

## *Position Description: Planning Specialist Radiation Therapist*

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

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

**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:**

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



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### *Key Areas of Accountability:*

<b>Area of Accountability</b>	<b>Expected Results</b>
<b>Set and maintain the highest possible standard of patient care</b>	<ul style="list-style-type: none"> <li>• A focus on patient needs is expressed at all times</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> </ul>
<b>Professional Practice</b>	<ul style="list-style-type: none"> <li>• Develop and maintain a high level of expertise in planning all anatomical sites</li> <li>• Support development initiatives for the use of MOSAIQ, MONACO, and other planning related resources</li> <li>• Initiate and facilitate the innovation and development of ideas and procedures</li> <li>• Provide contribution to performance reviews of qualified radiation therapy staff working in the dosimetry area.</li> <li>• Provide technical support to ensure all radiation staff rostered to dosimetry area are performing to required levels</li> <li>• Ensure effective supervision of all student clinical work by a registered radiation therapist.</li> <li>• 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</li> </ul>
<b>Interpersonal Relationships/Leadership and Teamwork</b>	<ul style="list-style-type: none"> <li>• Maintains approachability and an open, effective communication style.</li> <li>• Models St George's Hospital vision, values and goals.</li> <li>• Respects lines of authority and uses proper channels of communication.</li> <li>• Is open and receptive to feedback.</li> <li>• Establishes collaborative networks across teams for mutual benefit.</li> <li>• Collaborates with peers to achieve strategic goals.</li> <li>• Reinforces patient/client focus through education, practice, policies and/or procedures.</li> <li>• Recognises individual efforts in excellent patient/client focus.</li> <li>• Responds to the changing needs of patients/client groups and appropriately plans education and practice development initiatives to meet service need.</li> <li>• Empowers others to take action to resolve patient/client issues promptly</li> <li>• Creates a culture of patient/client focus through person-centered care.</li> <li>• Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Participates actively in quality improvement activities by planning, implementing and evaluating improvements.</li> <li>• Initiates, participates in design and evaluates audits and applies outcomes to improve service provision.</li> <li>• Participates actively in Ministry of Health Certification and Accreditation process.</li> <li>• Documents and reports incidents accurately in accordance with hospital policy. Participates actively in the development/review of policies and procedures.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Maintains and continuously updates professional portfolio.</li> <li>• Maintains own professional development and mandatory updates.</li> <li>• Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation .</li> <li>• Identifies own learning requirements/deficits and develops a plan in conjunction with line manager.</li> </ul>



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<b>Area of Accountability</b>	<b>Expected Results</b>
	<ul style="list-style-type: none"> <li>• Demonstrates and facilitates contemporary knowledge and skills.</li> <li>• Understands and adheres to all legislative requirements and follows St George's Hospital policies and procedures.</li> <li>• Participates in an annual performance appraisal and the setting of performance objectives aligned to the goals of the organisation.</li> <li>• Identifies own learning requirements/deficits and discusses development plan with Manager.</li> <li>• Attends CPR updates and familiarises self with emergency equipment.</li> <li>• Attends relevant study days and in-service education.</li> <li>• Fosters an environment conducive to learning, enquiry and research.</li> <li>• Participates in approved research programmes as requested.</li> </ul>
<b>Organisational Culture</b>	<ul style="list-style-type: none"> <li>• Fosters co-operation across the organisation.</li> <li>• Is customer focused, understands and promotes the concept of internal and external customers (i.e. patients, colleagues and clinicians).</li> <li>• Maintains confidentiality in respect to St George's operations, business, employees, clients and patients.</li> <li>• Adheres to St George's policies and procedures.</li> </ul>
<b>Cultural safety and Te Tiriti o Waitangi</b>  To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> <li>• Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health.</li> <li>• Collaborates with colleagues regarding the integration of Te Tiriti principles of partnership, protection and participation in practice</li> <li>• Displays a willingness to work positively with organisational strategies to improve outcomes for Māori</li> <li>• 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</li> </ul>
<b>Health &amp; Safety</b>  To ensure a safe working environment	<ul style="list-style-type: none"> <li>• Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with legislated Health and Safety at Work requirements</li> <li>• Complies with the Office of Radiation Safety's Codes of Safe Practice</li> <li>• Complies with the Radiation Protection legislation</li> <li>• Cooperates with any reasonable policy or procedure relating to health or safety at the workplace</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security</li> <li>• Participates in Health and Safety training as required by St George's</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Undertakes other duties as requested from time to time</li> <li>• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> </ul>



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### *Qualifications, Experience and Personal Qualities*

	<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>	
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Clinical Experience in all facets of modern radiation therapy</li> <li>• Extensive experience with advanced planning techniques, radiation CT procedures</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Contribution</li> <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> <li>• Teamwork</li> <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> <li>• Work ethic</li> <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:** \_\_\_\_\_  
**Hospital Manager**

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