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SA Health Job Pack

Job Title	Head Radiographer MRI
Job Number	636840
Applications Closing Date	16/02/2018
Region / Division	SA Health - Central Adelaide Local Health Network
Health Service	Women's and Children's Hospital – SA Medical Imaging
Location	Various
Classification	AHP4
Job Status	Full time Ongoing
Indicative Total Remuneration*	\$112,937 - \$123,393

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

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Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Head Radiographer – MRI		
Classification Code:	AHP4	Position Number	M61124
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Women's and Children's Hospital		
Division:	South Australian Medical Imaging		
Department/Section / Unit/ Ward:	Medical Imaging		
Role reports to:	Chief Radiographer(AHP4)		
Role Created/ Reviewed Date:	Issued November 2017		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged Care (DCSI) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable Persons (DCSI) <input type="checkbox"/> General Probity (NPC)		

ROLE CONTEXT

Primary Objective(s) of role:

The Head of MRI is responsible to the Chief Radiographer for the efficient operational management, of MRI Imaging Service provided by allied health professionals, in accordance with departmental, hospital and SA Medical Imaging policies, procedures and professional guidelines.

The incumbent ensures the development and promotion of research and educational activities for all professional staff within the Unit.

As the senior professional practitioner in MRI the incumbent is responsible for the provision of very complex and innovative medical imaging services with a high level of professional independence.

Key Relationships/ Interactions:

- The Radiographer Head of MRI reports directly to the Chief Radiographer.
- Works collaboratively with the Nursing Clinical Services Coordinator, Radiologists, Radiation Safety Officer, Clerical Supervisor, Systems Manager (PACS, RIS) and Referring Clinicians.
- Direct reports to the position of head of MRI is all allied health professionals in MRI
- The incumbent, working under general policy direction, leads the MRI team by overseeing discipline standards, weighing and discussing professional approaches used, determining professional solutions and verifying and validating clinical practices outcomes against standards.
- As part of the campus operations management team, the incumbent contributes significantly to the formulation of policy, implementation of corporate objectives and strategies and also provides expert assessment, advice and recommendations on future service directions.
- They manage the daily human resource functions of the MRI team and also provide advice on workforce planning to the Chief Radiographer.
- The incumbent manages the staff induction program and ensures the implementation of the professional development program for each team member.
- Ensuring the development of staff through the coordination of the documentation and implementation of Unit training/QA programs which requires detailed knowledge of government policies and procedures, and an appreciation of their application in relation to the health unit's operations.

Challenges associated with Role:

- Lead the team of Allied Health Professionals to provide a high quality medical imaging service.
- Ensure achievement of RANZCR Accreditation
- Keeping professionally up to date with research, technological advances, and professional standards of practice in magnetic resonance imaging.
- Implementing and monitoring evidence based practice and quality management initiatives consistent with organisational policies.
- Working with multi-discipline professionals within a demanding, dynamic and changing health care environment.
- Accepting responsibility for the maintenance of continual professional development.
- Equipment replacement and maintenance is managed effectively to ensure the highest quality imaging.

Delegations:

Level 6 (as per SCSS HR Delegations)

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 Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – '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.

Special Conditions:

- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- The incumbent may be required to undertake a health assessment prior to commencement.
- The incumbent must hold a current state Licence to operate Ionising Radiation Apparatus.
- Must be registered with the Medical Radiations Practice Board of Australia, AHPRA, and may hold accreditation from a relevant professional body.
- Weekend, After Hours and On-Call work will be required in accordance with the needs of the department.
- The incumbent is required to maintain a clinical case load including direct patient contact, commensurate with management responsibilities and to be determined by the Chief Radiographer;
- Undertake duties in other areas of medical imaging as required by organisational need and as per roster.
- 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 SA Health (Health Care Act) Human Resources Manual.
- 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.

Key Result Areas	Major Responsibilities
Manage and maintain an effective clinical service by:	<p>Providing leadership to The Medical Imaging Team in operational planning and direction setting, ensuring implementation of action plans to improve operational outputs</p> <p>Maintaining standards of performance and care in accordance with the expectations of professional bodies, regulatory authorities and the clients.</p> <p>Pro-actively identifying, establishing and maintaining partnerships, relationships and strategic alliances with key parties.</p> <p>Providing specialised professional input into the development of Divisional policies, strategies and initiatives that relate to the provision of effective imaging service.</p> <p>Undertaking human resource management functions of the MRI Team including, performance management and the identification of career planning development, staff training, and timely filling of vacancies to ensure appropriate staffing levels.</p> <p>Reviewing MRI procedures and techniques in order to maintain currency and embrace emerging techniques and developments.</p> <p>Implementing and interpreting policy directives, and developing and implementing programs, systems, procedures and processes (in compliance with relevant Acts, Codes and Regulations).</p> <p>Contributing to the development and implementation of business plans for the imaging services provided by MRI, and overseeing the monitoring and adjusting as required.</p> <p>Contribute to the development and review of MRI service level agreements with other hospital divisions and departments.</p> <p>Developing analysing and reporting relevant Imaging key performance indicators and action appropriately.</p>

