



## Statewide Clinical Support Services (SCSS)

### ROLE DESCRIPTION

<b>Role Title:</b>	Radiographer
<b>Classification Code:</b>	AHP1
<b>LHN/ HN/ SAAS/ DHW:</b>	Statewide Clinical Support Services (SCSS), CALHN, SA Health
<b>Hospital/ Service/ Cluster:</b>	Royal Adelaide Hospital
<b>Division:</b>	SA Medical Imaging
<b>Department/ Section/ Unit/ Ward:</b>	Medical Imaging
<b>Role reports to:</b>	Supervising Radiographer
<b>Role Created/Reviewed Date:</b>	January 2023
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

### ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<p>The Radiographer is responsible for the provision of standard medical imaging services, under the guidance of more experienced radiographers, using specialised equipment to perform diagnostic medical imaging examinations for clients across a range of specialities.</p> <p>The incumbent will provide assistance to less experienced radiographers, medical radiation students on clinical placement and work experience students. The Radiographer will contribute to approved research programs and the departmental quality control programs.</p>

<b>Direct Reports:</b>
> N/A

<b>Key Relationships/ Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>&gt; Accountable to the Campus Operations Manager</li> <li>&gt; Responsible to the Chief Radiographer through the relevant section/modality Supervising Radiographer for activities when rostered in that area.</li> <li>&gt; Works closely with other radiographers, radiologists, nurses, technical and clerical staff.</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>&gt; NIL</li> </ul>

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Adaptation to the implementation of the Enterprise System for Medical Imaging (ESMI)
- > Working in an environment of change in relation to Distributive Imaging Model
- > Working in an environment of change in relation to the new Royal Adelaide Hospital.

### Delegations:

In accordance with SCSS HR Delegations and Authorisations

## Key Result Areas and Responsibilities

Key Result Areas	Major Responsibilities
<b><i>Contribute to the provision of a high quality imaging service for radiological diagnosis and clinical management by</i></b>	<ul style="list-style-type: none"><li>&gt; Ensuring all clients are positively identified prior to commencement of examination.</li><li>&gt; Undertaking well established and straightforward imaging procedures and adhering to departmental imaging protocols and legislative requirements.</li><li>&gt; Assisting with performing more complex procedures under guidance from more experienced radiographers.</li><li>&gt; Discussing techniques and procedures with other professionals and clients on straightforward matters.</li><li>&gt; Performing any post processing to produce high quality images and ensure distribution as required.</li><li>&gt; Reviewing images and making assessment as to whether additional images are required to aid diagnosis.</li><li>&gt; Being aware of the client's situation and by observing and identifying changes in that condition, taking appropriate action to provide the support necessary.</li><li>&gt; Maintaining the required professional standards for own work and ensuring appropriate remedial action is taken to achieve those standards.</li><li>&gt; Ensuring that all relevant patient and examination data is completed accurately and entered into the Radiology Management System in accordance with departmental policy.</li><li>&gt; Ensuring urgent findings are communicated and directing the client accordingly.</li><li>&gt; Liaising with other professional officers, ward and consulting clinic staff on procedural schedules and relevant procedural information.</li><li>&gt; Assisting other radiographers, where appropriate.</li><li>&gt; Participating in approved research and the departmental quality controls programs.</li><li>&gt; Participating in maintaining cleanliness of rooms and imaging equipment.</li></ul>

<p><b>Contribute to own professional development and maintain standards by being actively involved in Radiographer training programs and staff professional development programs and contribute to the professional development of the Department by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Providing professional support to other radiographers including less experienced radiographers, depending on experience</li> <li>&gt; Providing professional support to work experience students and medical radiation students on clinical placement as appropriate, providing feedback to the Clinical Supervisor about progress and development of the students' skills.</li> <li>&gt; Participating in accredited continuous professional development activities</li> </ul>
<p><b>Contribute to continuous quality improvement programs and activities that are linked to the organisations strategic and corporate directions and targets as follows:</b></p>	<ul style="list-style-type: none"> <li>&gt; Achieving key performance indicators for all imaging activities in accordance with the quality evaluation program.</li> <li>&gt; Utilising recording systems to accurately reflect the activity of the various aspects the department, which will enable evaluation of performance leading to improvement and achievement of best practice standards.</li> </ul>
<p><b>Ensure a safe working environment at all times by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Maintaining effective work practices.</li> <li>&gt; Adopting procedures and practices which comply with the WHS Act 2012 (SA).</li> <li>&gt; Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position).</li> <li>&gt; Taking reasonable care to protect the health and safety of self and others.</li> <li>&gt; Attending mandatory safety training programs.</li> </ul>

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

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

- > 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) and then registration with the Medical Radiation Practice Board of Australia (post July 2012).

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

- > Ability to perform a wide range of standard imaging procedures.
- > Ability to discuss techniques, procedures and results with other professionals and clients on straightforward matters
- > Ability to interact positively and work with all levels of departmental and organisational staff.
- > Ability to communicate effectively, both written and verbally.
- > Willingness to work within a multidisciplinary team.
- > Ability to be motivated, resourceful and innovative.
- > Be flexible to departmental changes and positively interact in these processes

**Experience:****Knowledge:**

- > Demonstrated knowledge of appropriate imaging techniques to employ in a range of clinical conditions.
- > 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.
- > Knowledge of Work Health and Safety policies and procedures and application of same in the workplace.

**DESIRABLE CHARACTERISTICS****Educational/Vocational Qualifications:**

- > Postgraduate qualifications in specialised areas of imaging

**Personal Abilities/Aptitudes/Skills:****Experience:**

- > Experience in performing standard procedures within other modalities
- > Experience in working in a hospital environment
- > Experience in operating within a RIS/PACs environment

**Knowledge:**

- > Knowledge of current trends in quality assurance protocols

### Special Conditions:

- > A performance appraisal will be conducted annually.
- > Variable starting and finishing times may be necessary.
- > Some out of hours' work may be required
- > Participation in a 24/7 shift roster may be required.
- > Out of hours (including weekend and public holidays), overtime and on call work may be required.
- > May be required to rotate through section/modality areas, as rostered
- > May be required to travel to other agencies to attend relevant educational programs or provide professional advice.
- > Committee and consultative involvement within the hospital and other centres will be required.
- > May be required to work at other SAMI sites
- > 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 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.

### Division/ Department:

The Department of Radiology is a unit of the Royal Adelaide Hospital. The Royal Adelaide Hospital is part of the Central Adelaide Local Health Network. The Local Health Network structure became operative from 1 July 2011. The Department is part of South Australian Medical Imaging which is a State wide service. SAMI is responsible for the provision of all medical imaging services at SA Public Hospitals within country and metropolitan 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):

**Integrity:** We are honest, consistent and act fairly. We make evidence-based decisions that are in the best interests of the South Australian community.

**Compassion:** 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.

**Accountability:** 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

**Respect:** 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.