

## RT level 2 Personal Progression Pathway

<b>SDMS Id Number</b>	P24/38
<b>SDMS Category</b>	Allied Health
<b>Effective Date</b>	October 2023
<b>Review Date</b>	October 2026
<b>Applies to</b>	Radiation therapists employed under the industrial instrument(s) related to radiation therapists, relevant Health HR staff, non-radiation therapist managers responsible for cancer services.
<b>Key Words</b>	Radiation Therapist, RT, Personal Progression Pathway

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### Part A – Protocol

#### I Protocol Statement

The Radiation Therapist (RT) level 2 Personal Progression Pathway will be implemented in accordance with the [Radiation Therapists Agreement 2022](#).

#### Evidence Based Rationale

The RT level 2 Personal Progression Pathway is outlined in Clause 20 and Schedule 4 of the *Radiation Therapists Agreement 2022*.

There are two pathways under the RT level 2 Personal Progression Pathway. The first pathway is for internal applicants (current DoH employees) seeking personal progression from RT level 2 to RT level 3. The second pathway is for external applicants (future DoH employees) seeking personal progression to RT level 3 when applying for a permanent RT level 1-2 position via a recruitment process.

Both pathways have the same requirements and the same level of rigour is applied to the assessment process for both pathways. However, internal applicants are assessed via an Assessment Panel whereas assessment of external applications is integrated into the selection process.

#### 2 Process

##### Eligibility and Assessment Criteria

##### Eligibility Criteria

Applicants must meet the following eligibility criteria prior to making an application to their manager

- have reached the classification RT level 2 year 4;
- be permanently appointed at the RT level 2 and
- the conduct and performance of the employee has been assessed as satisfactory.

Applicants applying for the RT level 2 Personal Progression Pathway via a recruitment process for a permanent RT level 1-2 position must demonstrate a level of employment experience equivalent to that of RT level 2 year 4.

## **Assessment Criteria**

Applicants must address the two **Mandatory Assessment Criteria**

- MI. Consistent high-level performance with demonstrated capability to undertake complex radiation therapy work, in one or more areas of treatment planning or delivery, with considerable independence and limited supervision and direction; and
- M2. Demonstrated clinical/professional leadership skills as evidenced by capability to supervise and mentor lower classified radiation therapists and students and coordinate activities that could be related to education and training, research, quality improvement, projects, policy and/or regulatory functions.

In addition, applications **must** also address **at least two** of the following **Elective Assessment Criteria**:

- E1. Satisfactory completion of a relevant graduate certificate (or higher post graduate qualification). Post graduate qualifications must be an additional post graduate qualification and cannot be an employee's entry to practice qualification (including honours degrees and graduate entry masters).
- E2. Satisfactory completion of a relevant formal post-entry level education and training program that is recognised by the profession or industry (i.e. fellowship, certification process or other credential). This must be in addition to an employee's entry to practice qualification and/or professional accreditation or regulation requirements.
- E3. Recognition as a resource person within the team as evidenced by contribution to developing the knowledge base of others through the development of resources to support practice (i.e. policies, procedures, practice guidelines etc) and informal/internal professional development/training activities, in service presentations etc.
- E4. Demonstrated contribution to the profession, team or service, at a state or national Level, such as through active involvement in professional association(s), working parties, committees, boards and/or conferences.

## **Application Process**

Applications can be made at any time once the applicant meets the eligibility criteria.

### **Self-assessment.**

Applicants should self-assess against the Eligibility and Assessment Criteria. If an applicant believes they meet the Eligibility and Assessment Criteria, they are encouraged to discuss their intention to apply with their manager or contact person for the advertised permanent RT level 1-2 position. Progress to [Compile Application](#).

### **Working towards the RT level 2 Personal Progression Pathway (if required)**

Working towards the RT level 2 Personal Progression Pathway should become a focus after the RT level 1-2 has incremented to the RT level 2 salary range. Prior to this, RT level 1 employees should focus on working towards RT level 1-2 Competency Progression Pathway or Accelerated Competency Progression Pathway.

