



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA COUNTRY HEALTH SERVICE</b>		<b>Position No:</b>	607015
<b>Division:</b>	Wheatbelt	<b>Title:</b>	<b>Senior Medical Imaging Technician</b>
<b>Branch:</b>	Western District	<b>Classification:</b>	<b>HSU P-2</b>
<b>Section:</b>	Northam Hospital	<b>Award/Agreement</b>	WA Health – HSU Award 2006 and Health Services Union – PACTS – Industrial Agreement 2011.

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b> Regional Director <b>Classification:</b> HSU Class 1 <b>Position No:</b> 607224	↑
<b>Responsible To</b>	<b>Title:</b> Operations Manager (Western) <b>Classification:</b> HSU G-11 <b>Position No:</b> 613281	↑
<b>This position</b>	<b>Title:</b> <b>Senior Medical Imaging Technician</b> <b>Classification:</b> HSU P-2 <b>Position No:</b> 607015	↑

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b> Western District Health Service Managers x 8 Manager Clinical Services Western District Business Manager Admin Assistant
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Positions under direct supervision:	← Other positions under control:																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Position No.</th> <th style="width: 40%;">Title</th> <th style="width: 25%;">Classification</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>613318</td> <td>Medical Imaging Sonographer</td> <td>HSU P-2</td> <td></td> </tr> <tr> <td>607032</td> <td>Medical Imaging Technologist</td> <td>HSU P-1</td> <td></td> </tr> <tr> <td>607025</td> <td>Clerical Officer, Medical Imaging</td> <td>HSU G-2</td> <td></td> </tr> </tbody> </table>	Position No.	Title	Classification		613318	Medical Imaging Sonographer	HSU P-2		607032	Medical Imaging Technologist	HSU P-1		607025	Clerical Officer, Medical Imaging	HSU G-2		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Category</th> <th style="width: 40%;">Number</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">1.00</td> </tr> <tr> <td></td> <td style="text-align: center;">1.60</td> </tr> <tr> <td></td> <td style="text-align: center;">1.82</td> </tr> </tbody> </table>	Category	Number		1.00		1.60		1.82
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### Section 3 – KEY RESPONSIBILITIES

- Ensures the provision of a Professional Diagnostic Imaging Service for the Medical Profession.
- Co-ordinates the management of human resources, material resources of Medical Imaging.
- Participates as a member of the Northam Hospital Management Team.

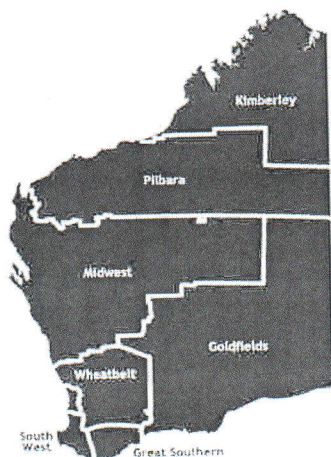
WA Country Health Service

10 MAY 2012

Effective date of document  
May 2012

REGISTERED

TITLE	Senior Medical Imaging Technician	POSITION NO	607015
		CLASSIFICATION	HSU P-2



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

## OUR PURPOSE

Working together for a healthier country WA

## WHAT WE STAND FOR

**A fair share for country health** – securing a fair share of resources and being accountable for their use.

**Service delivery according to need** – Improving access based on need and improving health outcomes.

**Closing the gap to improve Aboriginal health** – Improving the health of Aboriginal people.

**Workforce stability and excellence** – Building a skilled workforce and a supportive workplace.

## OUR VALUES

**Community** - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

**Compassion** - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

**Quality** - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

**Integrity** - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

**Justice** - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	<b><u>PROFESSIONAL</u></b>		60
1.1	Performs diagnostic imaging procedures as the person solely responsible for the examination or as a member of a multi disciplinary team.	D	
1.2	Performs all procedures in a professional manner, as requested by registered Medical Practitioners and in accordance with the radiation safety act.	D	
1.3	Ensures that the integrity of each examination is maintained by correct selection of the appropriate procedure, safe use of ionising radiation, confirmation of image quality and correct image data recording in accordance with department protocols.	D	
1.4	Takes responsibility for all aspects of patient and staff welfare and safety during performance of examinations.	D	
1.5	Liaises with referring or consulting medical personnel and supervise those performing fluoroscopic procedures.	D	
1.6	Takes responsibility for the competent and efficient use of imaging technologies including high powered x-ray equipment, CT, or image processing systems.	D	
1.7	Evaluates the adequacy of the examination and the need for further investigation.	D	
1.8	Conforms to recognised international standards and levels as regards radiation.	D/W	
1.9	Instructs, assess and supervises staff in more complex and specialised/new imaging procedures.	D	
1.10	Is aware of trends and evaluates new techniques with a view to introduction as routine.	D	
1.11	Processes films and mixes chemicals.	D	
1.12	Participates in on call roster in the provision of general x-ray, mobile, and CT services.	W	
2.0	<b><u>ADMINISTRATION</u></b>		20
2.1	Liaises with the Sonographer on provision of ultrasound services and training requirements.	R	
2.2	Complies with requirements of occupational health and safety legislation in relation to equipment and premises under control.	D/R	
2.3	Maintains patient examination data for record, statistical or research purposes.	D	
2.4	Co Ordinate daily workload and allocate staff duties.	D	
2.5	Determines, in consultation with the radiologist, department policies on examinations, booking arrangements and patient preparation and apply hospital policies and procedures.	R/A	
2.6	Instigates requests for repairs and service to equipment and maintenance of the Department.	R	
2.7	Advise and supplies relevant information for management to formulate department budget.	R	
2.8	Radiation Safety Officer.	D	
2.9	Participates in staff recruitment and selection.	O	
2.10	Implements staff performance management.	A	
2.11	Develops monitors and maintains effective quality assurance programs.	R	
2.12	Liaises with wards and other departments to ensure co ordination of patient's examination and treatment.	R	
2.13	Supervises Medical Imaging Technologist, Medical Imaging Clerical Staff and Medical Imaging Nurse in the performance of their duties.	R	
2.14	Requisition of supplies and RoStar.	R	
3.0	<b><u>COMPUTERISED TOMOGRAPHY (CT)</u></b>		15
3.1	Performs CT examinations as requested by registered medical practitioners.	D	
3.2	Liaises with radiologist and medical practitioners to the appropriateness of examination.	D	
3.3	Supervises and instructs other staff in operation of CT scanner.	R	
4.0	<b><u>REGIONAL DUTIES</u></b>		5
4.1	Accredited X-Ray Operator Support Medical Imaging Technologist.	R	
4.2	Provides profession and technical support to x-ray operators in surrounding districts.	R	
4.3	Advise Director of Clinical Services on Medical Imaging Services within the region.	R	
5.0	<b><u>EDUCATIONAL</u></b>		
5.1	Responsible for the training, educational support for Curtin Medical Imaging Students, when under going their clinical training within the department. Responsible for performing and submitting an appraisal of these students to the Curtin University.	O	

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

D – Daily  
F – Fortnightly

W – Weekly  
R – Regularly

O – Occasionally  
A - Annually

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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Tertiary qualification in Medical Imaging and eligible for registration with the Medical Radiation Technologists Board of WA and licensing with the Radiological Council of WA.
1. Demonstrated experience in a range of medical imaging modalities.
2. Demonstrated problem solving and innovative skills
3. High level of interpersonal and communication skills.
4. Extensive experience in all types of Radiographic equipment at a regional hospital level, with an understanding of radiation legislative dose levels
5. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

**DESIRABLE**

1. Possession of or progress towards relevant post graduate qualifications.
2. Previous experience in Computerised Tomography.
3. Willingness to pursue new radiographic techniques.
4. Ability to diagnose simple equipment faults and failures.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Northam	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration with the Medical Radiation Technologists Board of WA and licensing with the Radiological Council of WA must be provided prior to commencement.</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> </ul>		
<b>Specialised equipment operated</b>			

**Section 7 – CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: \_\_\_/\_\_\_/\_\_\_  
**Executive Services**



Signature and Date: \_\_\_/\_\_\_/\_\_\_  
**Chief Executive Officer**



As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed