TO: ALL HEADS OF ALL DEPARTMENTS

VACANCIES IN THE DEPARTMENT OF HEALTH, ADDINGTON HOSPITAL, CHIEF RADIOPHAGRAPHER (SUPERVISOR) GR 1, RADIATION & ONCOLOGY DEPARTMENT:
REFERENCE NO: CHRAD/RADONC/2019

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in region/district offices. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal place of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
   ▪ Application for Employment Form (Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za.
   ▪ Certified copy of:-
     ▪ Identity Document
   2) Grade 12 (Matric) Certificate
   3) Three Year National Diploma/Degree in Radiography (Therapy)
   4) Registration certificate with HPC of SA as a Radiographer (Radiotherapy)
   5) Annual Registration receipt with HPCSA as a Radiographer (Radiotherapy)
   6) Certificates of service outlining employment history and supervisory experience if applicable and verifications of qualifications with SAQA if available from H.R. Dept.
   6) Curriculum Vitae

1. The Circular Minute Number must be indicated in the column provided on the form Z83, e.g. Circular Minute Number URAD 1/2012. NB: Failure to comply with the above instructions will disqualify applicants.

2. Please note that due to the large number of applications received, applications will not be acknowledged. Should you have not received any notification regarding your application within 60 days after the closing date; your application will not have been successful.

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department).

6. Please note that due to financial constrains no S & T and resettlement claims will be considered for payment to candidates that are invited for the interview.

All applications should be forwarded to: Human Resource Department, Addington Hospital, P O Box 977, Durban 4000 OR dropped off at Room 9, H.R. Dept, 1st Floor Addington Hospital.

CLOSING DATE: 25 OCTOBER 2019

Original signed and kept on file
CHIEF EXECUTIVE OFFICER
CIRCULAR FOR VACANT POST

Applications are invited on the prescribed application form (Z83) for the following post:

POST : Chief Radiographer: (Supervisor) Treatment Machines/Planning

POST REFERENCE NO : CHRAD/RADONC/2019
DEPARTMENT : Radiation Oncology
INSTITUTION : Addington Hospital

REMNUNERATION PACKAGE:

GRADE 1 : R466 119 per annum

OTHER BENEFITS:

13TH Cheque : Optional
Medical Aid : Employee must meet prescribed requirements.
Homeowners’ Allowance : Employee must meet prescribed requirements.

EXPERIENCE:

A minimum of Three (3) years’ experience appropriate experience in the relevant profession after registration with the Health Professions Council of SA

MINIMUM REQUIREMENTS:

- Grade 12 certificate.
- An appropriate three-year National Diploma/ B Tech in Radiography (Therapy)
- Registration certificate with the HPC of SA as a Radiographer (Therapy)
- Current registration with Health Professions Council of South Africa as a Therapy Radiographer
- At least three (3) years clinical experience in Radiotherapy.
- Certificates of service outlining employment history and supervisory experience if applicable and verifications of qualifications with SAQA if available from H.R. Dept.

RECOMMENDATION:-

- Competencies in IMRT and VMAT planning will be an advantage.
- At least 1-3 years Supervisory experience would be a recommendation – **proof required**.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:

- Knowledge of radiotherapy treatment and planning principles of basic and advanced techniques.
- Experience in independently performing complex radiotherapy plans and reliably delivering complex radiation treatments
- Operation, monitoring of maintenance, record keeping, and care of all equipment and accessories.
- Application of radiology principles in the treatment of cancer.
- Knowledge of Radiation Control and Safety Regulation.
- Pattern recognition of cancer pathology relevant to the treatment field plans and placements.
- Knowledge of departmental protocols, design and implementation of new protocols.
- Technical problem solving skills.
- Basic supervisory and training skills.
Ability to independently manage a treatment planning division.
Ability to train and mentor junior staff and students.

KEY PERFORMANCES AREAS:

- Undertake all areas of basic radiation treatment planning and advanced planning, preparation, graphic planning, radiation dose calculation and treatment accessory production and supervision thereof.
- Ensure that all planned directives in the delivery of the radiation of patient are undertaken.
- Undertake overall responsibility for the operation, care and maintenance of all major equipment and accessories used in radiation planning and treatment units.
- Undertakes and ensure that all administrative duties related to the management of the division in the department, and that radiation record keeping is maintained.
- Perform quality control procedures.
- Liaise with Deputy Director, Assistant Director, Physicists, and Oncologists, Oncology nurses, patients and relatives in ensuring maintenance of patient care standard in the division.
- Ensure that client’s rights and patients’ rights as per National Patient’s Rights Charter are respected and to implement National Core Standard principles.
- Updating treatment protocols, policies and procedures.
- Undertake Quality Assurance of treatment folders at Planning & Treatment machines
- Do EPMDS for staff in your division and other support staff in the Unit.
- Collate Treatment machines & Planning statistics as and when required.
- General administrative duties as allocated
- If in Planning, make sure you adhere to protocol that patients’ will commence treatment at least two weeks after planning CT scan.
- If on the Treatment machines, be able to maintain the patient numbers from 35-40 per day on each Linear Accelerator.

HOURS OF DUTY:

Normal shift 07h30 – 16h00 Monday to Friday
After hours call rooster as and when assigned

NB: The successful candidates to this position will be expected to work on a rotational basis between Addington Hospital and Inkosi Albert Luthuli Central Hospital.

ENQUIRIES OF THIS POST:

Mr. P.P Mazibuko Tel. (031) 327 2200