Current DoH employees who self-assess that they do not yet meet the Eligibility and/or Assessment Criteria are encouraged to discuss their intention to work towards applying for the RT level 2 Personal Progression Pathway with their manager, ideally around 12 months in advance as part of a Performance and Development Discussion. This will enable the employee and manager to use the Performance and Development Discussion Report to document learning goals and opportunities for development aligned to the Assessment Criteria and how this will be achieved over the following 12 months, or longer if required.

If a plan is made outside the Performance and Development Discussion, the employee's Performance and Development Discussion Report should be updated to reflect the revised and/or additional agreed actions and opportunities for development.

A supervisor, other than the manager, may be required to oversee implementation of the Performance and Development Report. The level 2 employee can nominate preferred supervisors and managers will endeavour to allocate a preferred supervisor. Managers may allocate suitable alternative supervisors if preferences are not nominated or preferred supervisor is unable to undertake the task.

Regular meetings between the manager (or nominated supervisor) and prospective applicant should be scheduled over the next 12 months (or longer as required), and the manager (or nominated supervisor) will support the prospective applicant undertaking agreed actions and development opportunities.

Once the Eligibility Criteria are met and agreed actions and development opportunities have been undertaken, the prospective applicant should self-assess against the Assessment Criteria and discuss readiness to apply for the RT level 2 Personal Progression Pathway with their manager (or nominated supervisor).

If the discussions and processes outlined in this stage do not occur, it will not pose a barrier to an application being submitted or prejudice the outcome.

## **Compile application**

All applicants are required to complete Part 1 of the [RT level 2 Personal Progression Pathway Application Form \(Attachment 1\)](#).

Applicants are strongly encouraged to clearly state how they have met the Assessment Criteria and provide specific examples and evidence to support these claims where applicable. Any evidence attached to an application should be clearly referenced in the application and clearly numbered as Attachment 1, Attachment 2, etc.

Applicants should demonstrate how their high-level performance and capability, knowledge, skills and expertise are embedded in their everyday practice and available to be utilised on a day-to-day basis within their service/team.

Applicants may provide examples and evidence of achievements relating to activities outside the DoH, provided the applicant can provide satisfactory evidence and can nominate an external referee as a second referee that can attest to the claims made by the applicant.

While a word limit has not been set, a balance should be met between providing a complete but concise response in addressing the Assessment Criteria.

Applicants applying for the RT level 2 Personal Progression Pathway via a recruitment process to a permanent RT level 1-2 position are required to submit the [RT level 2 Personal Progression Application Form](#) and supporting evidence in addition to their curriculum vitae and 1-2 page statement outlining their experience, skills and knowledge relevant to the statement of duties for the advertised position. The [RT level 2 Personal Progression Pathway Application Form](#) and supporting evidence can be uploaded as additional information when the applicant uploads their curriculum vitae, 1-2 page statement and Application for Employment Form.

Incomplete applications will not be accepted.

## Referee nomination

Applicants must nominate at least one referee on the [RT level 2 Personal Progression Pathway Application Form](#). Only referee(s) who have directly supervised the applicant should be nominated and should be employed at RT level 3 (or equivalent) or above.

If claims are related to evidence outside the workplace (i.e. activities associated with a professional association), a second referee should be nominated.

If an applicant nominates their manager to be a referee, a second referee should be nominated.

Applicants should discuss their application with their referee and provide a copy of their application.

## Assessment Process

### Pathway 1 – Internal Applicant – Assessment Panel

On receipt of a completed application, the Chief RT for the applicant's region will convene and chair the Assessment Panel and complete the assessment process as quickly as practicable.

The Assessment Panel will include the Chief RT and two RT level 4's (or higher) members from sites other than the applicant.

The Assessment Panel will assess the application and may seek further information, clarification or evidence to support the assessment process.

