

POSITION DESCRIPTION

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| Position Title | Nuclear Medicine Technologist – Grade 1 |
| Reports to (Title) | Chief Nuclear Medicine Technologist |
| Group Director/ Chief | Group Director, Medical Services and Clinical Governance |
| Department | Medical Imaging |
| Position Location | Malvern |
| Award/Agreement | Salary & Conditions in accordance with Contract of Employment |
| Delegation of Authority Level | |

Position Summary & Role Purpose

The role of Nuclear Medicine Technologist Grade 1 is to be responsible for performing and assisting with Nuclear Medicine examinations and 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 Cabrinini.

The Nuclear Medicine Technologist Grade 1 will participate in initiatives to support and promote Cabrinini's mission and values and ensure the provision of person centred care.

A Nuclear Medicine Technologist Grade 1 will work closely with peers, supervisors and consultant medical staff to ensure every patient experiences compassionate, competent care and receives a quality medical imaging service.

Experience in PET is beneficial but not essential.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Leadership and management

- Participates in in-service education and encourages the participation of others
- Is responsible for directing and maintaining self-learning opportunities and documentation 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 Nuclear Medicine Technologists.
- Assists in the training and supervision of Nuclear Medicine students during their clinical placements within the hospital.
- Assist with the supervision of work experience students whilst in the Nuclear Medicine department
- Shares own knowledge and skills with others and participates in mentoring and preceptorship roles with peers and Nuclear Medicine students.
- Assists, when requested, in the development of new policies and procedures.

1.2 Operational Responsibilities

- Assists in the smooth operation of the Nuclear Medicine and PET departments.
- Is responsible for the care of the patient before, during and after the Nuclear Medicine procedure, ensuring compassionate, competent care and service.
- Performs procedures, according to the imaging protocols of the department or as directed by the Nuclear Medicine Specialist.
- Ensures all studies/procedures are performed to complete the requested examination correctly and to a high standard.
- Produces correctly identified images for reporting.
- Assesses produced images for diagnostic quality, and accuracy.
- Strictly adheres to the ALARA principles of radiation protection for patients and staff.
- Ensures all possible protection to other health workers, staff and members of the public involved with the patient's care during and after their Nuclear Medicine examination or procedure.
- Assesses the need to produce further views when abnormal appearances are present or consults with Nuclear Medicine Specialist regarding further imaging.
- Participates and assists with the imaging requirements, patient preparation and care during therapeutic procedures.
- Is responsible for correctly identifying a patient prior to performing any nuclear medicine examination or procedure.
- Is responsible for confirming with the patient correct procedure, correct side or site requested prior to performing any nuclear medicine examination or procedure.
- Prepares correctly identified images and paperwork prior to sending to PACS, and/or 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 Nuclear Medicine 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 in rostering requirements, shifts and work duties required for the smooth operation of the Nuclear Medicine and PET departments at Cabrini Malvern.
- Participates in the on "call service" at the Malvern campus.

On Call duties include but are not limited to:

- Performing appropriately requested and approved imaging examinations within the hospital.
- Producing quality images, correctly identified for viewing remotely on hospital clinical viewer, PACS or Intelrad.
- 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 and after the 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.
- Ensures the correct use, storage, dose, quantity, stock rotation and date of expiry of consumables is maintained.
- 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 Nuclear Medicine 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.
- 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:

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.
- Demonstrates a commitment to continuing professional development and education.
- 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 Nuclear Medicine and PET department.
- 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 2015 and the National Catholic Safeguarding Standards. 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 including the following:

- Child safe organisational framework
- Mandatory reporting of suspected child abuse
- Working with children check

Organisational Relationships

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

Internal

- Maintains a close collaborative working relationship with the :
 - Director Nuclear Medicine
 - Nuclear Medicine Specialists and Radiologists
 - Nuclear Medicine Technologists
 - Medical Imaging Technologists
 - Departmental Nurses
 - Medical Imaging Office Staff
 - Medical, nursing, allied health and support staff across Cabrini

Committee Membership

The Nuclear Medicine Technologist will participate as a member of the following committees:

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

Staff Development

The Nuclear Medicine 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 Nuclear Medicine Technologist – Grade 1 must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- Diploma of Applied Science (Radiation Sciences RMIT), Bachelor of Applied Science – Medical Radiations (RMIT) or equivalent qualifications as recognised by registration and licencing bodies.
- Membership of professional bodies is desirable

Registration

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

Experience

A Nuclear Medicine Technologist at this level is qualified to perform standardised practices and procedures.

Characteristics of a Nuclear Medicine Technologist Grade 1, is a practitioner with up to six years post graduate qualification who:

- Is responsible for the quality of their own work.
- Works under general supervision either individually or in a team environment.
- Assists and advises hospital staff of the most appropriate procedures and safe work practices.
- Supervises students undertaking Nuclear Medicine degrees.

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 nuclear medicine and PET 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:

| Behaviours that matter | Unacceptable behaviours |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 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:

| Behaviours that matter | Unacceptable behaviours |
|-----------------------------------------------------------|--------------------------------------------|
| 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:

| Behaviours that matter | Unacceptable behaviours |
|--------------------------------------------------------------------|-----------------------------------------------------------------------|
| 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:

| Behaviours that matter | Unacceptable behaviours |
|------------------------------------------------|-------------------------------------------------------------|
| 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:

| Behaviours that matter | Unacceptable behaviours |
|---------------------------------------------------|-----------------------------------|
| 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:  _____ **27 June 2022**
Group Director, Medical Services and Clinical Governance **Date**