

Position Title:	Nuclear Medicine Technologist
Award Classification:	Grade 3
Award / Agreement Name:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Current Effective Date:	April 2024
Position Reports to:	Associate Program Director Nuclear Medicine EH

Organisational Information

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs.



1. POSITION SUMMARY

Under the supervision of the Associate Program Director (Nuclear Medicine), the Grade 3 Nuclear Medicine Technologist is responsible to assist in the effective and efficient provision of Nuclear Medicine and PET services across Eastern Health. They are to provide clinical expertise and assist in ensuring best practice in all aspects of the service. They will be expected to participate in on-call rosters and show a willingness to assist with un-rostered overtime to complete unfinished urgent cases as required. Staff are required to work across multiple Eastern Health sites as rostered by the Associate Program Director (Nuclear Medicine). **Note reference to Nuclear Medicine includes the Nuclear Medicine/PET department and the activities performed therein.**

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Key Result Areas:

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| 1. Administrative: | Assist in the operation of a well-co-ordinated, integrated and efficiently functioning Nuclear Medicine department within the radiology department, with special regard to staff organization, training and motivation. |
| 2. Clinical: | To perform examinations and associated duties in accordance with standard practice, departmental policy and guidelines. |
| 3. Educational: | Assist in guiding the clinical practice of undergraduate, supervised practice and Nuclear Medicine students to ensure that their activities are in accordance with standard practice, departmental policy and guidelines as described by the Australian and New Zealand Society of Nuclear Medicine. |

Key Performance Criteria:

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| 1. Administrative: | <p>1a. Assist the Associate Program Director Nuclear Medicine with the provision of Nuclear Medicine services at Eastern Health characterised by the highest standards of quality, efficiency, safety and patient care.</p> <p>1b. Responsible for overseeing the practices of Grade 2 and 1 qualified NMT staff, supervised practice staff and students. Responsible for assisting clerical staff in the provision of nuclear medicine services and for the direction of activity of ancillary staff who report to the Associate Program Director Nuclear Medicine</p> <p>1c. As directed by the Associate Program Director Nuclear Medicine, a Grade 3 technologist may be responsible for the day-to-day activities of Nuclear Medicine sites.</p> <p>1d. Liaise and work with staff of other units and departments within the hospital to optimise patient outcomes and processes.</p> <p>1e. As required by the Associate Program Director Nuclear Medicine or Program Director, liaise with staff of other Nuclear Medicine/ Medical Imaging practices, educational institutions etc.</p> <p>1f. Liaise frequently with the Associate Program Director Nuclear Medicine to discuss the operation of the Nuclear Medicine department.</p> <p>1g. Participate in on call and site rosters as determined by Associate Program Director Nuclear Medicine.</p> <p>1h. Deputise for the Associate Program Director Nuclear Medicine if requested.</p> <p>1i. Contribute actively to the processes required for accreditation, quality improvement and innovation.</p> |
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1j. Contribute to the development of Nuclear Medicine protocols, documentation and guidelines.

2. Clinical:

2a. Undertake Nuclear Medicine imaging examinations as required by the Associate Program Director Nuclear Medicine.

2b. Perform Nuclear Medicine examinations as requested in writing by suitably qualified medical officers. Perform such examinations in accordance with current justification and approval processes, standard practice and departmental policy and guidelines.

2c. Timely complete all clerical duties that are normally associated with the Nuclear Medicine imaging of patients in the Nuclear Medicine Department. This includes processing of request forms, patient scheduling, recording of examinations, document control, handling enquires and preparing images for reporting.

2d. Demonstrate to an advanced level clinical/technical skills and the ability to work independently and supervise others in the area/s as identified by the grade 3 position.

2e. Required to participate in a roster that that may include day shifts, weekends, public holidays and on call.

2f. Ensuring the efficient and timely restocking of consumables, maintaining optimal stock levels, identifying opportunity for cost savings and support operational flow through proactive inventory management.

2g. Understand and comply with the Hospital's safety policies.

3. Educational:

3a. Assist in the co-ordination of the clinical education and appraisal of student NMTs ensuring adequate exposure to required clinical experience.

3b. Undertake clinical assessments on student NMTs as requested by the Associate Program Director Nuclear Medicine and in line with the requirements of educational institutions/programs.

3c. Participate in and present for the on-going in-house professional development program for Nuclear Medicine staff and other staff as requested by the Associate Program Director.

3d. Continually upgrade knowledge for personal and professional development. Keep up-to-date with modern trends, techniques and practices in the field of Nuclear Medicine imaging.

3e. Attend relevant educational lectures and conferences in consultation with the Associate Program Director Nuclear Medicine.

3f. Assist in the staff training and development for Nuclear Medicine / Medical Imaging or other hospital personnel.

Other:

Safety:

Assist in the provision and maintenance of an optimal environment protecting the patients and staff from the dangers of radiation exposure, chemical exposure, accidental fire and other hazards.

Physical Skills:

Physical ability to operate all equipment necessary for the satisfactory completion of the full range of Nuclear Medicine examinations performed at Eastern Health and the duties of the Nuclear Medicine Technologist as described in this position description.

The Nuclear Medicine Technologist may be required to engage in any or all, but not limited to, the duties listed in the above position description. The Nuclear Medicine Technologist may, as directed by the Associate Director Operations Nuclear Medicine be required to assist with such other duties from time-to-time in the operation of the Nuclear Medicine or Medical Imaging Department.

SAFE PRACTICE AND ENVIRONMENT

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Staff must understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls. Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

1. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based. You are expected to participate in the personal development process on an annual basis.

2. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards. You must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe, high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

3 . CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

4. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

5. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of

performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Signed: _____

Date: ____/____/____

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Qualification:

Essential:	Qualifications that would ensure eligibility for membership of the Australian and New Zealand Society of Nuclear Medicine as a Nuclear Medicine Technologist. Current AHRPA Certificate of Registration Radiation Use Licence to practise in Victoria.
Desirable	Completion or working toward completion of a postgraduate qualification in an appropriate clinical specialty. Diagnostic CT qualification Drivers licence
Experience:	Significant clinical experience (>7 years) in the provision of Nuclear Medicine and PET services with administrative and supervisory responsibility for the service.
Personal Attributes:	Personal and professional standards must be demonstrably high. Must be able to demonstrate good communication skills with excellent consumer / patient and team focus. Demonstrates commitment to the overall efficiency and functioning of their workplace. Demonstrates a positive approach to learning, contributing and to the teaching of others. Possesses good self-evaluative skills. Demonstrates a highly collaborative approach with both colleagues and managing teams Is innovative and interested in new ideas. Shows a high commitment to patient care. Leads with knowledge and by example Must be comfortable with professional leadership activities and the role modelling of positive behaviours aligning to the EH values. Embraces change and willing to participate and lead in the change processes.