



HSS Registered

Principal Medical Physicist
Health Salaried Officers Agreement: Level P6
Position Number: 103184
Health Technology Management Unit
Corporate Services & Contract Management
East Metropolitan Health Service (EMHS)

Reporting Relationships

Executive Director
 Corporate Services & Contract Management
 HES Grade B – Corporate
 Position number: 602767



Area Director
 HSO Level G13
 Position Number: 103229



This position



Directly reporting to this position:

Title	Classification	FTE
• Senior Medical Physicist Spl	HSO; Level P4	1.00
• Senior Medical Physicist	HSO; Level P3	3.00
• Medical Physicist	HSO; Level P2	1.00
• Registrar Medical Physicist	HSO; Level P1	1.00
• Clinical Nurse	ANF; Level 2	1.00



- Also reporting to this supervisor:
- 103234 Principal Bioengineer; HSO Level P6 1.0FTE
 - 103201 Principal Clinical Engineer; HSO Level P6 1.0 FTE
 - 103231 Supervisor Medical Physicist; HSO Level; P4 1.0 FTE
 - 103224 Administrative Assistant; HSO Level G4 1.0 FTE

Key Responsibilities

Co-ordinates and manages Clinical Physics services, research, development and teaching EMHS, and at SMHS sites in accordance with Service Level Agreements. Oversees radiation safety, laser safety and UV safety at these sites and acts as the Hospital Radiation Safety Officer for RPBG and FSH.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Professional: Executive

- 1.1 Directs the Clinical Physics Division of the Health Technology Management Unit in respect of:
 - Diagnostic Radiology, Nuclear Medicine, Vascular Surgery and Radionuclide Services to Royal Perth Bentley Group and Fiona Stanley Hospital
 - Radiation Protection Services for Ionising and Non-ionising radiation to ensure that the Regulations of the Radiation Safety Act of WA (1975) are complied with and that registration documentation is maintained for Royal Perth and Fiona Stanley Hospitalsensuring that service provision supports EMHS Strategic Plans and Values, the requirements of the Radiation Safety Act, current Best Practice Standards (including ISO 9001) and other relevant Acts and Regulations.
- 1.2 Recommends, through the Head of Department, management and policy initiatives required for the establishment, development and effective delivery of Clinical Physics Services to EMHS and SMHS.
- 1.3 Directs, promotes and manages funded clinical physics research, student / post graduate research, development projects and investigations, liaises with participating departments and ensures compliance with the relevant ethical and experimental standards.

2. Professional: Engineering/Scientific

- 2.1 Recommends appropriate action for the implementation of procedures in all areas serviced by the Division, arising from the analysis of service and research outcomes and the review of contemporary practices and the relevant Government procedures.
- 2.2 Directly oversees actions required in relation to radiation safety (e.g. incident investigations, surveys, mandatory reporting, personal dose monitoring for radiation workers, radiation safety rules and protocol changes), quality management (e.g. ISO, Equip) and other regulatory practices.

3. Professional: Advisory

- 3.1 Advises clinical, academic and other staff in the development of research proposals, service programs and business plans involving Clinical Physics resources and methodology.
- 3.2 Represents the Area Director on various State, Hospital and other advisory committees relevant to Clinical Physics practice and the delivery of Clinical Physics services.

4. Administration:

- 4.1 Ensures that the Clinical Physics Division is managed to achieve Divisional Goals, in accord with Departmental and Hospital guidelines and policy.
- 4.2 Advises the Head of Department on all matters to do with the development and planning of Clinical Physics Services, budgetary and personnel management and the resources required to maintain Best Practice Standards.
- 4.3 Ensures that the highest levels of efficiency, patient service, cost accountability and quality practice are maintained by the Division.
- 4.4 Ensures that the Division performs in accord with service level agreements (MOUs) held with participating hospitals and services
- 4.5 Facilitates and participates in performance management programs.

5. Teaching:

- 5.1 Ensures that teaching and instruction delivered by the Division supports and promotes the Hospital's strategic plan.
- 5.2 Provides specialised instruction to clinical staff, medical, nursing and allied health staff in Western Australia, as required.

6. EMHS Governance, Safety and Quality Requirements

- 6.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 6.2 Actively participates in the Peak Performance program.
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.
- 6.3 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule
- 6.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 6.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

7. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

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. Experience in physics applied to medicine commensurate with eligibility for Associate Membership of the Australasian College of Physical Scientists and Engineers in Medicine.
3. Current knowledge of and the practical application of physics principles and theory to the field of medical physics.
4. A high level of written and verbal communication skills.
5. Evidence of managerial skills and abilities.
6. Proven ability to work independently and to be able to interact well with staff at all levels
7. 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. Higher tertiary qualification (Masters degree, PhD) in physics or a related science/engineering discipline relevant to medical physics practice
2. Tertiary management qualifications and/or training.
3. Extensive specialist knowledge in a field relevant to the delivery of clinical physics services to Royal Perth Hospital.
4. Significant experience working in a hospital or other environment closely related to clinical practices relevant to the post.
5. Significant management experience, with senior responsibility for science, engineering or technology delivery.
6. Research experience in a relevant discipline, with responsibility for research management and methodology.
7. Certification in Radiological Physics and/or Nuclear Medicine Physics in accordance with the requirements of the Australasian College of Physical Scientists and Engineers in Medicine.

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.

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	or HE Number Date
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..... Dept. / Division Head Name Signature	or HE Number Date
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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				

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on
	August 2019