

POSITION DESCRIPTION

Position Title	Chief CT Technologist
Reports to (Title)	Medical Imaging Manager
Executive Director	Executive Director of Diagnostics, Major Projects and Infrastructure
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 Chief CT Technologist is responsible for the development and maintenance of the Cabrini CT Department and to lead, develop and support CT team members to ensure they deliver a competent, efficient, professional and caring service whilst achieving cost and productivity targets.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Leadership and management

1.2 Operational Responsibilities

- The Chief CT Technologist is responsible for the provision of efficient, compassionate, competent care within CT
- Oversees the smooth running of the CT Department and advises the Medical Imaging Manager of any departmental needs or problems.
- Liaises with the Medical Director to develop, improve and optimise scan protocols.
- Ensures that the CT Technologists adhere to the policies, procedures and protocols in CT
- Discusses and makes recommendations to the Medical Imaging Manager concerning any capital needs of the department.
- Establishes and maintains Diagnostic Reference Levels (DRLs) as a tool for optimising the radiation dose delivered to patients in the course of diagnostic procedures.
- Periodically compares DRLs achieved at Cabrini CT Department with DRLs that have been established in Australia according to the ARPANSA Code of practise.
- If DRLs are consistently exceeded, reviews data to determine whether radiation has been optimised and acts accordingly.
- Reports all radiation incidents to the radiation safety committee and the Department of Health.
- Continually strives to promote an optimum range of doses that represents good practice for specific diagnostic procedures.
- Is involved in the development of Quality Control and Assurance Audits/Programs and ensures these are maintained and completed.

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
- *The Chief CT Technologist is responsible for the efficient management of resources within CT*
- Works with the Medical Imaging Manager to set budget/productivity targets for each financial year.
- Participates in the implementation of the CT business plan, objectives and targets.
- Participates in the monitoring and analysis of the CT Department's financial targets and Key Performance Indicators (KPI's) and is involved in discussions and planning for performance improvement.
- Advises the office and/or technical staff of the appropriate fee/code to be charged according to the nature of the services performed.
- Liaises with the Medical Imaging Manager concerning staffing needs.
- Assists with staff recruitment in CT.
- Keeps records of equipment failures and promptly deals with this.
- Ensures maintenance and care of equipment in CT; liaising where necessary with maintenance providers and engineers to ensure that the CT equipment remains well maintained and in a safe condition.

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 management performance framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

2. Safe Practice and the Environment

Contributes to ensuring a safe and hazard free environment for self and others by taking all appropriate steps to:

- 2.1** Complies with Occupational Health and Safety policies and any subsequent procedures and instructions.
- 2.2** Ensures objectives of Occupational Health and Safety policies are integrated into work practices.
- 2.3** Consults staff on workplace health and safety matters which may affect them and ensure communication of Occupational Health and Safety issues are promoted as a normal component of work.
- 2.4** Ensures all plant, equipment, substances and work practices / systems are suitable for their intended purpose and meet safety requirements.
- 2.5** Arranges adequate training, information, instruction and supervision so that work is conducted safely.
- 2.6** Makes all contractors and visitors aware of safety procedures.
- 2.7** Takes immediate and appropriate steps to report, investigate and rectify any risks to health and safety and report promptly relevant health and safety issues.
- 2.8** Ensures all accidents and near misses are properly reported and recorded and investigations are carried out.
- 2.9** Maintains at all times safe access to and egress from the workplace.
- 2.10** Ensures all staff attends required emergency, evacuation and Occupational Health and Safety training.
- 2.11** Is familiar with emergency and evacuation procedures and co-operate with directions from emergency or evacuation wardens and professionals.

- 2.12 Ensures that neither you, other staff, contractors and visitors wilfully place at risk the health, safety or well-being of yourself or others at the workplace.

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 and residents. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff which are constructed to support our Accreditation to the National Standards.

Organisational Relationships

The Chief CT Technologist:

- Reports directly to the Medical Imaging Manager

Committee Membership

The Chief CT Technologist will participate as a member of the following committees:

- Relevant external committees as a representative of Cabrini
- As directed by the Medical Imaging Manager

Staff Development

The Chief CT 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 on performance reviews in accordance with Cabrini policy

Key Competencies

The Chief CT Technologist must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- Radiographer with current operator's license
- Diploma of Radiography
- CT Post Graduate Diploma or higher

Registration

- N/A

Experience

- Minimum of 10 years clinical experience post qualification with 7 of those years gaining CT experience underpinned by theoretical knowledge

Knowledge

- Have detailed evidence of appropriate ongoing professional development (professional portfolio).
- Possess developed judgement and decision-making and motivational skills to enable effective day to day leadership of a multidisciplinary team.
- Demonstrates a commitment to Cabrini's Mission and Values.
- Demonstrates the ability to interpret and apply hospital or departmental policies and procedures in CT.
- Demonstrates the ability to maintain good interpersonal relationships, professional tact and confidentiality.
- Demonstrates capability of handling responsibility and accountability, and management of staff

Conditions of Employment

- Demonstrates capability of handling responsibility and accountability, and management of staff

Conditions of Employment

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

Cabrini Mission, Values and Vision

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” which is translated into our quality goals of 100% right care, 100% patient satisfaction and 100% staff engagement.

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 Human Resources

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
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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

Our vision

'Better not just bigger'

The four pillars of Cabrini's 2013-2015 Strategic Plan are:

- Outstanding care and experience
- Effective, efficient and consumer-focused services
- Skilled and engaged people
- Sound stewardship of resources

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

Approved: 
Executive Director People & Culture

30/3/16
Date

Authorised: 
Executive Director of Diagnostics, Major Projects
and Infrastructure

25.3.2016
Date