The Assessment Panel will document their assessment of the application in Part 2 of the [RT level 2 Personal Progression Pathway Application Form](#) and make a recommendation on whether to 'support' or 'not support' the application and provide relevant comments to justify their recommendation to the delegate. Budgetary constraints are not a reason to not support an application.

### Pathway 2 – External Applicant via recruitment process – Selection Panel

The Selection Panel will act as the Assessment Panel and it is recommended that the selection panel is chaired by the Chief RT and includes at least two RT level 4 (or higher) panel members.

The Selection Panel must assess the application for the RT level 2 Personal Progression Pathway as part of the recruitment process, and appropriately document this assessment in the Selection Report. The Selection Panel need to clearly make the recommendation to the delegate. The [RT level 2 Personal Progression Pathway Application Form](#) and supporting evidence should be attached to the selection report.

The Eligibility and Assessment Criteria are very different to the selection criteria outlined in statements of duties. Hence the selection process must assess suitability for appointment to the advertised position and whether the Eligibility and Assessment Criteria are met to justify the personal progression to RT level 3.

Failure to meet the requirements of the RT level 2 Personal Progression Pathway does not preclude employment of an external applicant to an advertised RT level 1-2 position.

## Referee reports

The Chief RT responsible for chairing the Assessment Panel is required to obtain at least one referee report.

Comments made by referees should relate directly to the information included in the application and reflect the referee's independent opinion and validation of the applicant's claims.

Referee reports should be documented on the [RT level 2 Personal Progression Pathway Referee Report Form \(Attachment 2\)](#).

If the Chief RT responsible for chairing the Assessment Panel is nominated as a referee, they should complete a Conflict of Interest declaration and have this approved by the delegate prior to convening the Assessment Panel. The referee report should be completed prior to convening the Assessment Panel and a second referee report obtained.

For applications under Pathway 2, the Selection Panel chair is required to obtain at least one referee report. The DoH referee report template for selection processes may be used provided the additional questions section is used to elicit additional information to validate claims made against the Eligibility and Assessment Criteria.

### **Delegate decision**

Decisions on applications for the RT level 2 Personal Progression Pathway must be made by a Human Resource Management Group 3 delegate or above.

The delegate will consider advice provided by the Assessment Panel/Selection Panel in making their decision. The delegates decision should be made as soon as practicable following receipt of advice from the Assessment Panel/Selection Panel chair. Budgetary constraints are not a reason for not approving an application.

The delegate will document their decision in Part 3 of the [RT level 2 Personal Progression Pathway Application Form](#).

### **Notification of outcome**

The relevant Chief RT will notify applicants of the outcome of their application following the delegates decision.

The relevant Chief RT will provide approved applications to Heath HR (Job Design and Payroll) to action.

### **Unsuccessful applications.**

The relevant Chief RT will provide feedback to unsuccessful applicants, including which Eligibility and/or Assessment Criteria were met or not met, and the reasons for the decision by the delegate. The assessment process is confidential. Applicants are not permitted to approach Assessment Panel/Selection Panel members for further feedback or advice on other applicants' applications and outcomes.

Unsuccessful applicants are encouraged to use the Performance and Development Discussion process or post-selection feedback process to develop actions in response to feedback and to re-submit a subsequent application.

Recommendations made by the Assessment Panel/Selection Panel and decisions of the delegate are final. There is no internal appeal process for unsuccessful applications. However, applicants may make an application to the Tasmanian Industrial Commission for a review of action under section 50 of the *State Service Act 2000*.

### **Position Management**

Health HR – Job Design will create an RT level 3 personal classification (pc) position for successful employees and will notify Health HR – Payroll Services when this is completed.

Health HR – Payroll Services will commence paying the successful candidate the salary rate applicable to RT level 3 year 1 with effect from the first full pay period commencing on or after the date the employee submitted their complete application to their manager. This date will become the applicant's anniversary date for salary increments.

