

## Position Description

Employment Agreement:	APEX Medical Physicists Collective Employee Agreement
Position Title:	<b>Chief Physicist &amp; Medical Physics Professional Leader</b>
Service & Directorate:	Southern Blood & Cancer Service & Medicine, Women's, Children's Directorate
Location:	Dunedin
Reports to:	Service Manager, Southern Blood & Cancer Service (Operationally) Director of Scientific & Technical (Professionally)
Number of direct reports:	All Medical Physicists, Registrars and Medical Physics Technician
Date:	August 2021

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

## PURPOSE OF ROLE

As Chief Physicist and Medical Physics Professional Leader (PL), you will be expected to provide both operational and professional leadership for comprehensive, efficient, effective and safe Radiation Oncology Physics support within the Oncology and Haematology Service at Southern District Health Board. You will provide advice to and collaborate with the clinical management partnership to promote efficiency, productivity and patient safety. You will be expected to foster excellence in quality practice standards and professional conduct and develop AHS&T clinicians and assistants. A primary function of this role is to empower the profession-specific workforce.

### Main Objectives:

Chief Physicist:

- Maintain oversight of financial performance, activity and production planning, human resource management, quality and risk management, audit for all the physics team, protocol development and other service delivery improvements within the service
- Provide strategic leadership to, and facilitate the advancement of, Oncology Physics at Southern District

Objectives of the Professional Leaders (PL) are to provide the following for their relevant discipline:

- Strategic thinking to enable innovation and creativity in your profession;
- Optimise inter-professional models of care;
- Enable intersectoral collaboration and/or clinical partnerships;
- Oversee the credentialing of profession-specific workforce to ensure that competencies are maintained in accordance with relevant legislation;
- Advise and consult on profession-specific workforce development, skill mix and career pathways;
- Establish opportunities for participation and leadership experience for specific discipline experts.

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

### Organisational Competencies

<b>Patient Focus</b>	To have the patient as the focus of core activities.
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Performance</b>	To work consistently to a high professional standard.
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Diversity</b>	To respect all people irrespective of race, nationality, culture, disability irrespective of their age and gender; to support equal and fair treatment and opportunity for all.

### Role Specific Competencies

<b>Leadership</b>	Influence, inspire, and motivate others around them to participate and take action. Foster a culture that strives for excellence in clinical service provision within allocated resources
<b>Decision Quality</b>	Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<b>Planning</b>	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

<b>Organisational Agility</b>	Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.
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KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> <li>• Service Manager SBCS (Manager)</li> <li>• Medical Physics Team</li> <li>• Radiation Oncology Team</li> <li>• Multi-disciplinary colleagues</li> <li>• AHS&amp;T Prof Leaders &amp; Development Facilitator</li> <li>• Director of Scientific &amp; Technical</li> </ul>	<ul style="list-style-type: none"> <li>• ACPSEM TEAP National Co-ordinator</li> <li>• ACPSEM College</li> <li>• Staff, patients, families, whanau and caregivers</li> <li>• Service and maintenance staff</li> <li>• External service providers</li> </ul>

### PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• Post-Graduate Degree in Physics or Medical Physics.</li> <li>• Member of the ACPSEM or equivalent international medical physics college or organisation.</li> <li>• Hold a current New Zealand Radiation Licence or be eligible to hold a radiation licence.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Medical Physics expert in radiation physics as defined by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).</li> <li>• Minimum of eight years relevant experience with at least five years as a senior physicist</li> <li>• Must have an in-depth and current knowledge of all aspects of Oncology Physics</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally should have multi-centre experience</li> <li>• Experience as a principal medical physicist with expertise in a subspecialty.</li> </ul>
<b>Leadership Qualities</b>	<ul style="list-style-type: none"> <li>• Drive for results – initiate and build beneficial change; facilitate positive outcomes by supporting ideas of others; use own initiative for achieving future gains; and take action to achieve desired results</li> <li>• Shape the future – maintain the bigger picture and endpoint view; critically analyse situations and determine solutions; use judgement and analysis to define actions for desired results</li> <li>• Show character – model SDHB values expected of others; build relationships – build and demonstrate strong trust; work openly and honestly; create a positive approach to all situations; develop and maintain key relationships and partnerships</li> <li>• Empower others – nurture and support the growth of others; inspire others to bring their best; get others on board and motivate them</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Outstanding interpersonal and communication skills</li> <li>• Ability to network, development key relationships and partnership</li> <li>• Influencing skills, be able to motivate and facilitate a high level of output from staff</li> <li>• Demonstrate leadership skills and promote team goals</li> <li>• Demonstrable peer credibility and respect</li> <li>• Possess sound organisational skills</li> <li>• Have good written and oral skills</li> <li>• Place a high level of importance on appropriate documentation in all aspects of work</li> <li>• Be able to work effectively and efficiently under pressure and manage priorities</li> <li>• Be able to relate sensitively to patients and their relatives</li> <li>• Communicate effectively and work co-operatively in a multi-disciplinary team</li> <li>• Self-motivated with initiative and an ability to problem solve</li> </ul>
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<b>KEY RESULT AREAS</b>	
<b>Key Accountabilities</b>	<b>Example of Successful Delivery of Accountabilities</b>
<b>Leadership Responsibilities - Developing culture and teams</b>	
<ul style="list-style-type: none"> <li>• Positive and proactive to organisational development, inspiring and supporting others to improve services</li> <li>• Promote and demonstrate adherence to legal and ethical behaviour.</li> <li>• Promote and demonstrate frank two-way communication and teamwork.</li> <li>• Regularly meet with staff to monitor performance and provide feedback. Promptly address any performance management problems.</li> <li>• Coordinate the skill mix, work force planning and practice requirements.</li> <li>• Work with the Directors of Allied Health, Scientific and Technical to identify current and future staffing requirements and develop strategies to address these</li> <li>• Backup provisions and succession are planned.</li> <li>• Oversee and advise HR on all recruitment matters.</li> <li>• Support the training of medical physics registrars within the ACPSEM TEAP programme</li> <li>• Oversee student placements and completion of relevant documentation orientations</li> </ul>	<ul style="list-style-type: none"> <li>• Can provide evidence of supporting your team using a variety of informal and formal methods.</li> <li>• Can provide evidence of partnering with other clinical and operational managers in business plans/service development/ projects.</li> <li>• A process exists place for staff to have a professional development plan and/or clinical supervision</li> <li>• Staff are provided with annual performance reviews and/or regular reviews and feedback opportunities.</li> <li>• Rosters and Leave are managed and authorised while ensuring an adequate service is maintained at all times.</li> <li>• Staff are rostered fairly and equitably to meet service needs.</li> <li>• Participate in recruitment related tasks.</li> <li>• Back-up plans are in place for critical roles.</li> <li>• Advise on salary scale placement</li> </ul>
<b>Operational Responsibilities - Delivering results</b>	
<ul style="list-style-type: none"> <li>• Advise on selection of equipment and arrange for their acceptance testing, commissioning and calibration</li> <li>• Promotes cost effective clinical practice</li> <li>• Ensure an efficient and safe service is delivered.</li> <li>• Goals are agreed to meet wider Oncology Service requirements.</li> <li>• Work is planned, prioritised, clearly allocated, and staff held accountable for results.</li> <li>• Promotes a focus on work system design and commitment to continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Optimal purchase recommendations in terms of appropriate application and suitability to the Service.</li> <li>• Accurate, comprehensive and clear tender specifications.</li> <li>• Professionally documented acceptance testing and commissioning reports.</li> <li>• Timely and accurate calibration of instruments together with appropriate documentation.</li> <li>• Continuous improvement projects are identified and built into service workloads.</li> </ul>
<b>Clinical Practice - Legislative requirements</b>	
