



North Metropolitan Health Service
Job Description Form

HSS REGISTERED DECEMBER 2016

SUPERVISOR MEDICAL PHYSICIST

Health Salaried Officers Agreement: P-3

Position Number: 000403

Radiation Oncology / Medical Specialties Division

Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Head of Department, Radiation Oncology

Year 1-9

Position Number: 007364



Principal Medical Physicist

HSO Level P4

Position Number: 000399



This Position



Also reporting to this supervisor:

Title	Classification	FTE
Supervisor Medical Physicist	P3	7.0
Senior Medical Physicist	P2	6.0
Medical Physicist Registrar	P1	2.0

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

Prime Function / Key Responsibilities

Provides Medical Physics services to Radiation Oncology.

Brief Summary of Duties

1. Scientific

- 1.1. Participates in and provides supervision for the installation, acceptance testing, commissioning and validation of treatment planning systems, treatment machines, dosimetry equipment and imaging apparatus used in radiotherapy.
- 1.2. Carries out and provides supervision for ongoing quality assurance and calibration of all treatment planning systems and processes, treatment machines, dosimetry equipment and imaging apparatus, in accordance with relevant national and international standards and guidelines.
- 1.3. Practices to ensure the safe and effective delivery of radiotherapy treatment, including but not limited to EBRT (and specialised techniques such as IMRT, VMAT and SABR), brachytherapy, intra-operative radiotherapy, and stereotactic radiotherapy.
- 1.4. Provides advice on the Radiation Oncology Medical Physics (ROMP) aspects of radiotherapy treatment and planning, and participates in the ongoing verification of radiotherapy treatment delivery.
- 1.5. Practices in, takes responsibility for, and coordinates the activities of ROMP staff in one or more areas of specialty within the ROMP service.
- 1.6. For the area of responsibility, initiates and undertakes continual improvement of internal policy, protocols, quality assurance procedures and methodologies, to ensure ongoing compliance with regulatory requirements and relevant codes of practice and quality standards.
- 1.7. Ensures radiation safety regulatory requirements are met and maintained for the public, personnel, and equipment according to hospital radiation safety policies and relevant reporting lines, in one or more areas of specialty within the ROMP service.

2. Teaching

- 2.1. Participates in and provides training and postgraduate-level teaching in all aspects of Radiation Oncology Medical Physics to all staff as required.
- 2.2. Participates in and provides appropriate and effective supervision, training, and teaching to ACPSEM TEAP Registrars as required.

3. Research and Development

- 3.1. Undertakes approved research and development projects, including the development and implementation of new equipment, therapeutic modalities and techniques.
- 3.2. Manages and provides advice on the ROMP aspects of clinical trials.
- 3.3. Provide advice and supervision for research staff including radiation therapists.

4. NMHS Governance, Safety and Quality Requirements

- 4.1. Participates in the maintenance of a safe work environment.
- 4.2. Participates in an annual performance development review.
- 4.3. Supports the delivery of safe patient care 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
- 4.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. 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. Qualifications and experience suitable for entry to the ACPSEM Register of Qualified Medical Physics Specialists in the Radiation Oncology Medical Physics specialty.
3. Substantial recent experience in and knowledge of Radiation Oncology Medical Physics
4. Demonstrated ability to undertake the quality assurance program on radiotherapy equipment including linear accelerators, treatment simulators and imaging devices, brachytherapy equipment, treatment planning systems and dosimetry equipment.
5. Demonstrated high-level written (submissions, reviews, reports and proposals) and oral communication and interpersonal skills
6. Demonstrated ability to work effectively both independently and also as a member of a multi-disciplinary team.
7. Evidence of highly developed analytical and problem solving skills relevant to Radiation Oncology Medical Physics clinical practice
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Proven record in research and development.
2. Experience in one or more of the following areas: clinical trials, IGRT, IMRT, VMAT, SBRT/SRS, Cyberknife, HDR brachytherapy, prostate seed implants, Monte Carlo modelling in radiotherapy.
3. Evidence of successful teaching within a formal clinical or tertiary setting.

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.
- Evidence of qualifications and experience suitable for entry to the ACPSEM Register of Qualified Medical Physics Specialists in the Radiation Oncology Medical Physics specialty 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.

Certification

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

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date:

Created on:

Last updated on: December 2016

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