



## Statewide Clinical Support Services (SCSS)

### ROLE DESCRIPTION

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| <b>Role Title:</b>                              | Supervisor Radiographer - CT   |
| <b>Classification Code:</b>                     | AHP 3  |
| <b>LHN/ HN/ SAAS/ DHW:</b>                      | Statewide Clinical Support Services (SCSS), CALHN, SA Health   |
| <b>Hospital/ Service/ Cluster:</b>              | Port Pirie   |
| <b>Division:</b>                                | SA Medical Imaging   |
| <b>Department/ Section/ Unit/ Ward:</b>         | SA Medical Imaging Port Pirie  |
| <b>Role reports to:</b>                         | Manager, Medical Imaging Services  |
| <b>Role Created/Reviewed Date:</b>              | May 2024   |
| <b>Criminal and Relevant History Screening:</b> | <input type="checkbox"/> Aged (NPC)<br><input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS)<br><input type="checkbox"/> Vulnerable (NPC)<br><input checked="" type="checkbox"/> General Probity (NPC)                        |
| <b>Immunisation Risk Category Requirements:</b> | <input checked="" type="checkbox"/> Category A (direct contact with blood or body substances)<br><input type="checkbox"/> Category B (indirect contact with blood or body substances)<br><input type="checkbox"/> Category C (minimal patient contact) |

### ROLE CONTEXT

#### Primary Objective(s) of role:

The Supervisor Radiographer – CT, is an experienced clinician, operating with professional independence and highly competent in delivering services within the CT field of medical imaging practice. Providing expert advice, clinical leadership and supervision, and managing a complex case load, the Supervisor Radiographer – CT also contributes to the development of protocols and standards across SAMI and the YNLHN.

#### Direct Reports:

The Supervisor Radiographer – CT is accountable to the Medical Imaging Services Manager on a day to day basis and participates as a member of a multi-disciplinary organisation.

#### Key Relationships/ Interactions:

- Responsible for clinical and / or line supervision of AHP1 & AHP2 Radiographers less experienced in CT scanning.
- Provides clinical supervision and mentorship to CT Radiographers working across SAMI, as negotiated. Also expected to negotiate own formal clinical supervision arrangement.
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- Maintains cooperative and productive working relationships, including with the relevant professional association(s), medical imaging networks and directorate within SAMI.
- Works closely with the Senior Allied Health Advisor and other Allied Health Profession Leads and Clinical Specialists.

May be required to 'Act Up' into a higher position, appropriate to the skills and capacity of the incumbent

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Working in a demanding and high pressure environment
  - Managing conflict from internal and external sources
- > Developing and maintaining sound working relationships with all relevant stakeholders

**Delegations:**

N/A

**Key Result Areas and Responsibilities**

| Key Result Areas                      | Major Responsibilities   |
|---------------------------------------|--|
| Technical Skills and Application      | 1.1 Operate with professional independence, clinical competence and highly developed reflective-practice skills, drawing on professional direction in the application of new or sophisticated techniques.<br>1.2 Apply detailed knowledge of SAMI strategic directions, health unit operations, service delivery and workforce issues and very high level clinical skills to achieve responsibilities of a complex and varied nature.<br>1.3 Provide clinical and consultative services<br>Responsible for allocating and determining work priorities, and providing advice to less experienced professional officers, to ensure clinical standards, efficiencies and client needs are met <ul style="list-style-type: none"> <li>▪ Provide a specialised CT service to patients in the Yorke and Northern LHN</li> <li>▪ Responsible for assessing and developing new techniques for CT use.</li> <li>▪ Develop, coordinate and deliver CT training programs for other AHPs.</li> <li>▪ In conjunction with Medical Imaging Administration Officers, other Medical Imaging Professionals and Radiologists, coordinate and priorities CT examinations to ensure optimum patient examinations according to need.</li> <li>▪ Monitor and manage maintenance requirements of the CT scanner and auxiliary equipment.</li> <li>▪ Proficient in venepuncture techniques.</li> <li>▪ Perform general radiography as required</li> <li>▪ Participate in on call roster</li> </ul> |
| Personal and Professional Development | 2.1 Work under limited clinical direction, accepting professional responsibility for a high standard of complex, specialized or strategically significant work, including providing advice to Management / Executive on the effective allocation of resources in the development and delivery of services across SAMI.<br>2.2 Display a commitment to continuous personal and professional development by: <ol style="list-style-type: none"> <li>a. Attending all mandatory training and actively pursuing other development as required to maintain currency of clinical knowledge (may include post-graduate study)</li> <li>b. Working with stakeholders to ensure allied health clinicians working within your area of specialisation have access to specialty-specific mentoring, clinical supervision and support.</li> </ol>   |

