

## Position Description

<b>Position:</b>	<b>Radiation Therapist</b>
<b>Reports to:</b>	<b>Head of Treatment / Head of Pre-Treatment</b>
<b>Professionally Responsible to:</b>	<b>Professional Lead – Radiation Therapist</b>
<b>Role Relationships:</b>	<b>All staff in the Radiation Therapy Department Associated MidCentral Departments Patients and their families/carers Ozanam House</b>
<b>FTE:</b>	<b>1.0</b>

### Organisation Context

Te Whatu Ora | Health New Zealand leads the day to day running of the health system across New Zealand, with functions delivered at local, district, regional and national levels. It weaves the functions of the 20 former District Health Boards into its regional divisions and district offices, ensuring continuity of services in the health system.

Te Pae Hauora o Ruahine o Tararua – MidCentral District (previously MidCentral District Health Board) provides healthcare services to over 180,000 people across the Manawatu, Horowhenua and Tararua regions. With a large hospital campus at Palmerston North, the health care provider also provides key health care and support services to neighbouring communities. We are one of the Manawatu’s largest employers with over 3200 staff members.

### Role Purpose

**Primary Objective:**

To plan, calculate and administer radiation therapy treatment as prescribed by the Radiation Oncologist.

<b>Responsibilities</b>	<b>Key Tasks</b>	<b>Performance Measures</b>
General	Adhere to MRTB code of ethics, department and board policies and all legislation relevant to our profession	<ul style="list-style-type: none"> <li>Relevant documents are read and performance complies.</li> <li>Completes annual legislative compliance questionnaire accurately</li> <li>No substantiated complaints regarding conduct are received</li> </ul>

*Compassionate  
Ka whai aroha*

*Respectful  
Ka whai ngākau*

*Courageous  
Ka mātātoa*

*Accountable  
Ka noho haepapa*

<b>Responsibilities</b>	<b>Key Tasks</b>	<b>Performance Measures</b>
Clinical	Maintain skills in all areas of radiation therapy in the department	<ul style="list-style-type: none"> <li>Practices competently in all areas of the department.</li> <li>Uses equipment carefully and correctly in accordance with safe operating procedures</li> </ul>
	Quality patient focussed and culturally safe services are maintained	<ul style="list-style-type: none"> <li>Patients are accorded prompt, courteous attention with due regard given to their dignity.</li> <li>Patient information needs are met, verbally and with department information sheets.</li> <li>Compliance with HDC Code of Rights</li> </ul>
	Treatment prescriptions are implemented according to the Oncologist's instructions	<ul style="list-style-type: none"> <li>All relevant protocols / procedures are followed</li> <li>Documentation is legible, accurate and complete</li> </ul>
Quality Assurance	Follow all quality assurance procedures	<ul style="list-style-type: none"> <li>All quality assurance procedures are completed as required</li> <li>All errors / incidents / faults are reported to the appropriate personnel via the appropriate process</li> </ul>
Administration	Assist with managing the workload within the area effectively	<ul style="list-style-type: none"> <li>Patient planning processes are completed within allocated timeframes</li> <li>Staffing in area is utilised for maximum efficiency</li> <li>Consumable items are maintained at required level</li> <li>Assist with keeping existing documentation of procedures etc up to date and creating new ones as necessary</li> <li>Statistical requirements for the area are met</li> </ul>
Technique/ Process development	Active participation in all areas of technique and process development within the department	<ul style="list-style-type: none"> <li>Actively participates in staff meetings</li> <li>Assigned projects are completed within agreed timeframes</li> <li>Aware of current developments in radiation therapy through text / education forums</li> </ul>
Student / Staff training	Participate in staff training	<ul style="list-style-type: none"> <li>Assists with orienting new staff to the department</li> </ul>

<b>Responsibilities</b>	<b>Key Tasks</b>	<b>Performance Measures</b>
Self development / education		<ul style="list-style-type: none"> <li>Actively participates in MidCentral performance management process</li> </ul>
Health and Safety	Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation	<ul style="list-style-type: none"> <li>Is familiar with all policies and procedures as they affect the work environment.</li> <li>Ensure that safe working procedures are practised and no person is endangered through action or inaction.</li> <li>Is aware of and can identify hazards and take action accordingly, including preventing or minimising the adverse effects of hazards.</li> <li>Is able to apply MidCentral's emergency procedures, including use of safety equipment and materials.</li> <li>Ensure that all incidents including near misses are reported within the required timeframe using MidCentral's incident reporting system.</li> <li>Actively participate in MidCentral's health and safety programmes, through input into meetings and feedback through committee structures.</li> </ul>
Treaty of Waitangi	Understand and apply knowledge of the Treaty of Waitangi	<ul style="list-style-type: none"> <li>Apply knowledge of the Treaty of Waitangi and its application in Health in terms of the articles and principles to all work practices.</li> <li>Attend appropriate Treaty of Waitangi education.</li> </ul>

