



North Metropolitan Health Service
Job Description Form

HSS Registered

Supervisor Medical Physicist

Health Salaried Officers Agreement: Level P3

Position Number: 007389

Training, Education and Assessment Program (TEAP)

Radiation Oncology / Medical Specialties Division

Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Head of Department, Radiation Oncology

MP 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
Supervising Medical Physicist	P3	7.0
Medical Physicist	P2	7.0
Medical Physicist	P1	1.0

Directly reporting to this position:

Title	Classification	FTE
Medical Physicist (ROMP) Registrar	P1	3.0

Other positions under control

Nil

Prime Function / Key Responsibilities

Facilitates the Training, Education and Assessment Program (TEAP), provides organisational support for the clinical placements at Sir Charles Gairdner Hospital and undertakes ongoing assessment and evaluation of the outcomes of the TEAP in Western Australia as per ACPSEM and Commonwealth requirements.

Brief Summary of Duties

1. Teaching and Development (70%)

- 1.1 Facilitate the Training, Education and Assessment Program (TEAP) for Radiation Oncology Medical Physicist (ROMP) registrars, including personal provision of training and assessment, and co-ordination of training by other qualified ROMPs.
- 1.2 Develop and monitor timelines for ROMP registrar training to ensure each registrar fulfils all required components of TEAP certification within prescribed timeframes.
- 1.3 Ensure compliance with ongoing TEAP assessment requirements and provide reports to the ACPSEM as required.
- 1.4 Develop and maintain training resource material for ROMP registrars, and foster a positive learning environment.
- 1.5 Ensure all ROMP registrars have access to relevant training and supervision in all applications of radiotherapy, and develop and maintain a program to obtain training with alternative service providers where necessary.
- 1.6 Liaise with the ACPSEM Radiation Oncology Certification Panel to ensure guidelines for Departmental accreditation are fulfilled and training opportunities are maximised.
- 1.7 Develop and maintain appropriate mechanisms which support quality and effectiveness of training for ROMP registrars, and ensure compliance with the ACPSEM Clinical Training Guidelines.
- 1.8 Assists in the evaluation and review of outcomes, standards, practices, policies and procedures of the TEAP.
- 1.9 Co-ordinate and participate in the recruitment and placement of new ROMP registrars.
- 1.10 Facilitate and participate in the in-service training and postgraduate-level teaching of Radiation Oncology Medical Physics to ROMP staff and other Radiation Oncology staff as required.

2. Clinical Practice (30%)

- 2.1 Actively practices as a ROMP in the provision of Medical Physics services to Radiation Oncology so as to maintain skills and knowledge reflective of contemporary practice.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. 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. ACPSEM Registration (Categories Unlimited 1 or Unlimited 2) as a Qualified Medical Physics Specialist in the Radiation Oncology Medical Physics specialty.
3. Demonstrated recent experience in a senior radiation oncology medical physics clinical position requiring an advanced level of competency and proven ability to achieve high standards of clinical practice.
4. Demonstrated high level teaching skills and experience in the supervision of students and in delivering education and/or training programs.
5. Demonstrated organisational and administrative skills and ability to work independently with a high level of productivity and efficiency to deliver high quality products within agreed timeframes.
6. Demonstrated ability to develop appropriate mechanisms, standards, practices, policies and performance indicators to effectively support the Training, Education and Assessment Program (TEAP).
7. Highly developed analytical and problem solving skills to identify and plan activities to meet goals and work flows.
8. Demonstrated high-level written (submissions, reviews, reports and proposals) and oral communication and interpersonal skills
9. Demonstrated high level of proficiency in data collection, analysis, interpretation and reporting using word processing, spreadsheet, graphical, database and other computer software as required.
10. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Demonstrated high level experience in project management.
2. Relevant post-graduate qualification.
3. Proven record in research and development.

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 Registration in an unlimited category on 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

Dept./Division Head

Position Occupant

Name:
Signature/HE:
Date:

Name:
Signature:
Date:

Name:
Signature:
Date: