



JOB DESCRIPTION FORM

POSITION TITLE: Radiation Therapist

REPORTS TO: Senior Radiation Therapist

REPORTING TO THIS POSITION: Nil

POSITION SUMMARY

A Radiation Therapist employed at the Perth Radiation Oncology is responsible for the efficient and accurate treatment simulation, beam and isodose planning and administration of radiation therapy treatment for those patients in their care in accordance with the treatment prescription, protocols and procedures.

KEY RESULT AREAS

1. Radiotherapy Treatment Delivery and Planning
2. Continuous Quality Improvement
3. Professional Development
4. Teamwork and Communication

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the position of Radiation Therapist.

Employer : Dr CS Harper

For Perth Radiation Oncology

Signature : _____ Date : _____

REVIEWED

As occupant of the position of Radiation Therapist I have noted the statement of duties and responsibilities that are requirements as detailed in this document.

Name: _____ Date : _____

Signature : _____ Date : _____

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other appropriate duties may be assigned.

Maintain a commitment to the organisation's mission, vision and values.

Expectation: Perform duties in a positive manner to help achieve organisational goals.

1 Radiotherapy Treatment Delivery and Planning

- 1.1 Interpret and implement the Radiation Oncologist's prescription for simulation, planning and treatment.

Expectation: Interpreting and implementing activities are conducted in an efficient, productive, safe and timely manner. Actively contribute to daily service delivery. All administration and documentation including statistics requirements are initiated and completed in a professional and timely manner.

- 1.2 Operate the treatment delivery systems within planning, simulation and treatment areas.

Expectation: Accurate treatment is delivered to the correct patient. Correct administration of all radiation therapy processes and procedures. Consult and problem solve any challenges.

- 1.3 Regular quality assurance procedures are conducted in accordance with organisational protocols.

Expectation: For Simulation Area - Patient positioning and stabilisation methods optimise treatment technique as per protocols. Positioning is individualised if required to meet the needs of a patient for either comfort and/or reproducibility. Accurately record landmarks and stabilisation devices utilised. Ensure planning CT scans are performed according to protocols, patient positioned accurately with all markers and/or bolus in place. CT and ancillary scans are loaded, reports printed and planning target volumes generated as per protocols (if required) within an appropriate time frame.

For Planning Area - Treatment plans are available to machine staff a minimum of 24 hours before patient's treatment start date. Ensure quality assurance standards are met for all plans. Plan presentation according to protocols, with clear and concise instructions to optimise and simplify treatment set-up procedures.

For Treatment Area - Portal imaging, warm up procedure and other quality assurance processes and procedures are effective, accurate and completed within an appropriate time frame, including paperwork and filing. Understand and apply established quality assurance activities according to protocols.

- 1.4 Maintain safe work practices and compliance of policies and procedures, including human resource management requirements and practices, such as workplace health and safety and harassment and antidiscrimination policies

Expectation: Report any incident, accidents or hazard and operate within Occupational Health, Safety and Welfare and Human Resource Management policies.

- 1.5 Maintain continued development of knowledge and understanding of appropriate equipment, legislation, policies and procedures

Expectation: Practice safe manual handling techniques while ensuring the safety of others. Safely operate and use equipment while adhering to radiation safety requirements, workplace safety and radiation therapy guidelines. Comply with AIR guidelines for Professional Conduct for Radiation Therapists including, “duties should not be performed beyond level of training and competence”.

- 1.6 Awareness of the need for patient focus at all times. Promote and participate in patient education procedures

Expectation: To always act in a professional manner. Monitor the condition of patients and respond to their needs. Maintain confidentiality and treat all patients and their carers with respect and equality. Liaise with other members of the health care team in the delivery of a patient’s treatment. Educational efforts are professional and productive.

2 Continuous Quality Improvement

- 2.1 Identify and develop ways of continuous improvement to maintain efficiency; recommend modifications to team leader and management.

Expectation: Commitment to and facilitation of organisational efficiency goals consistent with agreed throughput benchmarks for simulation, planning and treatment administration. Actively suggest changes that are beneficial, cost effective and aligned with organisational goals. Assist in the development of protocols in consultation with Team Leaders and Deputy Chief Radiation Therapist.

3 Professional Development

- 3.1 Identify personal professional development requirements; plan and develop own professional growth and development.

Expectation: Attend educational programs and workshops provided by the organisation and be actively involved in education and development activities. Continually develop both personally and professionally to meet the changing needs of individual’s career and the profession.

- 3.2 Participate in continuous professional development with all members of the organisational team.

Expectation: Assess, advise and provide appropriate feedback on the performance of other team members and students.

4 Teamwork and Communication

- 4.1 Maintain a commitment to team work and demonstrate ability to be an active and effective member of a team to achieve team goals.

Expectation: Participate in team environment, providing a balance in sharing work shifts and ensure own decisions and actions provide best outcome for the team as a whole. Collaboratively work with colleagues in a positive manner. Participate in team meetings and activities. Display appropriate and effective interpersonal behaviour.

- 4.2 Guide and encourage colleagues and students undertaking clinical practice in their

development of radiation therapy activities. Mentor less experienced Radiation Therapists across a range of modalities (including Planning, Simulation and Treatment).

Expectation: Actively assist and participate in staff and student education and development. Participate in sharing professional knowledge and experience with others.

4.3 Maintain a clean and organised work area.

Expectation: Ensure work area is kept clean and tidy.

KNOWLEDGE, SKILLS AND ABILITIES

Essential

- Completion of an accredited radiation therapy tertiary qualification.
- Possession of a valid Statement of Accreditation from the Australian Institute of Radiography and state registration and licensing requirements.
- Demonstrated understanding of and ability to use modern Radiation Therapy equipment. Requires physical and mental ability to operate linear accelerators, simulators, computerised planning systems and associated accessories
- Demonstrated analytical skills necessary to develop, question and interpret planning and treatment techniques used to optimise delivery of the prescribed radiation therapy
- Demonstrated ability to perform as part of a multi-disciplinary team
- Demonstrated high level of communication skills necessary to interact effectively with patients, Radiation Oncologists and other staff members
- Demonstrated ability to follow procedures and protocols, problem solve and be innovative with complex/challenging treatment cases
- Demonstrated knowledge of related state and federal regulations necessary to ensure safety measures are met and/or exceeded. Knowledge of quality assurance principles and methodologies.
- Demonstrated commitment to continuing professional development.

Desirable

- Possession or progress towards relevant postgraduate qualification(s)
- Demonstrated ability to operate HDR brachytherapy, CT for simulation and block manufacturing equipment

WORK ENVIRONMENT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Overhead lifting of custom blocks (up to safe levels) is required. Patient care area requires considerable walking, standing and the ability to communicate and visually monitor the patient during treatment. Lifting and patient transfers using wheelchairs and/or trolleys. The noise level in the work environment is usually moderate. Limited exposure to physical risk. The Practice strives to match national productivity standards. Exposure is to a pressure environment involving complex work that requires a high level of mental alertness and concentration.