

POSITION DESCRIPTION

Position Title	Treatment Supervisor Radiation Therapist
Business area:	St George’s Cancer Care Centre
FTE:	As per Conditions of Employment
Reports to:	Radiation Therapy Manager
Approved by:	Radiation Therapy Manager

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 manage the radiation treatment delivery process and team of Staff Radiation Therapists and Treatment Specialist Radiation therapists’ working on the radiation treatment unit.

To be familiar with and comply with the Mission, Vision, Values and Goals of St Georges Cancer Care Centre.

Functional Relationships

Internal:	External:
<ul style="list-style-type: none"> • Clinical Directors, Physicists, Radiation Therapists, Oncologists, Nurses, Information Technology staff, other administration and allied health staff 	<ul style="list-style-type: none"> • Cancer Society, HealthNZ Oncology Service, Pacific Radiology Group (PRG), and other Cancer related organizations, and referrers, Vendors such as Elekta

Key Areas of Accountability

Authorised by:
 Procedure owner: HR Manager

Issue date: August 2022
 Version: 2

Area of Accountability	Expected Results
<p>Set and maintain the highest possible standard of patient care</p>	<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.
<p>Plan ,deliver and continually seek to improve radiation treatment services</p>	<ul style="list-style-type: none"> • Radiation treatment is planned , delivered and recorded in an accurate and efficient manner utilizing agreed protocols and guidelines
<p>Effective Management of the treatment delivery process and staff</p>	<ul style="list-style-type: none"> • 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 treatment machines are completed in an appropriate and efficient manner. • Develop, maintain, supervise and audit quality assurance programmes in the radiation treatment 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 MOSAIQ, IGRT and other treatment related 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, supported by the Radiation Therapy 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 treatment area
<p>Leadership, Interpersonal Relationships/Teamwork To ensure effective teamwork and contribute to the achievement of CCC vision and strategic plan. To communicate effectively with patients, colleagues, other health professionals and the public.</p>	<ul style="list-style-type: none"> • Develops and sustains positive internal and external relationships, through communication and consultation. • Ensures an environment that fosters communication and teamwork and collegial support to all CCC staff and the broader community. • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Promotes a culture of professional development by engaging with staff and initiating strategies to promote professional growth whilst recognising individual abilities and organisational needs. • Communicates honestly and openly with team members. • Mentors, coaches, acknowledges, empowers and challenges staff. • Respects and supports staff when they make ethical decisions.

Area of Accountability	Expected Results
<p>Professional Development</p> <p>To maintain a high level of professional development</p>	<ul style="list-style-type: none"> • Maintains and enhances current knowledge and skill base. • Participates in an annual performance appraisal and the setting of performance objectives. • Attendance at relevant meetings, courses and programs • Keep abreast of current literature and developments in the field of Radiation Oncology • Maintain familiarity with current Radiation Oncology procedures and protocols. • Enhance skills as required for new equipment and techniques
<p>Inter-professional Healthcare and Quality Improvement</p> <p>To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> • Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes. • Liaises with Quality Coordinator to ensure incidents are categorised, reviewed and investigated, and follow up actions for improvement are identified, in a timely manner • Participates in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification, QHNZ Accreditation and BFHI certification. • Participates in the development and review of written standards. • Communicates modifications to procedures and policies as they occur.
<p>Organisational Culture</p> <p>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"> • Promotes harmonious working relationships . • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus. • Assists in facilitating positive inter-departmental relationships. • Maintains confidentiality in respect to CCC's operations, business, employees, and patients. • Models CCC's values and adheres to policies and procedures.
<p>Cultural safety and Te Tiriti o Waitangi</p> <p>To promote cultural awareness within St George's Hospital</p>	<ul style="list-style-type: none"> • Understands and has knowledge of Te Tiriti o Waitangi and its implications for health. • Collaborates with colleagues regarding the integration of Te Tiriti o Waitangi principles of partnership, protection, participation and self-determination with Māori. • Displays a willingness to work positively with organisational strategies to improve patient 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
<p>Health & Safety</p> <p>To promote and ensure a safe working environment</p>	<ul style="list-style-type: none"> • Champion, support, implement & adhere to any reasonable instruction, policy procedure or initiative to allow St George's to comply with legislated Health and Safety at Work requirements • Promote and ensure a healthy & safe working culture amongst the team • Ensures compliance with hospital security requirements and is vigilant in all matters of security. • Ensures all incidents are reported and investigated in a timely manner
<p>Organisational effectiveness</p> <p>To contribute to the cost effectiveness and changing needs of the hospital business</p>	<ul style="list-style-type: none"> • Sets appropriate priorities for workload. • Looks for ways and means to actively and effectively promote cost effectiveness. • Accurately completes cost accounting documents as appropriate. • Ensures department remains within budget and provides rationale for exceptions.

Area of Accountability	Expected Results
<p>Other Duties To undertake other duties as requested by the Practice Manager from time to time</p>	<ul style="list-style-type: none"> Performs such duties in a timely, accurate manner and in accordance with policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registration with the Medical Radiation Technologist Board of New Zealand (MRTB) 	
Experience & Knowledge		<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">• Empathy• Excellent communication skills• Excellent Teamwork skills	
----------------------------	--	--

Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(General Manager)

Date: _____