**TE TIRITI O WAITANGI OBLIGATIONS: ALLIED HEALTH PROFESSIONAL  
KEY ACCOUNTABILITIES**

Participate in an innovative continuous quality improvement programme for Māori whanau. Promote the use of performance, quality and equity data and health outcome information to:

- Measure and monitor best practice and health inequities
- Identify barriers to high quality, equitable care
- Identify continuous quality improvement initiatives that focus on achieving health equity, excellent health outcomes, and excellent whanau care

Ensure the professional and political integrity of MidCentral by carrying out all functions in compliance of Te Tiriti o Waitangi by demonstrating ongoing commitments to keeping Te Tiriti alive.

Show sensitivity to cultural complexity in the workforce and a high level of cultural competency with consumer and whānau populations of diversity.

Apply the articles of Te Tiriti o Waitangi in everyday practice:

- Article 1, Kawanatanga - Partnering for mutual benefit
- Article 2, Tino Rangatiratanga – Māori retain rights to their own treasures, resources and knowledge
- Article 3. Oritetanga – Māori are entitled to the same rights and outcomes as that of other citizens
- Article 4. Wairuatanga – Spiritual diversity is retained

Demonstrate understanding and apply Te Whāre Tapa Whā (the four cornerstones of health), te taha wairua (spiritual aspects), te taha hinengaro (mental and emotional aspects), te taha whānau (family and community aspects) and te taha tinana (physical aspects) to practice. Practice is consistent with person/whānau centred care and the principles of Te Tiriti o Waitangi.

## Key Competencies

Competencies are the skills, knowledge and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified.

For the purposes of selection essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

### Essential Competencies:

#### Functional Competencies

- Registered as a Staff radiation therapist with the Medical Radiation Technologist Board (NZ) and holds a current practising certificate
- Excellent interpersonal and communication skills demonstrated with patients and other members of the multi-disciplinary team
- Demonstrates a commitment to ongoing professional development

#### Analytical and Decision-Making Ability

- Ability to manage resources and time to achieve timely results
- Proven problem solving skills
- Knowledge of and active participation in the continuous quality improvement process

#### Flexibility

- Able to work under pressure and adapt to a changing workload

#### Children's Act 2014

- Meets the statutory and organisational requirements for working with children, as per the Children's Act 2014 and MidCentral policy, including a satisfactory police check and other safety checking processes.

### Desirable Competencies:

#### Functional Competencies

- Relevant tertiary qualifications eg degree in RT
- Enrolled in a continuing professional development programme – NZIMRT programme recommended
- Broad experience in radiation therapy
- Experience with clinical teaching of students and staff

#### Flexibility

- Prepared to work the on-call and overtime roster
- Hold a current driver's licence

## Physical Attributes

*Under the Human Rights Act 1993 discrimination based on disability is unlawful. MidCentral will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.*

*Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health & Safety/ Infection Prevention & Control Team.*

- Ability to move about and undertake necessary duties in the Radiation Therapy Department at Palmerston North Hospital.
- Ability to stand, walk, sit, stretch, twist, bend and lift weights up to 15 kilograms from knee to shoulder height and lift lighter weights above shoulder height.
- Ability to assist in lifting weights greater than 15 kilograms if required.
- Manual dexterity to operate equipment and use hand tools including pens, drills, scissors.
- A high degree of mental concentration.
- Visual ability sufficient to write, record, monitor equipment and patients.
- Hearing capacity and speech sufficient to communicate with staff and patients and hear emergency warnings.
- Skin should not be fissured, scaly or cracked on hands, forearms, face or neck.
- Skin condition should allow frequent contact with water, soap/disinfectant soap, cleaning chemicals and latex rubber.
- Freedom from colonisation or infection with MRSA.
- The appointee's health condition should not result in undue hazard to appointee/client or others as a result of exposure to blood, body waste or infectious disease. (Note MidCentral's Policy for Work Restriction of Staff with Communicable Disease, particularly the Skin Appendix. Compliance with "NZ Nurses Organisation HIV/AIDS Policy" is required).
- Must be able to function under rapidly changing and demanding conditions.
- Absence of health condition which increases susceptibility to harm arising from work involving radiation, patients being infused with cytotoxic drugs, developing or handling radiographic film, manufacture or handling of lead and cadmium alloy.

