



# AUSTRALIAN INSTITUTE OF RADIOGRAPHY

ABN 26 924 779 836

*The national professional organisation representing radiographers,  
radiation therapists and sonographers*

Registered Office:  
1<sup>st</sup> Floor  
32 Bedford Street  
Collingwood Vic 3066

## **Professional Accreditation and Education Committee (PAEC)**

- VICTORIA -

# **INTERN ASSESSMENT FORM RADIATION THERAPY**

**CONFIDENTIAL**

**INTERN'S NAME:**

**HOSPITAL:**

**SUPERVISING RADIATION THERAPIST:**

**DATES FOR PERIOD UNDER REVIEW:**

**AREA OF EXPERIENCE DURING THIS PERIOD:**

The intern as a Beginning Radiation Therapist is expected to have the guidance of more experienced Radiation Therapists.

The beginning Radiation Therapist is expected to be capable of assuming a responsible role in the planning and treatment technique for routine radiotherapeutic procedures including computerised planning.

An appraisal is completed at the end of the Intern's rostered period in a new area of experience, or at the end of each quarter, whichever occurs first.

The completed appraisal forms are to be forwarded to the Honorary Secretary of the PAEC.

Appraisal forms are to be returned to the PAEC by the end of the:

1. 12<sup>th</sup> week
2. 24<sup>th</sup> week
3. 36<sup>th</sup> week
4. 48<sup>th</sup> week

This document is **confidential** and is not to be open for general exhibition or discussion. It is not to be used as a general reference or interpreted as a reference. The objective of the appraisal is to help the Intern improve his/her performance by providing knowledge and recognition of results of prior work, and the opportunity to discuss his/her work with his/her supervisor.

This appraisal is to be completed by the supervisor and discussed with the Intern at the end of the working period for the Intern on that unit, or at the end of the quarter, whichever occurs first. Room for overall comment by both or either person, is available at the end of the form. Both the supervising Radiation Therapist and Intern are to sign the form on completion.

The scale set out below is to be used in this appraisal form.

- OUTSTANDING:** Performance consistently exceeds expectations.
  
- EFFECTIVE:** Adequate and acceptable performance of all duties. Occasionally very competent, usually reliable.
  
- MMARGINAL:** Performance of majority of duties at an acceptable level. Room for improvement.
  
- UNSATISFACTORY:** Performance is below the minimum acceptable level.

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For each aspect of performance being assessed, the standard requirements expected in this area are stated.

<b><u>Office Use Only:</u></b>	
<b>Date Received:</b>	_____
<b>Action:</b>	_____

**CIRCLE THE SELECTED GRADING FOR EACH AREA**

**A comment is mandatory for a grading of marginal or unsatisfactory.**  
Refer to page 2 for definitions of gradings.

**GENERAL SECTION**

**PATIENT CARE**

Demonstrates concern for both physical and psychosocial Requirements of the patient and carer.

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Effectively establishes a rapport with the majority of patients, is capable of identifying patient needs, and generally responds appropriately. Sensitive to patient confidentiality. Effective patient observation.

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**TEAMWORK, INTERPERSONAL SKILLS, COMMUNICATION ATTITUDE**

Contributes to the achievement of the unit's objectives. Work performance shows a willingness to help others while taking into consideration the workload and capacity of others in the group. Contributes to the professional, personal and patient environment while providing quality patient care.

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The ability to listen effectively and speak clearly and concisely; to respond To others in a tactful, courteous manner. To modify communication to take Into account the needs of others, to use effective written communication.

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**ORGANISATIONAL ABILITY & DOCUMENTATION**

The capacity to prioritise daily and longer term tasks so that they are completed to the required standard within the appropriate time frame.

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Completes documentation correctly and within the required timeframe according to medico-legal and quality assurance requirements.

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Document entries written legibly and logically set out. Aware of others Time requirements, and generally able to meet these.

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**PRACTICAL ABILITY**

The ability to apply technical knowledge of Radiation Therapy in practical situations in the day to day functioning of the department, keeping mechanical and patient limitations in mind.

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**CIRCLE THE SELECTED GRADING FOR EACH AREA**

**A comment is mandatory for a grading of marginal or unsatisfactory.**  
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**PLANNING SECTION**

**MOULD ROOM**

Options for immobilisation and ancillary equipment are identified and evaluated, and the appropriate apparatus is manufactured.

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**SIMULATION / IMAGING**

Undertakes the simulation procedure, localising the target volume relative to the surrounding anatomy and identifying critical structures.

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Systematically acquires and documents patient data, including landmarks, outlines, positioning and machine parameters.

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Applies appropriate radiographic technique (contrast media, exposure factors, dark room procedures, image intensifier, grids, CT)

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## PLANNING PROCEDURES

Interprets and understands the request. Optimises the field geometry, demonstrating an understanding of the specific requirements of an area.

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Performs manual and/or computerised dosimetric calculations including isodosing, MU/Time calculations and vital structure doses.

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Completed documentation of the treatment sheet. Follows up, adjusting the plan and calculations as required after separation, port images or technique/treatment changes.

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**CIRCLE THE SELECTED GRADING FOR EACH AREA**

**A comment is mandatory for a grading of marginal or unsatisfactory.**  
Refer to page 2 for definitions of gradings.

**TREATMENT SECTION**

Is conversant with the operation and the use of the treatment equipment – including ancillary equipment.

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Patient documentation – understands, interprets and implements Instructions provided.

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Understands and implements departmental policies regarding daily patient care and follow-up procedures.

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Is aware of department quality assurance procedures, and can be directed to perform and report variations

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