

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Medical Imaging Technologist (Grade 2)</b>
<b>Reports to (Title)</b>	<b>Chief Medical Imaging Technologist</b>
<b>Group Director/ Chief</b>	<b>Group Director of Medical Services and Clinical Governance</b>
<b>Department</b>	<b>Medical Imaging</b>
<b>Position Location</b>	<b>Malvern &amp; Brighton</b>
<b>Award/Agreement</b>	<b>Salary &amp; Conditions in accordance with Contract of Employment</b>
<b>Delegation of Authority Level</b>	

### Position Summary & Role Purpose

The role of Medical Imaging Technologist Grade 2 is an experienced Medical imaging Technologist who performs the duties of a Grade 1 Medical Imaging Technologist, in addition, undertakes supervisory responsibilities and is responsible for performing and assisting with radiographic procedures efficiently and accurately, conscious of the standards required and conforming to the ALARA principle to produce the highest diagnostic quality image(s) in accordance with the Missions and Values of Cabrini.

The position of Medical Imaging Technologist Grade 2 participates and implements initiatives to support and promote Cabrini's mission and values and for the provision of person centred care to ensure every patient receives compassionate, competent care and quality medical imaging service.

A Medical Imaging Technologist Grade 2 is recognised as having a higher level of skill and knowledge with additional responsibilities, special knowledge or depth of experience in one or more of the following: Mammography, Computerised Tomography, Cardio-vascular Angiography or Magnetic Resonance Imaging.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

- On the recommendation of the Chief Medical Imaging Technologist or Manager Medical Imaging Department, is in charge of other Medical Imaging staff.
- Participates in in-service education and encourages the participation of others
- Is responsible for directing and maintaining self-learning opportunities and document of participation in learning activities and outcomes using the hospital Learning Management System (LMS)
- Attends additional courses and conferences to promote personal and professional development and encourages the participation of others.
- Assists with the orientation of new Medical Imaging Technologists.
- Assists in the training and supervision of Medical Imaging students and interns during their clinical placements within the hospital.
- Assist with the supervision of work experience students whilst in the Medical Imaging department

- Shares own knowledge and skills with others and participates in mentoring and preceptorship roles with peers and Medical Imaging students.
- Assists in the ongoing training of staff in the advent of equipment upgrade and protocol changes.
- Assists with skills training and competency checks for all new staff completing training in area of responsibility.
- Assists in the development of new policies and procedures that affect the operation of the area of responsibility.
- Deputises for the Modality Supervisor or Area Manager as necessary
- Assists in the development of the Medical Imaging Quality Control and Assurance Programs and, in conjunction with the Area Supervisor, ensures these programs are maintained and completed.

## **1.2 Operational Responsibilities**

- Assists in the smooth operation of the area of responsibility
- May be rostered primarily to an area of responsibility but can be rostered to other imaging modality areas, while still retaining responsibilities in that area.
- Is responsible for the care of the patient before, during and after the medical imaging examination, ensuring compassionate, competent care and service.
- Examines the patient radiographically, as and when requested in writing by a qualified medical practitioner, according to the imaging protocols of the department or as directed by the consultant radiologist.
- Ensures the correct selection of exposure factors and imaging projections are performed to complete the requested examination.
- Produces correctly identified radiographic images for reporting.
- Assesses the radiographic image for diagnostic quality, accuracy of positioning technique and exposure.
- Strictly adheres to the ALARA principles of radiation protection for patients and staff.
- Ensures the use of radiation protection to the patient as is consistent with the examination.
- Ensures all possible protection to other health workers, staff and members of the public involved with the patient's care during their radiographic examination or procedure.
- Ensures adequate and proper use of radiation beam limiting and protection devices to reduce the incidence of scatter or secondary radiation.
- Assesses the need to produce further views when abnormal appearances are present or consults with Radiologist regarding further radiographic images or examination.
- Participates and assists with the imaging requirements, patient preparation and care during special procedures which may require the administration or introduction of contrast agents.
- Is responsible for correctly identifying a patient prior to performing any radiographic examination or procedure.
- Is responsible for confirming with the patient correct procedure, correct side or site requested prior to performing any radiographic examination or procedure.
- Prepares correctly identified images (correct patient name, side marker and personal identifying initials) prior to sending to PACS, prior to printing or burning to CD.

- Ensures all printed images or image media are clearly and correctly labelled for distribution or dispatch.
- Assists with and where necessary perform patient registration and documentation of appointments for medical imaging examinations and procedures.
- Initiates appointments and patient preparation instructions if required.
- Regularly communicates with nursing staff, allied health staff or referring clinicians any verbal or written enquiries regarding a patient's examination, preparation or appointment.
- Participates and completes all required training and skills competencies within their area of responsibility to be eligible for "on call" requirements.
- Participates in rostering requirements, shifts and work duties at both Malvern and Brighton Medical Imaging departments.
- Participates in the on "call service" at both Malvern and Brighton campuses.
- On Call duties include but are not limited to:
  - Performing any imaging examination or procedure in theatre, medical imaging department, emergency imaging or mobile radiography within the hospital.
  - Producing quality radiographic images, correctly identified for viewing remotely on hospital clinical viewer, PACS or Intelerad.
  - Liaising with Hospital Nursing Coordinator and/or on site Medical Imaging staff, with regard to patient transfer to/from department, patient preparation if required, and appropriate patient care and assistance during examination or procedure whilst patient is in the medical imaging department.
  - Ensuring a safe working environment is maintained at all times and the ALARA principle is adhered to providing radiation protection to any allied health staff or members of the public who assist with the patient's care during the examination of procedure.

### **1.3 Resource Management**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter.
- Ensures the economic use of department consumables with particular reference to contrast.
- Ensures relevant Medical Imaging registration stationary, film and CD envelopes and printer consumables are stocked and stored for ready accessibility.
- Ensures the correct use, dose or quantity, stock rotation and date of expiry of consumables and safe keeping of all contrast consumables.
- Ensures the correct usage and storage of departmental equipment and linen.
- Assists the Area Supervisor in the assessment of stock control and ordering as required.
- Ensures all radiographic equipment is kept clean and serviceable.
- Ensures the Area Supervisor or Manager Medical Imaging Department is informed of any equipment faults or when maintenance service is required.
- Is responsible for liaising with the appropriate equipment vendor engineer regarding operating performance, maintenance and service of equipment in area of responsibility
- Ensures all examination rooms, change cubicles and control areas are kept clean and neat at all times.

#### **1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Demonstrates a commitment to continuing professional development and education in area(s) of responsibility.
- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini management performance framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.
- Participates in staff discussion and attends general staff meetings within the Medical Imaging Department.
- Participates and assists in the development of new policies and procedures within the Medical Imaging Service.
- Demonstrates a commitment to continual improvement activities and participates in such activities as required.

## **2. Work Health and Safety**

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

### 3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

### 4. Child Safety

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

#### Organisational Relationships

- Reports directly to the Chief Medical Imaging Technologist and Manager Medical Imaging Department
- Maintains a close collaborative working relationship with Medical Imaging Modality Area Supervisors.

#### Internal

- Department Supervisor Medical Imaging Brighton
- Nurse Unit Manager Medical Imaging
- Office Manager Medical Imaging Malvern
- Office Supervisor Brighton
- Quality Manager Medical Imaging Malvern
- Medical Imaging OH&S Representative Malvern
- Modality Supervisors Medical Imaging Malvern & Brighton
- Tutor Medical Imaging Technologist

#### Committee Membership

**The Medical Imaging Technologist will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- As directed by Chief Medical Imaging Technologist or Manager Medical Imaging

#### Staff Development

**The Medical Imaging Technologist will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

## Key Competencies

The Medical Imaging Technologist must demonstrate the following requirements:

### ESSENTIAL

#### **Educational/Vocational**

- Diploma of Applied Science (Radiation Sciences RMIT), Bachelor of Radiography & Medical Imaging (Monash University), Bachelor of Applied Science – Medical Radiations (RMIT) or equivalent as recognised by the Australian Institute of Radiography.
- Certificate of Competence issued by the Conjoint Board of the College of Radiologists of Australasia and the Australian Institute of Radiography or its equivalent recognised by the Australian Institute of Radiography.
- Membership of the A.I.R. or equivalent is desirable

#### **Registration**

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Eligibility for membership and possess a Statement of Accreditation from the Australian Institute of Radiography or equivalent.
- Current Radiation Use Licence (Department of Health)

#### **Experience**

A Medical Imaging Technologist at this level has a higher level of skill and knowledge than that of a Grade 1 Medical Imaging Technologist

Characteristics of a Medical Imaging Technologist Grade 2, is a practitioner with a minimum of 5 years post graduate qualification:

- Who is responsible for the quality of their own work.
- Who supervises and ensures the quality of work undertaken in their area of responsibility
- Who assists and advises medical imaging staff of the most appropriate procedures and safe work practices.
- Who supervises students undertaking the Degree in Medical Imaging and
- Who provides further training and ongoing education in more specialised radiography related areas.

#### **Personal Attributes**

- Demonstrates a commitment to the Cabrini Missions and Values
- Ability to maintain good interpersonal relationships, professional tact, integrity and confidentiality
- Commitment to inter-team cooperation
- Demonstrated interpersonal skills including the ability to receive and provide constructive feedback
- Contemporary knowledge of specialty radiology practices
- Demonstrated continuing professional development relevant to their position within their area of responsibility and commitment to ongoing learning.
- Willingness to adapt to organizational and environmental change
- Acknowledges the need for flexibility and teamwork, and performs or coordinates performance of other duties within skills and capabilities required.
- Works in coordination with all members of the Medical Imaging department, providing assistance, resources and support as required

## Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

## **Our mission**

### **WHO WE ARE**

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

### **WHAT WE BELIEVE**

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

### **WHAT WE DO**

We provide excellence in all of our services and work to identify and meet unmet need.

## **Our values**

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

### **Compassion**

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

### **Integrity**

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

### **Courage**

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

### **Respect**

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

## Behaviours that matter

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

### **We are committed to safety and quality:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

### **We are here to provide service:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

### **We work together to achieve the best outcome:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

### **We exhibit a positive attitude:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour



**We want to build a just and sustainable community:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

**APPROVAL**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**

**Authorised:**



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**Group Director, Medical Services and Clinical Governance**

18 May 2022

**Date**