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SA Health Job Pack

Job Title	Radiographer
Job Number	619824
Applications Closing Date	30/6/2017
Region / Division	SA Health - Women's and Children's Health Network
Health Service	SA Medical Imaging
Location	Various
Classification	AHP2
Job Status	Full time, temporary up to 22/10/2018
Indicative Total Remuneration*	\$86,052 - \$99,495

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

Full name	Nicholas Zabantias
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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:	Senior General Radiographer		
Classification Code:	AHP 2	Position Number	
LHN/ HN/ SAAS/ DHA:	SCSS		
Hospital/ Service/ Cluster	Women's and children's Hospital Network		
Division:	SA Medical Imaging – (SAMI)		
Department/Section / Unit/ Ward:	General X-Ray		
Role reports to:	Head General X-Ray Modality		
Role Created/ Reviewed Date:	December 2016		

ROLE CONTEXT

Primary Objective(s) of role:

- The Radiographer (General X-Ray) is responsible for the provision of more complex general radiography, using specialised equipment to perform diagnostic medical imaging examinations for clients across a range of clinical specialities, with minimal professional direction.
- The incumbent will also be expected to be trained in other speciality areas dependent on the operational requirements of the department.
- The incumbent provides professional direction to other radiographers, PDY radiographers, undergraduate students on clinical placement and work experience students.
- The incumbent contributes to approved research programs, under professional direction, and departmental quality assurance programs.

Key Relationships/ Interactions:

Internal

- Accountable to the WCH Medical Imaging Campus Operations Manager
- Responsible to the Chief Radiographer through the relevant section Supervising Radiographer
- Directly Reports to the Head of General X-Ray
- Works closely with other radiographers, medical officers, radiologists, nurses, technical and clerical staff.
- Provides professional direction to other radiographers in respect to standard professional tasks

External

- Interacts with hospital staff as a member of a MDT

Challenges associated with Role:

Major challenges currently associated with the role include:

- 24 Hour Shift work within a busy Emergency Department

Delegations:

- NIL

Resilience:

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

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.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures 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.
- Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Workers in South Australia 2010*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- Disability Discrimination.
- Code of Fair Information Practice.
- 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.

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.
- 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.
- Initially based at WCHN but may be required to work in any site of SA Health.
- A performance appraisal will be conducted annually.
- Variable starting and finishing times will be necessary.
- Participation in a 24/7-shift roster will be required.
- Weekend and public holiday work will be required.
- Overtime and on call work will be required.
- Required to rotate through section/modality areas, as rostered
- May be required to travel to other agencies to attend relevant educational programs.
- You will be required to undergo a satisfactory criminal history check.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<i>Contribute to the provision of a high quality imaging service for radiological diagnosis and clinical management by</i>	<ul style="list-style-type: none">• Preparing for the presentation of the client to the medical imaging department, including the review of case notes, liaison with clinical unit, radiologist and other medical officers.• Ensuring all clients is positively identified prior to commencement of examination.• Performing more complex general radiography procedures using specialised equipment, requiring the selection and application of techniques and methodologies to meet individual client requirements.• Assessing the condition of the patient and modifying techniques accordingly to achieve acceptable diagnostic outcomes.• Discussing techniques and procedures with other professionals and clients on straightforward matters.• Being aware of the client's situation and by observing and identifying changes in that condition, taking appropriate action to provide the support necessary.• Maintaining the required professional standards for own work and ensuring appropriate remedial action is taken to achieve those standards.• Liaising with other professional officers, ward and consulting clinic staff on procedural schedules and relevant procedural information.

