



Position Description: Radiation Therapy Planning Supervisor

Business area: Clinical

FTE: As per Conditions of Employment

Reports to: Clinical Team Leader

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| 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 plan and deliver an exceptional level of care for those patients undergoing radiation treatment

To provide effective supervision and management of the Cancer Care Centre pre treatment work areas including CT and dosimetry processes and staff

Functional Relationships:

| Internal: | External: |
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| <ul style="list-style-type: none"> Clinical Directors Oncologists Chief Physicist and Medical Physicists Radiation Therapy Manager General Manager Operations Manager Medical Oncology Manager and Oncology Nurses Allied health team Information technology staff Admin team | <ul style="list-style-type: none"> Pacific Radiology Group Referrers Vendor organisations including Elekta staff Cancer Society Other third party organisations as required |



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Key Areas of Accountability:

| Area of Accountability | Expected Results |
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| 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"> • Radiation treatment is planned , delivered and recorded in an accurate and efficient manner utilising agreed protocols and guidelines • Ensure the safe use of all equipment operated by radiation therapy staff, within health and safety guidelines. • Ensure the efficient use of the working environment and clinical resources. • Ensure that all administrative duties relating to the daily functioning of the radiation dosimetry area are completed in an appropriate and efficient manner. • Develop, maintain, supervise and audit quality assurance programmes in the radiation dosimetry area. To include independent chart checks, treatment prescription and technique QA, record and verify system QA, and equipment safety and accuracy checks. • Initiate and facilitate key development initiatives for the use of the RTP and other planning resources • Initiate, facilitate and encourage the innovation and development of ideas and procedures to maintain and enhance the quality of radiation therapy and student clinical training • Active contribution to performance reviews of qualified radiation therapy staff, in collaboration with the RT Manager • Appropriate supervision is maintained to ensure all treatment staff are performing to required levels • Staff training requirements are identified • Ensure effective supervision of all student clinical work by a registered radiation therapist. • Orientation and training programmes are developed and implemented to ensure effective training for all staff and students in the dosimetry area |
| Interpersonal Relationships/Leadership and Teamwork | <ul style="list-style-type: none"> • Maintains approachability and an open, effective communication style. • Models St George's Cancer Care Centre 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. |



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| Area of Accountability | Expected Results |
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| | <ul style="list-style-type: none"> • 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. • 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 safety and Te Tiriti o Waitangi To promote cultural awareness within St George's Hospital | <ul style="list-style-type: none"> • Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health. • Collaborates with colleagues regarding the integration of Te Tiriti principles of partnership, protection and participation in practice • Displays a willingness to work positively with organisational strategies to improve outcomes for Māori • 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 To ensure a safe working environment | <ul style="list-style-type: none"> • 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 • Complies with the Office of Radiation Safety's Codes of Safe Practice • Complies with the Radiation Protection legislation • Cooperates with any reasonable policy or procedure relating to health or safety at the workplace • Ensures compliance with hospital security requirements and is vigilant in all matters of security • Participates in Health and Safety training as required by St George's • |



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| 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 |
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| Qualifications | <ul style="list-style-type: none"> • Registration with the Medical Radiation Technologist Board of New Zealand (MRTB) • Holds a current practicing certificate | |
| Experience & Knowledge | <ul style="list-style-type: none"> • previous relevant experience in clinical supervision of pre-treatment radiation work area. | <ul style="list-style-type: none"> • Previous experience in a supervisory role • 5 years post graduate radiation therapist experience • Leadership/supervisory training |
| Personal Attributes | <ul style="list-style-type: none"> • Shows respect for people • Uses initiative • Is proactive and innovative • Is an effective communicator • Is caring and friendly | |

Agreed by:

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Practice Manager