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|                                | <p>c. Utilising the support of mentors and peers, and fostering strong relationships with relevant Universities, Professional Associations and key stakeholders.</p> <p>d. Actively participating in the Professional Development and Review process, including developing and pursuing a personal / professional development plan in consultation with your line manager; and facilitating this process for staff under your supervision.</p> <p>2.3 Facilitate the development of knowledge of effective practice by encouraging and supporting research, evaluation of services, and information sharing between clinicians working across SAMI within your area of specialisation.</p> <p>May have managerial responsibilities</p> <ul style="list-style-type: none"> <li>▪ Work as an independent professional responsible for day to day decision making in all CT matters and consult with other professionals where appropriate.</li> <li>▪ Attend appropriate professional meetings and maintain active professional development activities including using on line resources.</li> <li>▪ Provide advice to the Manager Medical Imaging Services on all aspects of CT operation at PPRHS.</li> <li>▪ Act up in a managerial role in the absence of the Manager Medical Imaging Services.</li> </ul> |
| Client / Customer Service      | <p>2.4 Treat all clients with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of services across SAMI.</p> <p>2.5 Promote cultural safety by valuing and promoting the cultural needs of local communities and providing advice on service or system-level changes required at the SAMI level to meet these needs.</p> <p>Work with clinicians to embed client-centred practice and community engagement principles into the planning, delivery and evaluation of services.</p> <ul style="list-style-type: none"> <li>▪ Coordinate the development and maintenance of all materials relating to patient care including information sheets and consent forms.</li> <li>▪ Ensure optimum patient safety by using protocols which maintain radiation dose to the lowest level achievable and maintain records of individual doses.</li> </ul>  |
| Administration & Documentation | <p>2.6 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>2.7 Proactively question existing practices and use of SAMI resources, and support clinicians to pursue appropriate alternatives where necessary</p> <p>2.8 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems (including Quality Risk &amp; Safety [QRS])</p> <p>Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <ul style="list-style-type: none"> <li>▪ Develop and maintain CT protocols consistent with evidence based practice.</li> <li>▪ Contribute to the Diagnostic Imaging Accreditation Scheme</li> <li>▪ Review and maintain all hospital and SAMI policies relating to CT.</li> <li>▪ Maintain patient radiation dose records</li> </ul>   |
| Teamwork and Communication     | <p>2.9 Contribute to SAMI-level strategic workforce planning and service development, to ensure services are effective, efficient, equitably distributed (according to need) and based on evidence.</p>  |

