



HSS REGISTERED

Chief Radiation Therapist

Health Salaried Officers Agreement: HSO Level P-6

Position Number: 000971

**Radiation Oncology / Cancer Centre / Medical Specialties Division
Sir Charles Gairdner Hospital / North Metropolitan Health Service**

Reporting Relationships

Executive Director SCGOPHCG
Position Number: 005827



Medical Co-Director / Nurse Co-Director – Medical
Specialties
Position Number: 007331/ 007326



This Position



Also reporting to this supervisor:

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Directly reporting to this position:

Other positions under control

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Title	Classification	FTE	
Deputy Chief Radiation Therapist	P-4	1	•
Supervising Radiation Therapist Planning	P-3	1	
Supervising Radiation Therapist Treatment	P-3	1	
Radiation Therapy Educators	P-2/3	2	
Research Radiation Therapist	P2	1	
Senior Radiation Therapists	P-2	15	
Radiation Therapists	P-1	38.2	
Appointment Clerks	G-2	2.5	
Admin Assistant	G-3	1	

Prime Function / Key Responsibilities

Manages the activities of the Radiation Therapy Service.

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Brief Summary of Duties (in order of importance)

1. Manages the activities of and provides leadership in the radiation therapy planning, treatment delivery and clerical sections of the Radiation Therapy Service.
 2. Ensures the efficiency and effectiveness of service delivery and the ongoing systematic application of continuous quality improvement principles in evaluating and meeting customer needs.
 3. Manages the physical and financial resources of the sections and coordinates the acquisition of new equipment ensuring an effective maintenance program is maintained.
 4. Formulates and implements radiation therapy strategies, policies and systems which support the achievement of department and corporate strategies and priorities.
 5. Represents the department in interaction with other hospital departments and external agencies. Develops and maintains effective networks and working relationships with relevant central agencies, other government health industry agencies and with private sector health care organisations.
 6. Coordinates radiation therapy error monitoring, reporting and feedback.
 7. Maintains registration and licencing records for radiation therapists employed at SCGH.
 8. Provides Clinical and technical advice to private billing staff.
 9. Initiates and monitors appropriate radiotherapy research activities.
 10. Evaluates new techniques, products and modalities and makes appropriate recommendations.
 11. Maintains a current knowledge of all imaging and treatment modalities, techniques and future directions.
 12. Implements and maintains performance management systems which support the ongoing development of individual and team performance and skills.
 13. Ensures relevant, practicable occupational safety and health practices and standards are implemented and maintained for staff under control.
 14. May be required to work shifts, overtime or participate in an on-call roster.
- 15. NMHS Governance, Safety and Quality Requirements**
- 15.1 Ensures, as far as practicable, the provision of a safe work environment in consultation with staff under their supervision.
 - 15.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
 - 15.3 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.
 - 15.4 Completes mandatory training (including safety and quality training) as relevant to role.
 - 15.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 15.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 16. Undertakes other duties as directed.**

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualification in Radiation Therapy and eligible for registration with the Medical Radiation Practice Board of Australia and licensing with the Radiological Council of WA.
2. Demonstrated ability to contribute effectively as a member of a multidisciplinary management team.
3. Demonstrated leadership and mentoring skills.
4. Highly developed communications, consultation and negotiation skills.
5. Demonstrated ability to be flexible, adaptive and innovative in the achievement of objectives.
6. Highly developed conceptual, analytical and synthesis skills.
7. Experience in coordination of the activities of a radiation therapy service in a complex hospital environment.
8. Comprehensive knowledge of contemporary radiation therapy modalities and techniques.
9. Knowledge of contemporary human resource management theory and practices with experience in their practical application at a management level.
10. Commitment to continuous quality improvement and demonstrated experience in practical application.
11. Demonstrated commitment to research and development of improved and new techniques.
12. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Tertiary qualification in a management field.
2. Evidence of teaching experience and commitment to training of departmental staff.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration with the Medical Radiation Practice Board of Australia and licensing with the Radiological Council of WA 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.

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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: