

## Position Description

<b>Position Title</b>	Radiation Safety Officer (RSO) Medical Physicist
<b>Department/ Division</b>	Medical Imaging Department/Access & Clinical Operations
<b>Classification</b>	Grade 4, Year 1 – Grade 4, Year 5 FF13 - FF15
<b>Position reports to</b>	Director Medical Imaging
<b>No. of direct &amp; indirect reports</b>	1 – Nuclear Medicine Medical Physicist/Deputy RSO
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk Category</b>	Category B – works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

### The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is *"A world where all kids thrive"*.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au)

### ROLE CONTEXT

The Medical Imaging Department (MID) performs over 90,000 examinations per year as part of the RCH vision – A world where all kids thrive. Our aim is to provide world-leading services for the paediatric patients of RCH. The Radiation Safety Officer (RSO) Medical Physicist works in all aspects of medical physics quality assurance, research, ethics requirements and radiation safety throughout RCH and the Murdoch Children's Research Institute (MCRI).

This service is provided within Medical Imaging, Nuclear Medicine, Cardiology and pathology services. The implementation of effective radiation safety is the responsibility of the RSO Medical Physicist.

#### **ROLE PURPOSE**

The RSO Medical Physicist provides expert leadership and governance to ensure the safe, compliant and optimised use of ionising and non-ionising radiation across RCH and affiliated services. The role is accountable for radiation safety regulation, quality assurance, staff and patient dosimetry, incident management, and the implementation of the Radiation Management Plan (RMP). Through collaboration, education, quality improvement and research support, the RSO enables best practice patient care, workforce safety and organisational compliance.

#### **KEY ACCOUNTABILITIES**

##### **Provision of Care**

- Fulfil the position of Radiation Safety Officer (RSO) for RCH and affiliated services
- Ensure implementation of effective radiation (ionising and non-ionising) safety for RCH and affiliated services
- Maintain, update and implement the RCH Radiation Management Plan (RMP) and other radiation safety programmes
- Ensure compliance with relevant radiation regulations including dose limits, licensing and equipment registration, personal radiation monitoring, source security, incident investigation and reporting
- Nominated person as RCH Radiation Licence Holder, ensuring safe acquisition, use, maintenance and disposal of radiation sources
- Provide routine quality assurance and acceptance and radiation safety testing of equipment
- Undertake radiation dose estimates for all medical imaging modalities
- Undertake radiation shielding calculations for all medical imaging modalities
- Prepare medical physics risk assessment reports for clinical trials being assessed by the human research and ethics committee
- Manage the RCH Personal Radiation Monitoring System
- Investigate and advise on any actions to be taken in the event of an emergency or accidental exposure
- Ensure radiation incidents are reported to relevant internal and external bodies within prescribed timeframes
- Implement and manage radiation monitoring surveys as required
- Deliver excellent, evidence-based specialist knowledge, clinical reasoning and competency, to lead and enhance patient care in medical physics
- Provide high-level specialised leadership across medical physics program and RCH workforce
- Create and foster an environment of continuous improvement
- Lead team member participation to ensure ongoing excellence in service delivery and teamwork
- Lead ongoing development, review and maintenance of administrative processes, communication mechanisms and service delivery consistent with the principles of continuous improvement
- Contribute to the education agenda within medical physics
- Deliver education and training at networks, forums, hospital or statewide level
- Plan for and effectively manage, contingencies that may affect the performance of healthcare activities
- Empower staff to identify, analyse, report and manage risks, and support staff who raise concerns about risk or patient safety
- Ensure timely provision of medical physics services through appropriate prioritisation of departmental caseload, patient needs, and organisational priorities

- Lead high-performing team and provide expert, authoritative judgement and advice on medical physics issues
- Act to ensure formal processes exist for evaluating whether treatment and care is evidence-based and meeting the needs of patient and families as well as the healthcare system
- Delegate healthcare activity according to staff competency and scope of practice to ensure appropriate workload management and prioritisation across the department ensuring others can self-manage and regulate their workload

#### **Lifelong Learning**

- Participate in professional development activities to ensure that best practice is maintained
- Participate in both internal and external training, education and research to maintain standards and continuous professional development as required by the ACPSEM and applicable government legislation
- Promote a culture in which clinical supervision is treated as part of core professional practice
- Develop and foster a lifelong learning culture, and support others to develop and accomplish their professional goals and objectives

#### **Collaborative Practice**

- Lead collaboration across multidisciplinary teams and programs
- Work with initiative and autonomy while leading others in the pursuit of team goals
- Lead people and programs at operational level, within accountability for financial and people management functions
- Lead and motivate staff to strive for and achieve interprofessional team goals and shared responsibility for the provision of care

#### **Communication**

- Apply excellent verbal communication and interpersonal skills with the ability to interact with and influence a variety of stakeholders, achieving mutual understanding and agreed outcomes
- Anticipate and identify conflict, and constructively address issues through respectful and influential communication
- Facilitate open and effective communication across all levels of the medical physics, and more broadly across the organisation
- Ensure systems are in place for coordinating and performing appropriate handover, and arrange follow-up to ensure patient care is maintained

#### **Continuous Improvement**

- Identify areas for continuous improvement within medical physics, and initiate, plan and evaluate relevant improvement activities
- Ensure that medical physics initiatives and research evidence are integrated into professional practices, work unit guidelines and protocols as appropriate
- Develop, review and contribute to policies, protocols and guidelines within medical physics, including RCH RMP
- Build support for change, using influence to positively support team to embrace and adjust to change
- Apply change management principles and strategies when implementing service improvements and project outcomes
- Empower teams to identify, analyse, report and manage risks
- Manage risks and escalate appropriately to line manager and relevant stakeholders
- Generate healthcare strategies and innovations at a team and clinical level that improve delivery of healthcare

#### **Supervision, Leadership and People Management**

- Operate with a high degree of autonomy
- Hold responsibilities for people management and administration

- Provide expert, evidence-based mentoring, education, training, consultation and supervision to staff and students
- Promote and develop a dynamic, flexible, resilient and skilled multidisciplinary workforce through effective staff management, professional development opportunities and the coordination of the recruitment of new staff
- Engage staff and provide guidance and performance feedback to the team
- Develop and implement operational service plans and ensure staff participation in the planning process
- Support and implement change initiatives as directed
- Ensure timely and relevant reporting to internal stakeholders and external regulatory bodies
- Contribute to strategic planning of the Department, aligned with organisational values and strategic plan
- Provide technical leadership in medical physics
- Report on key performance indicators
- Apply emotional intelligence and self-awareness, particularly in stressful situations, to manage the impact of own assumptions, values, attitudes and behaviours on others

#### **Organisation and Planning**

- Apply excellent organisational and planning skills with ability to prioritise workload and competing demands
- Plan medical physics operating budgets and resource requirements
- Advise on implementation and commissioning of new equipment or emerging programs, objectives and priorities of the health service, in relation to medical physics

#### **Research**

- Identify research gaps or opportunities within medical physics
- Operationalise research in medical physics and clinical areas
- Translate evidence into practice for services, departments or medical physics
- Embed and share information on current best practice for medical physics
- Appropriately share research through a variety of methods including conference abstracts or journal publications
- Promote internal and external research collaborations for medical physics
- Align local research plan with the research strategy of the organisation and strategic focus of medical physics
- May act as a research leader including leading research protocol development, authoring publications or data analysis
- Establish or support research partnerships within medical physics
- Review and make recommendations about research projects involving irradiation of humans
- Provide education radiation safety principles and radiological physics to staff who use ionising and non-ionising radiation
- Lead and participate in the development, organisation and delivery of education programs for RCH staff, external service providers and the community

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential:**

- Hold a Bachelor of Science with a Physics Major or a Bachelor of Applied Science (or equivalent)
- Registration on the ACPSEM Register of Qualified Medical Physics Specialists in Radiology
- Hold a Victorian Radiation Use Licence
- Hold Victorian regulatory approval for radiation dose estimates for research trials
- Hold Victorian Tester's Approval for all relevant modalities
- Experience in calculating individual patient doses and using sophisticated dosimetry equipment

- Experience in managing and participation in Quality Improvement programmes
- Experience in tutoring, teaching or radiation safety presentations
- Experience in radiation shielding calculations
- Experience in evaluation and implementation of scientific research protocols
- In-depth knowledge of medical imaging technology and radiation safety principles and practice as applied to medicine
- In-depth knowledge of Victorian, Australian, and International Standards and Codes of Practice relevant to radiation safety in medicine
- Proven ability to lead a team and ability to work well as a senior team member

**Desirable:**

- Experience in paediatric medical imaging
- Experience and training in Laser safety

**KEY SELECTION CRITERIA**

- Demonstrated expert knowledge of medical physics
- Experienced and skilled physicist with consolidated assessment, formulation, and reasoning abilities  
Ability and initiative to support and assist the Department Manager in delegated managerial tasks as requested
- Demonstrated ability to lead teams, promoting excellence in service delivery, continuous improvement and research
- Exceptional professional, interpersonal and self-reflection skills to enable effective work with people of different personalities and backgrounds
- Demonstrated experience in workload and team management, and the ability to prioritise needs and service delivery across a team as well as the broader department and organisation
- Ability to work flexibly in a fast-paced clinical environment, managing competing demands according to departmental and organisational requirements
- Capacity for effective negotiation, conflict resolution and wide consultation at all levels, to maintain and foster key interpersonal relationships
- Highly developed communication, supervision and education skills
- Advanced skills in stakeholder engagement, including influencing multidisciplinary teams to achieve shared goals
- The ability to engage children of different ages and abilities, and to advocate for patients and their families
- Excellent computer literacy skills

**OTHER REQUIREMENTS**

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation – Prevention of Vaccine Preventable Diseases" procedure

## IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

## RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

## QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.**

## INHERENT REQUIREMENTS OF THIS ROLE

There are a number of critical work demands (inherent requirements) that are generic across all positions at The Royal Children's Hospital. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Workplace Health & Safety.

Physical Demands		Frequency
Work Hours	This role is typically performed during standard business hours	Yes

	This role requires shift work, including day, afternoon, night & weekends	Occasional
	This role is required to participate in an on-call roster	Rare
Sitting – remaining in a seated position to complete tasks		Prolonged/Constant
Standing – remaining standing without moving about to perform tasks		Frequent
Walking – floor type even, vinyl, carpet		Frequent
Lean forward/forward flexion from waist to complete tasks		Prolonged/Constant
Trunk twisting – turning from the waist to complete tasks		Rare
Kneeling – remaining in a kneeling position to complete tasks		Rare
Squatting/crouching – adopting these postures to complete tasks		Rare
Leg/Foot movement – to operate equipment		Rare
Climbing stairs/ladders – ascending/descending stairs, ladders, steps		Rare
Lifting/Carrying	Light – less than 5 kilos	Occasional
	Moderate – 5-10 kilos	Occasional
	Heavy – 10-20 kilos	Rare
Push/Pull of equipment/furniture	Light forces – less than 10 kilos	Occasional
	Moderate forces - 10-20 kilos	Rare
	Heavy forces – over 20 kilos	Rare
Reaching – arm fully extended forward or raised above shoulder		Frequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)		Occasional
Sequential repetitive actions in short period of time	Repetitive flexion & extension of hands, wrists & arms	Prolonged/Constant
	Gripping. Holding, twisting, claspings with fingers/hands	Prolonged/Constant
Driving – operating any motor-powered vehicle with a valid Victorian driver's licence		Not Applicable
<b>Sensory Demands</b>		
Sight – use of sight is integral to most tasks		Prolonged/Constant
Hearing – use of hearing is integral to most tasks		Prolonged/Constant
Touch – use of touch is integral to most tasks		Prolonged/Constant
<b>Psychosocial Demands</b>		
Observation skills – assessing/reviewing in/outpatients		Occasional
Problem solving issues associated with clinical and non-clinical care		Prolonged/Constant
Attention to detail		Prolonged/Constant
Working with distressed patients and families		Occasional
Dealing with aggressive and uncooperative people		Occasional
Dealing with unpredictable behaviour		Rare
Exposure to distressing situations		Frequent

<b>Definitions used to assess frequency of tasks/demands as above</b>	
Prolonged/Constant	71-100% of time in position
Frequent	31-70% of time in position
Occasional	16-30% of time in position
Rare	0-15% of time in position
Not Applicable	

<b>Position description last updated</b>	<b>May 2026</b>
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