Provision of sound and effective planning and operational management.	<p>Providing activity data to enable effective strategy development for utilisation of resources.</p> <p>Developing Unit business/action plans, in consultation with the Chief Radiographer and staff.</p> <p>Pursuing strategies for savings and efficiencies that may be introduced without impediment to the quality of service provided.</p> <p>Undertaking recruitment, rostering, orientation and managing other employment matters within policy guidelines.</p> <p>Reporting to the Chief Radiographer on Unit issues.</p>
Contribute to the acquisition and maintenance of imaging and support systems.	<p>Develop capital equipment acquisitions and oversee the replacement program in conjunction with the Chief Radiographer.</p> <p>Assist with the selection and procurement of equipment, services and consumables, including the selection and preparation of appropriate tender selection documents.</p> <p>Participate in the installation and testing of imaging equipment and related systems in compliance with the specifications and requirements of the appropriate regulations.</p> <p>Liaise with equipment and systems suppliers for information about and availability of equipment suitable for use by the Unit.</p> <p>Ensure that the asset register of Unit equipment is accurately maintained.</p> <p>Monitor and implement maintenance contracts, managing breakdowns and service requirements, monitoring equipment performance and service provision, liaising with internal and external service providers.</p>
Leadership and management of the MRI Team	<p>Promoting and developing teamwork strategies and seeking opportunities to establish the mechanisms to facilitate effective communication and fostering cohesive, cooperative and collaborative working relations within the Unit.</p> <p>The team will be staffed with appropriately experienced and skilled team members to meet service demands.</p> <p>Implementing formal performance review and development processes to equip staff to effectively carry out their responsibilities.</p> <p>Appropriate formal and informal mechanisms for information sharing and communication exist within the team.</p>
Facilitate and actively participate in a positive culture and safe work environment	<p>A team environment that promotes positive attitudes, learning and development, safety and welfare of employees,</p> <p>A team which acknowledges differences and creativity, innovation and honesty;</p> <p>Positive approach and commitment to customer service;</p> <p>Views and concerns are voiced in a constructive manner;</p> <p>OHS&W guidelines implemented and followed.</p>
Ensure the application of professional standards and best practice clinical management.	<p>Perform a wide range of MRI procedures, encompassing the selection and adoption of methods with a high level of professional independence.</p> <p>Leading and developing innovative and novel MRI imaging procedures by verifying and implementing advanced techniques and standards,</p> <p>Performing very complex and innovative MRI imaging procedures, utilising comprehensive professional knowledge, with professional independence.</p> <p>Maintaining professional peer recognition as an authoritative specialist in MRI and continuing to develop advanced personal professional knowledge.</p>

	<p>Acting as a consultant to provide professional advice to a range of key internal and external stakeholders.</p> <p>Providing advice to the Radiologist with respect to new and emerging MRI techniques.</p> <p>Attending relevant clinical meetings to provide specialty MRI advice to influence clinical management of patients.</p> <p>Representing the Department, health unit or region on external working parties/committees.</p> <p>Providing relevant expert consultancy advice to outside bodies, agencies and the public, participates on interagency committees to develop policy, planning and other initiatives.</p>
Ensure a customer focussed medical imaging service.	<p>Customer enquiries will be responded to promptly and effectively.</p> <p>A positive image of the Department will be conveyed through all interactions with customers.</p> <p>Liaise with other professional officers, ward and consulting clinical staff on procedural schedules and relevant procedural information.</p> <p>Urgent findings are communicated and that the client is directed accordingly.</p>
Work in partnership with other key parties and stakeholders, both internal and external to improve health services.	<p>Effective working relationships are established which influence service planning across SAMI and WCHN.</p> <p>Assist in the development of appropriate service agreements with other divisions and departments for the supply of imaging, teaching and consultative services.</p> <p>Service provision to children, young people and women will be evidence informed.</p> <p>Participating in the planning, policy and decision making processes to enhance service delivery.</p>
Ensure the development, monitoring and evaluation of key performance indicators.	<p>Participating in the development of the Medical Imaging strategic plan.</p> <p>Co-operating actively in processes to ensure the department meets all accreditation standards.</p> <p>Contributing to the development of an accreditation framework, identifying gaps and providing recommendations to management.</p> <p>Developing and monitoring key performance indicators for the Unit.</p>
Ensure a quality environment exists within the MRI.	<p>Continuous quality improvement programs and activities are in place.</p> <p>Developing and monitoring processes, systems, documentation and training to ensure that the Unit is compliant with accreditation requirements.</p> <p>Ensuring that relevant quality documentation is compiled co-ordinated and recorded in the quality register in conjunction with the nominated quality officer.</p> <p>Presenting to accreditation groups and organising staff presentations and participation during accreditation processes, as required.</p> <p>Developing and establishing key performance indicators for all critical activities relevant to the Unit.</p> <p>Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.</p> <p>Establishing and maintaining recording systems to accurately reflect the activity of the various aspects of the Unit.</p>

<p>Ensure the development and promotion of educational and research activities of the MRI</p>	<p>Coordinate and implement the MRI training program – to ensure and maintain continuous professional development (CPD) for the MRI Team.</p> <p>Contributing to the assessment of proposed research activity applications for consideration by the authorising Ethics and appropriate approving bodies.</p> <p>Liaising with other departments and hospitals for the provision of mutually agreed training/experience programs.</p> <p>Supporting Unit staff in developing presentation skills and establishing and maintaining a CPD program in conjunction with relevant departmental educational officers.</p> <p>Influencing the development of departmental safety protocols for all patients, staff and others during and within the vicinity of the MRI imaging service and adhering to same.</p>
<p>Contribute to the implementation and management of responsive risk management practices</p>	<p>Ensure that relevant risk management documentation is compiled, co-ordinated and recorded in the risk register.</p> <p>Participating in the Management of the Divisional Risk Register by undertaking audits and hazard identification in collaboration with Unit staff.</p> <p>Assisting with identifying, developing and implementing appropriate strategies to manage the identified risks.</p> <p>Developing and implementing changes to modality work practices and standards.</p> <p>Assisting with responses to sentinel events, potential medical negligence claims and adverse patient incidents.</p> <p>Participating in Root Cause Analysis (RCA) investigations and evaluating outcomes, as required.</p>
<p>Contribute to a safe and healthy work environment, free from discrimination employees by:</p>	<p>Contributing 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.</p> <p>Contributing to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.</p>

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Registration with the Medical Radiation Practice Board of Australia
- A statement of Accreditation in Diagnostic Radiography from the Australian Institute of Radiography, or its recognised equivalent.
- Australian Institute of Radiography – Level 1 MRI Accreditation

Personal Abilities/Aptitudes/Skills

- Proven ability to lead multi-disciplinary groups of people in discussion and achieve outcomes.
- Ability to negotiate and resolve conflict in a constructive manner
- Skills in problem solving and decision making at the national, interagency, organisational and individual level in your specialist modality
- Ability to lead change to reach divisional/unit goals
- Demonstrated strategic planning skills in your specialist modality
- Proven ability to interpret data and develop and implement protocols and procedures at divisional and in your specialist modality level.
- Demonstrated leadership and management skills including policy development, communication, planning, problem solving, supervision and delegation.

Experience

- Extensive postgraduate experience with paediatric, obstetric, neonatal patients as a specialist in MRI
- Experience in the management of a multidisciplinary team.
- Experience in the assessment of imaging equipment for purchase
- Experience in the development and application of clinical information systems (including PACS, PAS and RIS systems)
- Proven experience in accreditation, quality management, continuous improvement and risk management.
- Experience in conducting constructive and honest staff appraisals and ensuring the ongoing staff development
- Development and implementation of training programs

Knowledge

- Extensive knowledge of imaging techniques used in imaging women and children
- Knowledge of rostering, interviewing, counselling and assessment techniques.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Australian Institute of Radiography – Level 2 MRI Accreditation
- Postgraduate qualifications in Medical Imaging
- Recognised tertiary qualifications in management

Personal Abilities/Aptitudes/Skills:

- Knowledge of future directions in medical imaging including emerging technologies and techniques.
- Ability to be flexible in attaining high standards both personally and professionally.
- Ability to collate and present data and reports.
- Professional body affiliation.

Experience

- Proven successful outcomes in supervisory and management roles
- Experience in assessing the professional, technical and economic impacts of projects and initiatives
- Extensive experience in designing, conducting and support of research projects
- Experience in project management.

Knowledge

- Knowledge of contemporary management principles.
- Knowledge of the organisation and operations of a major teaching hospital and the bureaucratic and political framework in which it exists
- Understanding and knowledge of the needs of consumers of an imaging department
- Knowledge of and respect for patients' rights and responsibilities associated with health care provision

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & 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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

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 a state-wide service, under the 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. Contracts with External Service Providers exist for Modbury Hospital and Noarlunga Hospital, and many country health sites.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

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.

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 understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/10/13	04/11/17	Original version.
V3	04/11/17		Minor formatting with order of information amended.