	<ul style="list-style-type: none"> • Supervising or providing professional direction for other radiographers in medical imaging procedures of limited complexity. • Performing any post processing to produce high quality images and ensure distribution as required. • Reviewing images and making a clinical assessment as to whether additional images are required to aid diagnosis. • Ensuring all relevant patient and examination data is completed and accurately recorded and entered into the Radiology Management System, including the preparation of any reports for the referring clinician. • Ensuring urgent findings are communicated and directing the client accordingly. • Undertaking the role of 'supervising radiographer' and exercising initiative to ensure the continuance of service within guidelines as required. • Under professional direction, undertaking approved research and contributing to the development of departmental quality control programs. • Participating in maintaining cleanliness of rooms and imaging equipment.
<i>Contribute to own professional development and maintain standards by being actively involved in Radiographer training programs and staff professional development programs.</i>	<ul style="list-style-type: none"> • Actively participate in ongoing CPD • Maintain a current knowledge of literature and national /international practices
<i>Contribute to the provision of professional development activities in the department, by:</i>	<ul style="list-style-type: none"> • Providing professional support to other radiographers including PDY radiographers, as an experienced radiographer. • Providing professional support to work experience students and medical radiation students on clinical placement as an experienced radiographer, providing feedback to the Clinical Supervisor about progress and development of the students' skills. • Participating in and presenting, as part of accredited continuous professional development activities

<p><i>Contribute to continuous quality improvement programs and activities that are linked to the organisations strategic and corporate directions and targets as follows:</i></p>	<ul style="list-style-type: none"> • Recognising an ongoing commitment to quality assurance through personal accountability to standards of care and work practice • Achieving key performance indicators for all imaging activities in accordance with the quality evaluation program. • Utilising recording systems to accurately reflect the activity of the various aspects of the department, which will enable evaluation of performance leading to improvement and achievement of best practice standards.
<p><i>Ensure a safe working environment at all times by:</i></p>	<ul style="list-style-type: none"> • Maintaining effective work practices. • Adopting procedures and practices which comply with the WH&S Act. • Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position). • Taking reasonable care to protect the health and safety of self and others. • Attending mandatory safety training programs.
<p><i>Act within the Public Sector Aims</i></p>	<ul style="list-style-type: none"> • Contribute 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. • 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.

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- Statement of Accreditation in Diagnostic Radiography from the Australian Institute of Radiography, or its recognised equivalent.
- Licensed under the Radiation Protection and Control Act SA (1982).
- 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).
- Registration with the Medical Radiation Practice Board of Australia (post July 2012)

Personal Abilities/Aptitudes/Skills:

- Demonstrated ability to assess and select clinical and technical examination requirements according to client condition.
- Demonstrated ability to use own initiative to produce a standard imaging procedure.
- Demonstrated ability to work in a multidisciplinary team and individually, with minimal supervision.
- Demonstrated ability to interact positively and work with all levels of departmental and organisational staff.
- Demonstrated ability to communicate effectively, both written and verbally.
- Be flexible to departmental change and positively contribute to effect change.
- Demonstrated ability to create and maintain positive working relationships within and external to department.
- Demonstrated ability to be resourceful and innovative.

Experience:

- Experience in performing a wide range of more complex general radiography imaging procedures.
- Experience in performing standard procedures within other modalities

Knowledge:

- Knowledge of the principles of human resource management, in particular Equal Employment Opportunity and Occupational Health, Safety and Welfare.
- Knowledge of the Picture Archiving and Communications System (PACS).
- Understanding of the requirements of clients and professional clients.
- Demonstrated knowledge of the responsibilities of the radiographer in the safe delivery of ionising radiation to the client and protection of other personnel in the vicinity of the examination.
- Demonstrated knowledge of the responsibility of the radiographer in the maintenance of safe working practices.
- Appreciation of medico-legal responsibilities in the delivery of imaging services i.e. correct patient identification, confidentiality.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- Postgraduate qualifications in specialised areas of imaging.

Personal Abilities/Aptitudes/Skills: Experience:

- Experience in the use of Radiology Management Systems
- Experience in working in a hospital environment
- Experience in operating within a RIS/PACs environment
- Experience in leading a small team of medical imaging professionals

Knowledge

- Knowledge of current trends in quality assurance protocols
- Knowledge of the supervisory role

Other

- Professional body affiliation.

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.

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: