

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Nuclear Medicine Technologist</b>
<b>Award Classification:</b>	<b>Grade 2</b>
<b>Award / Agreement Name:</b>	<b>Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026</b>
<b>Position Reports to:</b>	<b>Associate Program Director Nuclear Medicine EH</b>
<b>Position Description Effective:</b>	<b>April 2024</b>

### 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 PURPOSE

Under the supervision of the Associate Program Director (Nuclear Medicine), the Grade 2 Nuclear Medicine Technologist is responsible to assist in the effective and efficient provision of Nuclear Medicine services and PET 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:

- |                           |                                                                                                                                                                                                                                                                                                      |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Administrative:</b> | 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.                                                                              |
| <b>2. Clinical:</b>       | To perform examinations and associated duties in accordance with standard practice, departmental policy and guidelines.                                                                                                                                                                              |
| <b>3. Educational:</b>    | 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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|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Administrative:</b> | <p><b>1a.</b> 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><b>1b.</b> Liaise and work with staff of other units and departments within the hospital.</p> <p><b>1c.</b> As required by the Associate Program Director (Nuclear Medicine) and Program Director, liaise with staff of other Nuclear Medicine/ radiology practices, educational institutions etc.</p> <p><b>1d.</b> Liaise frequently with the Associate Program Director (Nuclear Medicine) to discuss the operation of the Nuclear Medicine department.</p> <p><b>1e.</b> Ensure that all details pertaining to a patient's identification is correct adhering to the 3 point identification principle. Ensure all clerical aspects of a patient examination are completed accurately and in a timely fashion, including entry on the radiology information system (RIS) correct identification of patient information images, appropriate annotation and</p> |
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the transmission of images and related documentation for reporting.  
Ensure that examinations undertaken are satisfactorily verified at the completion of the examination.

**1f.** Ensure that Eastern Health iLearn training is completed in a timely manner each year or as enrolled in.

## **2. Clinical:**

**2a.** Undertake Nuclear Medicine imaging examinations as requested by the Associate Program Director (Nuclear Medicine).

**2b.** Perform such Nuclear Medicine examinations as requested in writing by suitably qualified medical officers. Perform such examinations in accordance with standard practice, departmental policy and guidelines as described by the Australian and New Zealand Society of Nuclear Medicine.

**2c.** Complete all such clerical duties as are normally associated with the Nuclear Medicine imaging of patients including processing of request forms, patient scheduling, recording of examinations, document control, handling enquires and preparing images and documentation for reporting.

**2d.** Understand and comply with the organisations OH&S policies.

**2e.** Consistent with examination requirements, afford radiation protection to patients by all appropriate means adhering to the ALARA (As Low As Reasonably Possible) principle.

**2f.** 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 2 position.

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

**2h.** Required to rotate between EH sites as requested by the Associate Program Director or the Program Director EH Medical Imaging.

**2i.** Ensure adherence to Hand Hygiene and best practice in the clinical environment as set out in Eastern Health policies.

## **3. Educational:**

**3a.** Assist in the clinical training and supervision of student NMT's ensuring adequate guidance and exposure required for clinical experience.

**3b.** Participate in the on-going in-house professional development program for Nuclear Medicine staff.

**3c.** Assist in clinically guiding technologists undergoing supervised practice.

**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.

**3f.** Assist in the staff training and development (including in house CPD) for Nuclear Medicine/ Medical Imaging 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 centered 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.

### **6. ATTACHMENTS**

- Attachment 1      Key Selection Criteria

### **7. 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.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19 and influenza, prior to commencing employment.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

**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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**Essential:**

Qualifications that would ensure eligibility for membership of the Australian and New Zealand Society of Nuclear Medicine (ANZSNM) as a Nuclear Medicine Technologist.

Current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current Victorian Radiation Use Licence (DHS)

Active involvement in continuing professional development.

Covid 19 and influenza immunisation status which is compatible with directives of the Chief Health Officer for health workers.

**Desirable:**

VSNMT CT Course Certification or equivalent

Driver's licence

**Experience:**

Broad clinical and imaging experience (including SPECT CT and PET) is essential with administrative responsibility over some aspects of the service. Clinical supervision experience will be favoured.

**Personal Attributes**

Demonstrates excellent verbal and written communication skills

Shows a strong commitment to patient care and has a good understanding of the consumer - patient experience.

Demonstrates commitment to the overall efficiency and functioning of their workplace.

Demonstrates a desire to learn and to teach others.

Demonstrates the ability to work autonomously and as part of a team.

Engages proactively with fellow team members and the leadership team

Must possess good self-evaluative skills and actively demonstrate accountability and humility.

Should demonstrate enthusiasm for innovation and be interested in new ideas.

Must be prepared to embrace change, demonstrate agility and a willingness to participate in the change process.

Personal and professional standards must be demonstrably high and they should be able to demonstrate these standards such that they are seen as a role model to those with whom they work.