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|  | <p>2.10 Foster collaboration between clinicians and other stakeholders within your specialty area, to promote the quality, safety and integration of services.</p> <p>2.11 Apply high level interpersonal skills which engender the trust, cooperation and commitment of others to work together to achieve change.</p> <p>2.12 Communicate and negotiate effectively, both verbally and in writing, at all levels within SAMI and with external agencies.<br/>Provide clinical leadership in the application of SAMI strategic directions, values and priorities within the relevant discipline and / or specialty area(s).</p> <ul style="list-style-type: none"> <li>▪ Develop and provide professional development opportunities for Mid North referrers of CT procedures.</li> <li>▪ Where appropriate, represent CT professionals on working groups within SAMI and YNLHN.</li> <li>▪ Develop a relationship with other Senior CT Radiographers within SAMI to ensure effective communication across all sites.</li> </ul>  |
| Continuous Improvement   | <p>2.13 Play a leadership role in the ongoing evaluation and continuous improvement of SAMI services, including an emphasis on workforce development, risk management, clinical supervision and support.</p> <p>2.14 Be flexible, adaptable and innovative in a changing workplace, with the capacity to critically examine safety and quality issues, practices and systems, and develop practical and creative solutions</p> <p>2.15 Where appropriate, contribute to the investigation of client complaints and preparation of Ministerial Briefings related to your area of specialisation, with a view to informing systematic improvements to services at a SAMI level.<br/>Contribute to service development through discipline-specific and trans-professional research and evaluation, applying high level self-reflective practice skills, assessing and reviewing the standards of work of other professional officers, and producing recommendations to assist Management / Executive decision making.</p> <ul style="list-style-type: none"> <li>▪ Continually monitor evidence based practice techniques in CT scanning and modify protocols where appropriate.</li> <li>▪ Strive to implement protocols which provide the lowest possible radiation dose to patients undergoing CT examinations.</li> <li>▪ Participate in surveys of patient satisfaction following CT procedures and review and modify procedures where unsatisfactory.</li> </ul> |
| Contribute to the understanding and application of Country Health SA and SAMI policies and procedures including: | <ul style="list-style-type: none"> <li>▪ Supporting values that respect historical and contemporary Aboriginal cultures so that Aboriginal people are recognised as having a special connection with the State;</li> <li>▪ Ensuring the needs of all cultures are met through the provision of appropriate services;</li> <li>▪ Ensuring the compliance with relevant law and South Australian Government, DHW, SAMI and YNLHN policies;</li> <li>▪ Contributing to counter disaster planning and preparedness as required;</li> <li>▪ Assisting with and supporting any internal or external audit processes; and</li> <li>▪ Ensuring the promotion and implementation of the General Public Sector Managements Aims, Personnel Management Standards and employee conduct standards – in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements, and demonstrating a commitment to the Premier’s Safety Commitment.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>▪ Contribute to the well-being of people in South Australia through participation in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.</li> <li>▪ Contribute to the promotion and implementation of the Public Sector Act principles and practices and employee conduct standards, in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.</li> </ul> |
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## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications:**

Appropriate Degree or equivalent qualification, which entitles a statement of accreditation in Diagnostic Radiography from the Australian Institute of Radiography, or its recognised equivalent (up to July 2012) and then registration with the Medical Radiation Practice Board of Australia (post July 2012).

AHPRA Registration  
EPA – Radiation Licence

#### **Personal Abilities/Aptitudes/Skills:**

- > Initiative
- > Ability to work unsupervised
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Work Health and Safety Act 2012 (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards

#### **Experience:**

- > Working in a country site

#### **Knowledge:**

- >

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications:**

- > Post Graduate Medical Imaging Qualifications

#### **Personal Abilities/Aptitudes/Skills:**

- >

#### **Experience:**

- >

#### **Knowledge:**

- >

### Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

### Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

SA Medical Imaging (SAMI) is one of five statewide clinical services (SCSS), under the governance of Central Adelaide Local Health Network which is responsible for the provision of all medical imaging services at SA Public Hospitals within metropolitan and country South Australia across SA Health.

## Values

### Statewide Clinical Support Services Values

Within SCSS our people are at the heart of what we do. We are committed to building a strong, vibrant culture and place to work, and to providing high-quality care to our patients and consumers that demonstrates our values in action. Our five core values are Integrity, Compassion, Accountability, Respect and Excellence (ICARE):

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| <b>Integrity:</b>      | We are honest, consistent and act fairly. We make evidence-based decisions that are in the best interests of the South Australian community.  |
| <b>Compassion:</b>     | Patients and consumers are front of mind in everything we do, and we approach care for others with empathy and kindness. We provide an environment that is safe and caring and we will support each other at all times. |
| <b>Accountability:</b> | We take ownership of our responsibilities and actions. We own our mistakes and take proactive measures to find effective solutions. We demonstrate our values in our actions and behaviours                             |
| <b>Respect:</b>        | We foster a culture that is respectful of our consumers, patients and each other. We value diversity and everyone's input and demonstrate trust in each other.  |



**Excellence:**

We complete and promote work of the highest standard. We challenge the normal way of doing things to ensure continuous improvement and we seek consumer input to represent the diversity of our community.

**Code of Ethics**

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees.

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

**Approvals**

**Role Description Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

**Role Acceptance**

**Incumbent Acceptance**

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

**Version control and change history**

| Version | Date from  | Date to | Amendment              |
|---------|------------|---------|------------------------|
| V1      | 10/01/2023 |         | Original SCSS version. |