<ul style="list-style-type: none"> <li>• Act as Radiation Safety Officer for the Oncology Service</li> <li>• Practice in accordance with relevant legislation, codes, policies etc. and upholds consumer rights.</li> <li>• Manage the departmental radiation safety plan and quality assurance programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with the Office of Radiation Safety's Codes of Safe Practice</li> <li>• Comply with the Radiation Protection Act 2016</li> <li>• Comply with Radiation Protection Legislation.</li> <li>• Maintain and review the departmental Radiation Oncology Radiation Safety Plan.</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure that the radiation oncology quality assurance (QA) programme complies with international QA Protocols and relevant Office of Radiation Safety Codes of Safe Practice.</li> <li>• Uphold professional ACPSEM code of ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Areas of lack of compliance are brought to the attention of relevant clinical leaders and management with appropriate corrective actions</li> </ul>
<b>Clinical Practice - Assessments and intervention</b>	
<ul style="list-style-type: none"> <li>• Advise on all aspects of radiation safety to ensure that: <ul style="list-style-type: none"> <li>○ Staff follow the appropriate standards;</li> <li>○ Equipment is operated within safe guidelines;</li> <li>○ Installation of new equipment meets the regulations and manufacturers specifications.</li> </ul> </li> <li>• Undertake accurate and comprehensive dosimetry for irradiating apparatus including linear accelerators, ortho- voltage treatment machine, CT, image-guided systems, sealed and unsealed sources for brachytherapy, and planning systems, to comply with local dosimetry standards, regulations and codes of safe practice.</li> <li>• Optimise inter-professional models of practice in order to promote effective, person-centred care.</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to local and international protocols for dosimetry and quality assurance.</li> <li>• Supervise technical staff undertaking quality assurance.</li> <li>• Manage team to ensure quality control tests are complete.</li> <li>• Escalation Process: Advise Manager and Oncology Service for issues with machine service, dosimetry, or quality assurance.</li> <li>• Facilitate staff involvement in inter-professional meetings relating to patient care.</li> </ul>
<b>Clinical Practice - Documentation</b>	
<ul style="list-style-type: none"> <li>• Ensure that all documentation of radiation protection, patient treatment, equipment dosimetry and quality assurance is maintained and available.</li> <li>• Maintain confidentiality of patient information and documentation.</li> <li>• Adhere to SDHB's documentation standards</li> </ul>	<ul style="list-style-type: none"> <li>• Protocols are in place for treatment planning and plan checking in conjunction with RTs for 3DCRT, IMRT, SABR and Brachtherapy.</li> <li>• Special techniques are documented, carefully calculated and checked</li> </ul>
<b>Professional Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Be aware of and able to interpret the hospital policies and ethical issues concerning medical physics practice.</li> <li>• Establish and maintain an effective working relationship with other staff.</li> <li>• Practice in a culturally safe manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately notify your Manager should any conflict or potential conflict arise regarding provision of the tasks to hand and the time available in which to complete them.</li> <li>• Participate in wider DHB policy review &amp; development</li> <li>• Produce work that complies with SDHB processes.</li> </ul>
<b>Evidence-based practice and research</b>	
<ul style="list-style-type: none"> <li>• Implementation of professional best practice procedures and protocols.</li> <li>• Maintain an awareness of all relevant medical physics literature and research.</li> </ul>	<ul style="list-style-type: none"> <li>• New equipment and techniques are commissioned following international best practice.</li> <li>• Updates knowledge related to best practice guidelines and international research.</li> </ul>
<b>Professional and personal development</b>	
<ul style="list-style-type: none"> <li>• Develop and maintain professional competency.</li> <li>• Develop procedures and protocols to further enhance current and new technology.</li> <li>• Facilitate the provision of high quality education and support for staff.</li> <li>• Appraisal, peer review, observed practice or other professional audits as applicable.</li> <li>• Participate in clinical trials.</li> <li>• Identify areas for personal development.</li> <li>• Self-monitoring of progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in medical physics training courses, conferences, national audits, and clinical trials.</li> <li>• Participate in continued professional medical education for the multi-disciplinary team</li> <li>• Participate in the implementation of new technology and development of new techniques.</li> <li>• Review performance and actively seek feedback and accept constructive criticism.</li> </ul>
<b>Other Duties</b>	
<ul style="list-style-type: none"> <li>• Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> </ul>

<b>Living Southern DHB Values</b>	
<ul style="list-style-type: none"> <li>Proactively demonstrating Southern DHB values in all aspects of the role</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates behaviours that we want to see from each other, at our best</li> <li>Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up</li> <li>Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working</li> </ul>
<b>Health, Safety &amp; Wellbeing</b>	
<p>Taking all practicable steps to ensure your personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> <li>Understand and consistently meet your obligations under SDHB's Health and Safety policy/procedures.</li> <li>Actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> <li><i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li><i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li><i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date