



HSS Registered December 2016

Registrar Medical Physicist
Health Salaried Officers Agreement: Level P1
Position Number: 601482
Department of Medical Engineering & Physics
Health Technology Management Unit
Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Area Director
Award Level: P7
Position Number: 103229



Principal Medical Physicist
Award Level: P6
Position Number: 103184



This Position



Directly reporting to this position:

Title	Classification	FTE
• Title	Award; Level	FTE
• Title	Award; Level	FTE

Also reporting to this supervisor:

- 103190 Snr Med Physicist, Level P4, 1FTE
- 103194 Snr Med Physicist, Level P3, 1FTE
- 600960 Medical Physicist, Level P2, 1FTE
- 602290 Medical Physicist, Level 2, 1FTE
- 602937 Medical Physicist, Level 2, 1FTE

Key Responsibilities
 Participate in and complete the radiology and/or nuclear medicine medical physics training, as required, education and accreditation program (TEAP), including the academic course requirements MSc (Medical Physics) and clinical training to become an accredited Radiology and/or Nuclear Medicine Medical Physicist. Participate in the radiology and/or nuclear medicine medical physics working environment, gain expertise in the use and selection of equipment and procedures used by medical physicists. Actively participate in the Department's continuous Quality Improvement Program

Brief Summary of Duties (in order of importance)

1. Medical Physicist Registrar

- 1.1 Complete the Master of Science (Medical Physics) degree or PhD equivalent as required by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) for the Training, Education and Accreditation Program (TEAP).
- 1.2 Meet the requirements of the Clinical Training Guide (CTG) for Diagnostic Imaging Medical Physics (DIMP) to progress through and attain all required competence levels (1-3) across the core modules and meet the specified requirements in the ancillary modules.
- 1.3 Work towards and attain successful certification in ACPSEM Diagnostic Imaging Medical Physics (DIMP).
- 1.4 Assists with the management of radiation protection and QA services. Assists in the provision, maintenance and development of quality assurance, safety assurance, and acceptance testing services for imaging devices, therapeutic equipment and lasers.
- 1.5 Assists in the provision of a comprehensive radiation protection service for the hospital and other relevant clients. Investigates, assesses and institutes remedial action following accidents and incidents.
- 1.6 Carries out the acquisition and radiation safety aspects of the administration of radioisotopes for patient therapy.
- 1.7 Provides advice to patients and all levels of hospital personnel on scientific, managerial and legal aspects of radiation.
- 1.8 Assists with the management of radiation licensing, registration and records systems for the Hospital and coordination of submissions for State Licences and Registrations.
- 1.9 Assists in carrying out routine quality assurance and calibration checks on equipment, and identifies and rectifies equipment faults.
- 1.10 Assists in establishing and maintaining Diagnostic Reference Levels for required imaging procedures at RPH and other institutions as required.
- 1.11 Assists in evaluating, investigating and recommending new methods, protocols, tests and equipment for the Clinical Physics division.
- 1.12 Designs and writes computer programs using various computer packages as required.
- 1.13 Acquires and communicates knowledge in specialty areas, including active participation and presentation at seminars and scientific meetings.
- 1.14 Assists in initiating and designing, and participates in imaging and radiation related projects aimed at improving work practices and patient care.
- 1.15 Quantifies analyses and documents work practices in imaging and radiation physics in accordance with the requirements of (i) the Department's ISO9001:2008 accreditation, (ii) the Hospital's ACHS accreditation, and (iii) provision of the highest level of customer service.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualification in Physics and eligible for associate membership of the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).
2. Eligibility to undertake training towards certification as a Radiology or Nuclear Medicine Medical Physicist Specialist with the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).
3. Eligibility to enrol in an ACPSEM accredited Master of Science (Medical Physics) course
4. A high degree of personal initiative and a willingness to achieve high standards of professional practice
5. Well-developed communication, interpersonal, analytical and organisational skills and the ability to work both independently and as part of a team
6. Willingness to work irregular hours / overtime as necessary
7. Commitment to Continuous Quality Improvement Principles and their practical application in evaluating and meeting customer requirements

Desirable Selection Criteria

1. Masters degree or higher degree in Medical Physics, or substantial progress toward such a degree
2. Experience in Radiation Safety
3. Western Australian X-ray compliance testing licence
4. ACPSEM Certification in Radiology and/or Nuclear Medicine Medical Physics
5. ACPSEM Certification in Radiation Protection
6. Experience of a working environment in which has implemented a Quality Management System such as ISO 9001
7. Experience in Medical Physics and experience in the health care environment, involving direct interaction with patients
8. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current associate membership of the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Evidence of eligibility to undertake training towards registration as a Diagnostic Imaging Medical Physicist Specialist with the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) must be provided prior to commencement.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Andrew Campbell	Signature	or	He14895	30/11/2016
Manager / Supervisor Name	Signature	or	HE Number	Date
E R Scull	Signature	or	He01524	30/11/2016
Dept. / Division Head Name	Signature	or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature	or	HE Number	Date
Effective Date				

HCN Registration Details

Created on	19/09/2016	Last Updated on	He74118 December 2016
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