policies, guidelines and initiatives. • Ensures all incidents, injuries and near misses are reported in our H&S reporting tool.
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 Chief Physicist 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.
Personal Attributes	<ul style="list-style-type: none"> • Good organisational skills and able to set appropriate priority • Effective interpersonal skills and be able to work as part of a small team. • Highly motivated and can-do attitude. • Able to work effectively and efficiently under occasional periods of pressure. • 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