Successful applicants will be provided with an RT level 3 statement of duties by their manager to ensure transparency regarding expectations of performance and responsibilities going forward.

If/when an RT level 1-2 employee with a personal classification to RT level 3 under the RT level 2 Personal Progression Pathway leaves the position against which they obtained their personal classification, the position will revert to an RT level 1-2 position and the RT level 3 personal classification position will expire.

Other RT level 1-2 employees cannot fulfill the responsibilities of an RT level 1-2 with a personal classification to RT level 3 under the RT Level 2 Personal Progression Pathway, such as through a higher duties allowance, more responsible duties allowance or professional practice functions allowance, to provide leave cover etc because it is a personal classification based on assessment of an individual employee against the Eligibility and Assessment Criteria.

### **3 References**

- 1 [Radiation Therapists Agreement 2022](#)
- 2 [DoH Conflict of Interest Policy](#)
- 3 [DoH Delegations and Administrative Authorities](#)
- 4 [DoH Performance and Development Discussions](#)

### **4 Related Documents**

- 1 [RT Level 1-2 Competency Progression Barrier Protocol](#)
- 2 [DoH Selection Report Template](#)
- 3 [DoH Referee Report Template](#)
- 4 [DoH Conflict of Interest Declaration – Selection Process](#)

### **5 Attachments**

- 1 [RT level 2 Personal Progression Pathway Application Form](#)
- 2 [RT level 2 Personal Progression Pathway Referee Report template](#)

## Part B - Quality Control

<p><b>Assess the Risk</b> to the patient/staff/community/organisation if this protocol/guideline is <b>not</b> implemented.</p> <p>1 Using the <a href="#">Risk Consequence</a> Table the <b>Degree of Severity</b> will be <b>Minor</b></p> <p>2 Using the <a href="#">Risk Likelihood</a> the <b>Likelihood</b> will be <b>Possible</b></p> <p>3 Using the <a href="#">Risk Scoring Matrix</a> the <b>Risk Rating</b> will be <b>Medium (4-6)</b></p>
<p><b>Implementation</b> of this policy document will be by <b>Targeted education sessions</b> by Chief Allied Health Advisor.</p> <p>It will be completed by <b>3 months after approval</b></p> <p><b>New staff</b> will be advised of this directive by <b>Organisational Orientation</b></p>
<p><b>Specific staff training</b> required to support the protocol/guideline - <b>No specific training required</b></p>
<p><b>Audits or other data collection</b> to monitor compliance are collated as previously assessed – <b>Medium risk = 12 monthly audit (report variances to committee)</b></p> <p>Audits and/or variances will be reported to the People Committee</p> <p>Compliance monitoring of this document will be the responsibility of Chief People Officer</p>
<p><b>Replaces</b> (include all <b>Nil</b> documents replaced)</p> <p><b>Overarching Policy</b> <b>Nil</b></p>

### Development and Consultation Record *(To be completed for all protocols or guidelines)*

Development / review authorised	Michelle Searle*	Chief People Officer	April 2023
Prepared by	Kendra Strong	Chief Allied Health Advisor	April – Sept 2023
Through Custodian	Kendra Strong	Chief Allied Health Advisor	Sept 2023
Initial consultation with key stakeholders	Mat Johnston Jakki Coombes	Principal Advisor - IR Manager, HR Policy and People Development	June 2023
Final consult with staff affected <i>(If THS-Statewide, PC records on feedback sheet)</i>	RTs Other Tasmanian State Service Agencies HACSU, CPSU, AEU	Open consultation	July-Aug 2023
Content confirmed - Delegated Authority*	Michelle Searle*	Chief People Officer	September 2023

### DoH Approval Record *(Delete table if local or regional document)*

Endorsed	DoH People Committee members	DoH People Committee	20 October 2023
Approved	Michelle Searle	Chief People Officer	20 October 2023
Uploaded to SDMS	Lynette Dobson	Administrative Officer	22/02/2024