



## HSS Registered

# Medical Imaging Assistant

## Health Salaried Officers Agreement: Level G2

Position Number: 601060

Department of Radiology / Service 4

Royal Perth Hospital / East Metropolitan Health Service (EMHS)

### Reporting Relationships

Chief Medical Imaging Technologist

Award Level: HSO Level P6

Position Number: 102778



Deputy Chief Medical Imaging Technologist

Award Level: HSO Level P4

Position Number: 102773



**This Position**



Directly reporting to this position:

**Title**

**Classification**

**FTE**

- Nil



Also reporting to this supervisor:

- Various

### Key Responsibilities

To assist with the preparation of patients prior to Imaging examinations. Provide support to imaging specialists, technologists and clerical staff for all imaging procedures across a 24/7 service.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.

**Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. Clinical duties (50% breakdown)

- 1.1 Assist with preparation and positioning of patients.
- 1.2 Assist with cannulation of patients if required.
- 1.3 Transport patients to and from and between departments as required.
- 1.4 Assist in the manipulation and operation of Imaging equipment.
- 1.5 Cleaning and stocking of all procedure rooms where required.
- 1.6 Undertakes clinical shifts at the direction of senior staff including participation in after-hours/ weekend roster where required.

### 2. Administrative duties (50% breakdown)

- 2.1 Assist with clerical duties via the Radiology Information System (RIS) as required.
- 2.2 Update patient data and records and collate patient information prior to Imaging examination.

### 3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Actively participates in the Peak Performance program.
- 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 the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### 4. Undertakes other duties as directed

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. Previous patient contact in a “care” situation e.g. assisting health care professionals with treatment or examination of patients.
2. Previous experience assisting with manipulation, operation, or transport of equipment.
3. Capable of transporting and helping lift patients and equipment.
4. Demonstrated interpersonal and communication skills.
5. Accurate keyboard and computer skills.

### Desirable Selection Criteria

1. Previous experience assisting with imaging examinations.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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.

HELEN PARRY	HE80581	26/06/2018
Manager / Supervisor Name	Signature or	HE Number Date
Dr LIZ WYLIE	HE14586	26/06/2018
Dept. / Division Head Name	Signature or	HE Number Date

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

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	May 2019
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