



North Metropolitan Health Service
Job Description Form

HSS Registered

Radiation Oncology Technical Officer

Health Salaried Officers Agreement: Level G6

Position Number: 007779

Radiation Oncology / Medical Specialties Division

Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Head of Department, Radiation Oncology

Award Level: MP 1-9

Position Number: 007364



Senior Radiation Oncology Technical Officer

Award Level: HSO G7

Position Number: 000389



This Position



Also reporting to this supervisor:

- Radiation Oncology Technical Officer (3.0 FTE)

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

- Nil

Prime Function / Key Responsibilities

Participate in the provision of the daily engineering service requirements of the Departments of Radiation Oncology and Radiology to ensure delivery of the highest quality clinical services.

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Brief Summary of Duties (in order of importance)

1. Core Responsibilities

- 1.1 Participate in the provision of daily biomedical engineering services to the departments of Radiation Oncology and Radiology.
- 1.2 Participate in the roster necessary to prepare all Radiation Oncology machines for clinical use including public holidays and out of hours emergencies as required by the Department of Radiation Oncology.
- 1.3 Participate in the preventative maintenance service of the hospital's Radiation Oncology and Radiology equipment as determined by the preventative maintenance schedules developed in-house and as recommended by the equipment manufacturer.
- 1.4 Participate in the frontline service of Radiation Oncology's data and imaging network including servers, desktop computers, laptops and peripherals.
- 1.5 Participate in maintenance of the hospitals spares holding for both Radiation Oncology and Radiology.
- 1.6 Develop and maintain a good working knowledge of the software applications used to deliver Radiation Oncology core services.
- 1.7 Assist in developing Quality Assurance programs, protocols and procedures to ensure the highest standard of service delivery.
- 1.8 Attend special training courses interstate and overseas as determined by the needs of Radiation Oncology and Radiology.
- 1.9 Provide training and educational workshops for Radiation Oncology, Radiology and Technical staff as required.
- 1.10 Assist with the commissioning and acceptance testing of newly installed and upgraded equipment.
- 1.11 Maintain expertise in the use and care of specialised test and service equipment.
- 1.12 Maintain up to date documentation pertaining to mandatory upgrades, safety alerts, technical literature, service records and breakdown history of all Radiation Oncology and Radiology equipment.
- 1.13 Participate as required in the provision of an "On call" service to Radiation Oncology.
- 1.14 Other duties as directed.

2. NMHS 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, North 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.

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Work Related Requirements

Essential Selection Criteria

1. Trade certificate in a relevant engineering discipline (electronics / electrical).
2. Considerable experience and proven performance in maintaining diagnostic X-ray and imaging equipment.
3. Current diagnostic X-ray service licence and a commitment to obtaining the relevant licence / permit to service and repair equipment connected to three phase wiring and to obtaining a linear accelerator service licence.
4. Demonstrated experience and proven performance in maintaining linear accelerators.
5. Well-developed written and verbal communication skills.
6. An organised and pro-active approach to work and an ability to work with minimal supervision.
7. Good working knowledge of PC and MS Office applications.

Desirable Selection Criteria

1. Experience with installed equipment in Radiation Oncology (currently - Varian Linacs, GammaMed HDR, and CyberKnife M6).
2. Good working knowledge of current compliance testing requirements and the impact on Radiation Oncology and Radiology equipment.
3. Demonstrated experience in Medical Information Technology Systems.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- 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:
Date:

Position Occupant

Name:
Signature:
Date: