



North Metropolitan Health Service
Job Description Form

HSS Registered September 2016

Medical Imaging Assistant
Health Salaried Officers Agreement: Level G1/2
 Position Number: 707224
 Radiology Department
 Osborne Park Hospital / NMAHS

Reporting Relationships

Medical Co-Director
 SMP Year 1-9
 Position Number: 707202



Chief Medical Imaging Technologist
 HSO level P4
 Position Number:707312



This Position



- ← Also reporting to this supervisor:
- 1 FTE Supervisor Sonographer P-3
 - 1 FTE Senior Sonographer P-3
 - 1 FTE PACS Admin/Snr MIT P-3
 - 1 FTE Office/Quality/Risk Manager G-5
 - 1.66 FTE Medical Imaging Technologists P-1
 - 3 FTE Radiology Clerks G-2
 - 1 FTE Medical Typist G-2

Directly reporting to this position:

- N/A

Other positions under control

- N/A

Prime Function / Key Responsibilities:

Assists in all areas of the radiology department, providing quality imaging, patient care and assistant services, as required by the clinical profession.

Medical Imaging Assistant | HSO Level G1/2 | 707224

Brief Summary of Duties (in order of importance)

1. Radiographic Related Duties

- 1.1 Ensures patient documentation is completed prior to imaging examinations.
- 1.2 Changes and prepares patients for ultrasound and procedural examinations.
- 1.3 Assists in all medical imaging and interventional procedures as required.
- 1.4 Assists in preparing and cleaning barium and special procedure trolleys.
- 1.5 Responsible for transporting and assisting patients, as required.
- 1.6 Assists in patient care pre, during and post procedure.
- 1.7 Maintains cleanliness of sorting areas.
- 1.8 Maintains a neat and tidy working environment.
- 1.9 Ensures imaging apparatus is sterilised in accordance with OPH Infection Control & Sterilisation Guidelines and ultrasound transducers are disinfected in compliance with department disinfection policies.

2. Other Duties

- 2.1 Undertakes other duties as directed by the Chief Medical Imaging Technologist.
- 2.2 Maintains adequate stock levels, eg contrast, drugs, linen etc.
- 2.3 Liaise with Pharmacy re emergency drug kits and drug audit.
- 2.4 Supervises stock paying particular attention to expiry dates.
- 2.5 Adheres to the policies of Equal Employment Opportunity, Occupational Safety & Health, Disability Services & Quality Activities in all work practices.
- 2.6 Participates in an annual performance development review.
- 2.7 Assists with clerical duties as requested by the chief Medical Imaging Technologist.
- 2.8 Operates in compliance with accreditation requirements.
- 2.9 Participates in department quality assurance programs.
- 2.10 Completes mandatory training relevant to the role.
- 2.11 Is cognisant of the Quality Manual & Quality Systems employed in this department.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Previous experience in patient care in a hospital environment.
2. Awareness / appreciation of patient care procedures.
3. Demonstrated interpersonal and communication skills.
4. Previous experience as a Medical Imaging Assistant or Nurse
5. Capable of transporting and assisting with the transfer of patients and equipment.

Desirable Selection Criteria

1. Demonstrated experience or understanding of quality control activities.
2. Previous involvement in clerical activities.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager/Supervisor

Name: Paul Merenda
Signature/HE: 26687
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: