



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601147
Division:	Kalgoorlie Health Campus	Title:	Medical Imaging Assistant
Branch:	Operations	Classification:	HSO Level G2
Section:	Medical Imaging	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Chief Medical Imaging Technologist
	Classification:	HSO Level P4
	Position No:	601150
↑		
Responsible To	Title:	Senior Medical Imaging Technologist
	Classification:	HSO Level P2
	Position No:	601149
↑		
This position	Title:	Medical Imaging Assistant
	Classification:	HSO Level G2
	Position No:	601147
↑		

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601143 – Clerk Medical Imaging
601144 – Clerk Medical Imaging
601146 – Medical Imaging Technologist
601597 – Accounts Clerk

Positions under direct supervision:		← Other positions under control:	
Position No.	Title	Category	Number

Section 3 – KEY RESPONSIBILITIES

Assist Medical Imaging Technologists, Sonographers, Registered Nurse and Administration by carrying out non-imaging tasks under supervision.

**WA Country Health Service –
 GOLDFIELDS**

19 March 2020

**REGISTERED
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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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

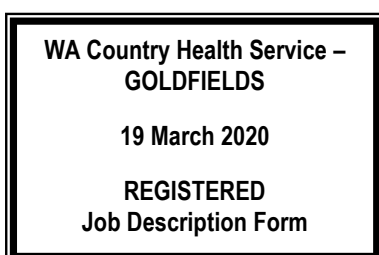
Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLERICAL ADMINISTRATION		45
1.1	Assists medical imaging staff and liaises with hospital staff to manage daily appointments.		
1.2	Explains and issues patient preparations for Medical Imaging examinations as per protocols.		
1.3	Ensures correct patient information and provides patient's previous reports to technical staff prior to examination, including pathology results.		
1.4	Refers requests for non-routine examinations to Senior MIT.		
1.5	Competent in operation of reception management computer system (Medtech) and Radiology Information System (RIS).		
1.6	Maintain First Trimester Screening Program (Nuchal Translucency) and generate results for processing.		
1.7	Perform basic clerical duties and assist medical imaging reception area as required.		
2.0	IMAGING SUPPORT		45
2.1	Assist medical imaging technologists with patient handling during examinations as required, by carrying out non-imaging duties.		
2.2	Assist in cleaning and maintaining imaging and associated equipment, as instructed.		
2.3	Completes requisitions for consumables as required, maintaining supplies of imaging, medical, cleaning, and disposable items.		
2.4	Maintain stocks of consumables and linen in Imaging rooms, keeping rooms tidy.		
2.6	Be a chaperone during intimate examinations when required.		
2.7	Has due regard for radiation safety and OSH standards.		
3.0	OTHER		10
3.1	Responsible for weekly departmental walkthrough and lodging Agility requests for any repairs identified.		
3.2	Assist with maintaining Quality Control programs.		
3.3	Collect and deliver mail daily, including CD postage and supply packages.		
3.4	Attend Health Service meetings as required.		
3.5	Other duties as directed by the line manager.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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.		



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated ability to work with minimal supervision and effectively as part of a multidisciplinary team.
2. Physically able to perform the tasks outlined in the duty statement.
3. Demonstrated sound interpersonal and communication skills (oral and written).
4. Ability to maintain confidentiality.
5. Demonstrated effective organisation, time management and problem solving skills.

DESIRABLE

1. Previous experience in a clinical environment.
2. Computer literacy.
3. Knowledge of medical terminology.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

NOTE: It is essential that applicants are aware of potential hazards involved when working with radiation and photographic materials. Protocols exist for safe handling of both situations.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated	Nil		

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: ____/____/____
Operations Manager

Signature and Date: ____/____/____
Regional Director

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

