



HSS Registered

Medical Photographer
Health Salaried Officers Agreement: Level G3/4
Position Number: 603303
Medical Illustrations / Clinical Operations
Royal Perth Hospital / East Metropolitan Health Service (EMHS)

Reporting Relationships

Executive Director, Royal Perth Bentley Group (RPBG)
 Position Number: 104822



Manager Medical Illustration
 HSO Level G7
 Position Number: 104796



This Position



Directly reporting to this position:

Title	Classification	FTE
• NIL		



Also reporting to this supervisor:

- Medical Photographers, HSO G4, 2.8 FTE
- Medical Artists, HSO G4, 2.00 FTE
- Administrative Assistant, HSO G3, 0.70 FTE

Key Responsibilities
 Responsible for providing patient photographic and video services.

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.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

Brief Summary of Duties (in order of importance)

1. Photography (60% breakdown)

- 1.1 Provide a responsive patient photographic service utilising digital photographic techniques including clinical, scientific, ophthalmic, processing, printing, cataloguing and archiving.
- 1.2 Utilises raw file conversion software to digitally process images for storage and retrieval in database programs.
- 1.3 Utilises image editing software to prepare high quality images for output to offset printing and other digital output devices and applications.

2. Videography (20% breakdown)

- 2.1 Video records and edits patient clinical, educational and media videos.
- 2.2 Prepares video material for web streaming.

3. Information Technology (15% breakdown)

- 3.1 Operates both Macintosh and PC computers on a daily basis utilising image editing, output and database software.

4. Other Duties (5% breakdown)

- 4.1 Maintain Medical Illustration equipment.
- 4.2 Provides professional advice to staff.
- 4.3 Evaluate new technologies and provide advice on new developments in relative areas.

5. EMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Actively participates in the Peak Performance program.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 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.

6. 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. Advanced Diploma in Applied Science (Photography) (or equivalent) or extensive previous experience in a Medical Illustration department or a photographic discipline.
2. Proven comprehensive knowledge and experience in photography, including both traditional and digital methods.
3. Proven comprehensive knowledge in both Macintosh and PC based software applications.
4. Demonstrated knowledge and experience in video pre/ post production techniques, other aspects of photography including illustrative and Ophthalmic photography.
5. Effective time management and organisational skills.
6. Demonstrated ability to work as an effective member of a small team.
7. Current "C" or "C.A." class drivers licence.

Desirable Selection Criteria

1. Previous clinical photographic experience.
2. Comprehensive problem solving skills as applied to photographic production.
3. Previous experience working in a hospital environment.
4. 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
- Evidence of current "C" or "C.A." class drivers licence.
- 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.				
Ralph Baker		HE84617	07/10/2019	
Manager / Supervisor Name	Signature or	HE Number	Date	
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	February 2020	