

POSITION DESCRIPTION

Position Title: Nuclear Medicine Technologist (PET supervisor)

Award Classification: Nuclear Medicine Technologist Grade 4

Award / Agreement Name: Allied Health Professionals (Victorian Public Sector)
(Single Interest Employers) Enterprise Agreement 2021-2026

Position reports to: Associate Program Director Nuclear Medicine

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



POSITION PURPOSE

Clinical: Will provide expert clinical/technical services in the clinical area of PET and general Nuclear Medicine. Reporting to the Associate Program Director, the position will be responsible for the day to day operations of the specialty. They will provide clinical leadership in their area of specialty, ensure

timely, safe and efficient access to the imaging service and act as a mentor for senior and junior staff as well as undergraduates.

Educational: Assist in guiding the clinical practice of Nuclear Medicine and PET staff to ensure that their activities are in accordance with standard practice, departmental policy and AHPRA. Provide educational support to staff, students and hospital personnel.

Administrative: Ensure that all administrative requirements involved in an examination are completed accurately and promptly. Complete other such clerical or statistical documents as requested from time to time by the Associate Director of Operations. Deputize for the Associate Director Operations Nuclear Medicine as requested.

Other: As part of the senior clinical team, they will provide advice to the Associate Program Director on the provision of the service and will assist in developing new and innovative ways to improve the patient experience through the service.

MAJOR DUTIES AND/OR RESPONSIBILITIES

Clinical:

- 1a.** To perform examinations and associated duties in their area of clinical expertise in accordance with standard practice, departmental protocols and policies and the Code of Ethics of AHPRA.
- 1b.** Perform such examinations as requested in writing by a qualified medical officer or other authorised clinicians. Perform such examinations in accordance with standard practice, departmental protocols and policies and AHPRA.
- 1c.** Be consistent with examination requirements, afford all appropriate radiation protection to patients by all appropriate means (where applicable).
- 1d.** Complete all such clerical duties including processing of request forms, patient scheduling, recording of examinations, handling enquires such procedures and preparing images appropriately for reporting.
- 1e.** Understand and comply with Eastern Health's safety policies. Specifically maintain, implement, educate and manage programs designed to educate Nuclear Medicine and auxillary staff
- 1f.** Demonstrate to an expert level the clinical/technical skills and the ability to work independently and supervise others in the area/s as identified.
- 1g.** Required to participate in a roster which may involve work across multiple sites (as required). This will usually always be Monday to Friday but during periods of operational need there may be a requirement to work on weekends or public holidays. The position includes rostering to the on call service.

1h. Foster a working environment that is aligned with Eastern Health values.

1i. Work collaboratively with other supervisors and other trained staff from all Eastern Health sites.

1. Educational:

2a Assist in the clinical training of qualified, undergraduate and supervised practice NMT's

2b Co-ordinate/maintain PET user training for Imaging staff and other staff who may require access to the PET suite.

2c. Continually upgrade knowledge for personal and professional development. Keep up-to-date with contemporary trends, techniques and practices in the specialty field of imaging pertaining to this position description.

2d. Attend relevant educational lectures and conferences.

2e. Promote and encourage a culture of continual professional development and education within the PET service.

2f. Develop, document & maintain clinical scanning protocols with physician staff and Associate Director Operations Nuclear Medicine.

2. Administrative:

3a. Ensure that all details pertaining to a patient's identification is correct.

3b. Ensure all clerical aspects of a patient examination are completed accurately and in a timely fashion, including entry on the radiology information system, correct identification of patient information, 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.

i. When requested, assist other hospital staff on matters relating to radiology reports and images within RIS/PACS.

ii. Complete other such clerical or statistical documentation as requested by the Associate Program Director Nuclear Medicine.

3c. When requested, assist other hospital staff on matters relating to radiology reports and images in RIS/PACS.

3d. Complete other such clerical or statistical documentation as requested by the Associate Program Director or their Deputy.

3e Ensure that all quality and safety requirements as identified in the area of service are met.

3f. Ensure that all key performance indicators (KPI's) for the PET service specialty are met.

3g. Maintain service record documentation of PET scanner and all associated PET equipment within departmental quality assurance portal (Q-Pulse).

Other:

Promotional: Participate in the promotion of Eastern Health PET services and attend events as may be required. Identify new external specialist referrers and tailor services that meet their needs. Assist the GP liaison with materials and education for external referrers and accompany on visits as required.

Safety: Assist in the provision and maintenance of an optimal environment protecting the patients and staff from hazards arising in the PET suite and PET lab.

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

The Nuclear Medicine Technologist – Pet Supervisor (Grade 4) 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 – Pet Supervisor (Grade 4) may be required to assist with such other duties from time-to-time in the operation of the Medical Imaging Department as directed by the Program Director Medical Imaging and/or the Associate Program Director Nuclear Medicine

3. 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. 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 Compensation (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 characterized by change. All programs should endeavor 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 and contribute to the ongoing compliance of the PET service for the

purposes of ACHS and DIAS accreditation.

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 organization. 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 minimizing 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.

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

An Achieve Conversation, 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

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**Award / Agreement Name: Allied Health Professionals (Victorian Public Sector)
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Position reports to: Associate Program Director Nuclear Medicine

Qualification:

Essential:

- AHPRA Registration as a radiation practitioner (Nuclear Medicine)
- Current Victorian Radiation Use License
- Experience at a Grade 3 level working in and either managing or assisting with the management of a PET service
- Drivers License

Desirable:

- Experience in managing a PET service team including protocol development/maintenance.

Personal Attributes:

- Must possess excellent written and verbal communication skills
- Places a high degree of focus on patient care and consumer experience
- Must be clinically proficient, capable and confident
- Personal and professional standards must be demonstrably high.
- Demonstrated commitment to the overall efficiency and functioning of their workplace.
- Demonstrated desire to learn and to teach others.
- Must possess good self-evaluative skills.
- Must be innovative, interested in new ideas and actively participate in change processes
- Must show commitment to patient care.
- Must lead with knowledge and by example.