

Eastern Health

POSITION DESCRIPTION

Position Title:	Medical Imaging Technologist, Grade 1
Award Classification:	Medical Imaging Technologist Grade 1
Award/Agreement Name:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Reports to:	Site Associate Program Director - Medical Imaging

EASTERN HEALTH – HEALTHIER TOGETHER

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 state-wide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs.



1. POSITION PURPOSE

- I. **Clinical:** The Medical Imaging Technologist (MIT) grade 1 will perform radiographic examinations and associated duties in accordance with standard radiographic practice, departmental policy and the Code of Ethics of the Medical Radiation Practice Board of Australia (MRPBA) and the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT).
- II. **Administrative:** Ensure that all clerical requirements involved in an examination is completed accurately and promptly. Complete other such clerical or statistical documents as requested from time to time by modality Supervisors, Associate Program Director or their deputy.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES I.

Clinical:

- a. Undertake radiographic examinations including General x-ray, Fluoroscopy, CT, Mammography, Angiography, DEXA, Mobile, MRI and Theatre imaging as requested by the Associate Program Director, their deputy or shift supervisor following training in these modalities.
 - b. Perform such radiographic examinations as requested in writing by a qualified medical officer or other authorised clinicians in accordance with standard practice, departmental protocols and policies and the Code of Ethics of the MRPBA and ASMIRT.
 - c. Consistent with examination requirements, afford radiation protection to patients by all appropriate means adhering to the ALARA (As Low As Reasonably Possible) principles.
 - d. Complete all such clerical duties as are normally associated with the medical imaging of patients in the Medical Imaging Department, including processing of request forms, patient scheduling, recording of examinations, handling enquires; such procedures and preparing images appropriately for reporting.
 - e. Understand and comply with Eastern Health (EH) safety policies.
 - f. Required to participate in a shift roster that includes days, evenings, weekends and public holidays.
 - g. May be required to rotate between EH sites as requested by the Associate Program Director or the Program Director EH Medical Imaging.
 - h. Ensure adherence to Hand Hygiene and best practice in the clinical environment as set out in Eastern Health policies.
- II. **Educational:**
- a. Work with undergraduate/student MITs.
 - b. Continually upgrade knowledge for personal and professional development. Keep up-to-date with modern trends, techniques and practices in the field of radiological imaging pertaining to this position description.
 - c. Attend relevant educational lectures and conferences.
 - d. Promote and encourage a culture of continual professional development and education within the Medical Imaging Department.
- III. **Administrative:**
- a. Ensure that all details pertaining to a patient's identification is correct adhering to the 3 point identification principle and actively participating in Team Timeouts when required.
 - b. 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 the transmission of images and related documentation to Radiologist for reporting. Ensure that examinations undertaken are verified at the completion of the examination.

- c. When requested, assist other hospital staff on matters relating to Medical Imaging reports and images in RIS/PACS.
- d. Complete other such clerical or statistical documentation as requested by the Associate Program Director or their deputy.
- e. Ensure that Eastern Health iLearn courses are completed in a timely manner each year or as enrolled in.

IV. Other:

- a. Assist in the provision and maintenance of an optimal safe environment; protecting the patients and staff from the dangers of radiation exposure, chemical fumes, accidental fire and other hazards.
- b. Physical ability to operate all equipment necessary for the satisfactory completion of the full range of examinations as described in this position description.
- c. All MITs may be required to engage in any or all, but not limited to, the duties listed in the above major duties/responsibilities description. MIT may be required to assist with such other duties from time to time in the operation of the Medical Imaging Department.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

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. 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.

4. 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.

5. 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.

As a staff member employed by Eastern Health services 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 Eastern Health approach to patient and family centred care.

6. 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.

7. 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.

8. 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.

9. ATTACHMENTS

□ Attachment 1 *Key Selection Criteria*

10. 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: ____/____/____

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

Position Title:	Medical Imaging Technologist, Grade 1
Award Classification:	Medical Imaging Technologist Grade 1
Award/Agreement Name:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Current Effective Date:	November 2024
Next Review Date:	November 2026
Reports to:	Site Associate Program Director - Medical Imaging
Responsible to:	Program Director - Eastern Health Medical Imaging

Qualification:
Essential:

- Current Certificate of Registration to practise from the Medical Radiation Practice Board of Australia.
- Current Radiation Use Licence issued by the Department of Health (VIC).

Personal Attributes:

- Must be able to demonstrate good communication skills and a customer patient focus.
- Personal and professional standards must be demonstrably high.
- Demonstrate commitment to the overall efficiency and functioning of their workplace.
- Demonstrate a desire to learn and to teach others.
- Must possess good self-evaluative skills.
- Must be innovative and interested in new ideas.
- Must show commitment to patient care.
- Must lead with knowledge and by example.
- Must be prepared to embrace change and willing to participate in change processes.

INCUMBENT STATEMENT

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

Signed: _____

Date: ____/____/____