## Conditions of Appointment

### EMPLOYMENT AGREEMENT

The Collective Agreement which covers the work of this position is APEX and District Health Boards Radiation Therapists Collective Agreement (Collective Agreement) which applies to employees appointed to roles that are covered by the Collective Agreement and who are members of the Association of Professional and Executive Employees (APEX) union.

### NATURE AND TENURE OF APPOINTMENT

The appointment will be subject to the conditions contained in this schedule, MidCentral's policies and appropriate legislation.

Permanent and temporary positions are available.

The appointment shall be subject to four weeks' notice in writing on either side. In the event of the appointee being found to have breached the organisation's code of conduct or other policies, the appointment may be terminated without notice.

### SALARY

The commencing salary for the appointment will be as specified in the Collective Agreement that applies at the time the position is taken up. Salary is proportionate to hours worked.

All salary payments will be made by direct credit to a nominated bank account in the appointee's name (or jointly including the appointee's name).

### HOURS OF WORK

Hours of work will be 40 hours a week, working rostered duties.

If the appointment is full-time the employee shall not engage in any other business or occupation without the prior consent of the Organisation. If an appointee is engaged in other business or occupation when taking up a full-time appointment with MidCentral, and wishes to continue to participate in this other business or occupation, this must be disclosed to the hiring manager prior to accepting the appointment.

### TREATY OF WAITANGI

MidCentral is committed to its obligations under the Treaty of Waitangi. The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices.

### EQUAL EMPLOYMENT OPPORTUNITIES

MidCentral is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

### SMOKE FREE ENVIRONMENT

MidCentral provides smoke-free workplaces that protect the health and comfort of employees, patients/ clients, contractors, volunteers and visitors. All buildings, grounds and vehicles owned, occupied or leased by MidCentral are smoke-free. Employees are expected to promote smoke-free lifestyles and act as role models when working with patients/ clients and in the community.

## CODE OF CONDUCT

MidCentral has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral are also required to act with a spirit of service to the community and meet high standards of integrity and conduct as set out in Standards of Integrity and Conduct - a code of conduct issued by the State Services Commissioner.

## ‘SHARED APPROACH TO WORK PRINCIPLES’

Developing a shared approach to working together

It is important that MidCentral has a healthy and safe working environment in which all employees feel their contribution is valued and appreciated. The actions and behaviours below are intended to provide a guide and assist us all to develop and maintain this environment.

To be happy and proud in our work we will:

- Care for and support each other to have a safe work environment;
- Treat each other with trust and respect, recognising cultural and other differences;
- Communicate openly, honestly and act with integrity;
- Enable professional and organisational standards to be met;
- Support each other to achieve, and acknowledge contributions and successes.

MidCentral does not tolerate bullying, harassment, or inappropriate behaviour in the workplace environment.

## CONFIDENTIALITY

All employees are responsible for the security of confidential and sensitive information which is held by MidCentral. All employees have a responsibility to comply with the requirements of the Privacy Act 2020 and the Health Information Privacy Code 1994 and any subsequent amendments.

It is a condition of employment for all employees that confidential or sensitive information is only accessed, used or disclosed as necessary to meet their employment or contractual obligations and in accordance with the relevant legislation, their professional obligations, and any other obligations imposed by law. Note: This does not preclude the sharing of clinical information among health professionals involved in the care or treatment of the individual on a “need to know” or consultancy basis.

Confidential information concerning a patient or client who is receiving or has received services provided by MidCentral may not be accessed by employees not involved in the care or treatment of the patient or client, and also may not be disclosed to unauthorised persons, except for those specific cases defined in relevant legislation and as per MidCentral’s Confidentiality Policy.

## HEALTH DECLARATION

Shortlisted applicants will be required to complete a Health Declaration form and provide this to the hiring manager. They may also be required to undergo a medical examination as part of assessing their ability to fulfil the requirements of the position.

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## **DECLARATION OF CRIMINAL CONDUCT AND OTHER INFORMATION**

Shortlisted applicants will be required to complete a Declaration of Criminal Conduct and Other Information form and provide this to the hiring manager.

## **POLICE CLEARANCE/ CHECK(S)**

Some appointments at MidCentral are subject to a Police Clearance which requires the applicant to complete a New Zealand Police Vetting Service Request and Consent Form. Additionally, overseas police checks may need to be applied for by the appointee if they have lived in any country other than New Zealand for 12 months or more within the last 10 years.

Shortlisted applicants will be advised of the requirement to undergo a New Zealand Police Clearance, and provide overseas police clearance/s, as required.

Notwithstanding the police clearance process upon appointment, in future all MidCentral employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process.

MidCentral reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work, terminate employment, if any adverse information arises out of the police check/s.

## **CHILDREN'S ACT 2014**

Due to the role having contact with children and MidCentral's commitment to child protection, shortlisted applicants will be subject to 'safety checks' in accordance with the Children's Act 2014 before any offer of employment is made. These checks are required periodically for existing employees in accordance with the relevant legislation.

## **APPLICATIONS**

Applicants are required to complete an official form of application, providing names and addresses of three confidential referees\* – one being the current or most recent employer or educator, and attaching a CV and cover letter. Copies of recent testimonials or any other information considered pertinent to the position may also be included.

*\*Referee reports obtained or provided are subject to Section 27 (1) (c) of the Official Information Act 1982 and Section 50 (1) of the Privacy Act 2020 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in MidCentral's appointment and review procedures.*

## Appendix A - MidCentral 's Values and Behaviours

All employees of MidCentral will adopt the values and demonstrate the behaviours related to them of being Compassionate, Respectful, Courageous and Accountable - in the following ways:

### COMPASSIONATE - KIA WHAI AROHA

- Is responsive to the needs of people, whānau and the community.
- Strives to deliver beyond expectations and go the extra mile.
- Shows concern for others and offers proactive and timely assistance and support to others.
- Is empathetic and mindful of others and sensitive to their feelings.
- Creates an environment where others feel safe and supported, encouraging them to contribute and share their views and perspectives.

### RESPECTFUL – KIA WHAI NGĀKAU

- Shows politeness, admiration and honour to others and does not cause offence.
- Actively listens when someone is speaking and shows value for other peoples' perspectives.
- Genuinely engages and listens to others and considers their views while making decisions.
- Is inclusive of diverse perspectives and the cultural beliefs of others and actively seeks to improve own knowledge.
- Recognises team member strengths and development needs, and coaches them to maximise their potential.

### COURAGEOUS – KIA MĀTĀTOA

- Speaks up when things are not right.
- Is adventurous in search of feedback and is open to feedback.
- Puts organisational interests ahead of their own.
- Speaks up when they have to contribute or when other's behaviour is inconsistent with the MidCentral values.
- Champions innovative ideas in the team, and on behalf of the team.
- Is willing to question accepted approaches and processes and open to challenge.

### ACCOUNTABLE – KIA NOHO HAEPAPA

- Acknowledges and assumes responsibility for their actions and does not blame others when things go wrong.
- Strives for excellence and delivers high quality care that focuses on the needs of the consumer and whānau.
- Is innovative and strives for quality and excellence.
- Following through on conversations – saying what you will do and doing what you say.
- Is able to intervene effectively when progress against budgets, plans or projects is off track.
- Is committed to rapid resolution of complaints, problems and issues.

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Appendix B – MidCentral’s Strategy

# WE ARE COMMITTED TO

**Ka ū tā mātou mahi**



**QUALITY LIVING**  
*Kia pai te noho*



**HEALTHY LIVES**  
*Kia ora te tangata*



**WELL COMMUNITIES**  
*Kia ora te hapori*

### WE ARE ABOUT

*Better health outcomes, better health care for all*

**Ko tā mātou mahi**

*He whakapai ake i te hauora hei oranga mā te katoa*

### INDIVIDUALLY AND TOGETHER WE WILL

*Achieve quality and excellence by design*

*Connect and transform primary, community and specialist care*

*Partner with people and whānau to support health and wellbeing*

*Achieve equity of outcomes across communities*

**He mahi takitahi hei toa takitini**

*Kia kounga, kia hiranga te hoahoa*

*Kia mahi tahi me te tangata, me te whānau hei tautoko i te hauora me te aranga*

*Kia tūhono e pai ake ai te atawhai tuatahi, te atawhai hapori, te atawhai ngaio*

*Kia tōkeke ngā hua mā ngā hapori katoa*

### WE WILL BE

<i>Compassionate</i>	<i>Respectful</i>
<i>Courageous</i>	<i>Accountable</i>

**Ka pēnei mātou**

<i>Ka whai aroha</i>	<i>Ka whai ngākau</i>
<i>Ka mātātoa</i>	<i>Ka noho haepapa</i>

### WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

<i>People</i>	<i>Partners</i>	<i>Information</i>	<i>Stewardship</i>	<i>Innovation</i>
<b>Ka eke angitu mātou mā</b>				
<i>Ō mātou iwi</i>	<i>Ō mātou hoa mahi</i>	<i>Te whakamāhio</i>	<i>Te tiaki</i>	<i>Te auaha</i>