

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Radiographer
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 1-2
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals South - Critical Care, Clinical Support and Investigations Department of Medical Imaging
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	South
<b>Reports to:</b>	Chief Radiographer
<b>Effective Date:</b>	April 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Registered with the Medical Radiation Practice Board of Australia  <i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

The Radiographer is responsible for:

- Performing basic imaging examinations to produce images of the highest diagnostic value possible whilst using ionising radiations, both in general and fluoroscopic radiography.
- Ensuring compliance with the 'as low as reasonably achievable' (ALARA) principle whilst using ionising and non-ionising radiation to provide images.

## Duties:

1. Assess medical requests, patient status and capabilities, ensuring procedure preparation is adequate and in accordance with correct protocol.
2. Use imaging equipment and associated accessories safely, ensuring patient welfare and standard of care received, and avoid causing hazards to self, other staff, patients and equipment.
3. Assess and monitor quality of images to ensure appropriate standards are maintained, confirm all image demographics and labelling are appropriate and correct and ensure that image archiving is completed, and imaging is available for viewing in the Picture Archive and Communication System (PACS) as appropriate.
4. Ensure all imaging procedures are documented correctly in the Radiology Information System (RIS) and by any other relevant work practice or system.
5. Negotiate with medical staff in assessing the nature and urgency of examinations.
6. Ensure that the referring clinician is advised of medically urgent radiological findings.
7. Liaise with staff and the general public in matters relating to general radiography.
8. Supervise and assist activities of Students and Support Services staff when required.
9. Assist in Quality Improvement activities and promptly inform supervising radiographer of equipment faults.
10. After relevant professional development, perform novel and complex imaging procedures under general professional guidance.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- Under the direction of the Operations Manager/Chief Radiographer, the Radiographer is responsible for:
  - The implementation of the ALARA principle to achieve the optimum diagnostic result by the selection of appropriate imaging equipment, technical factors and accessories including radiation protection devices.
  - Maintaining professional levels of patient care and complying with ethical codes.
  - Correct film presentation and ensuring the procedure is completed.
  - Providing labour in an efficient, effective and safe manner and exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- The graduate practitioner is subject to professional supervision, but after professional development and experience, they will be able to perform basic imaging procedures under general professional guidance.
- Undertake continuous professional development activities as required by the relevant governing bodies.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Broad knowledge of, and competence in, conducting a wide range of general radiographic examinations, including fluoroscopic, mobile and theatre procedures and good knowledge of the relevant anatomy, physiology and pathology, and of the equipment used in this imaging.
2. Ability to work effectively in a team environment including the ability to support team members and to communicate effectively with respect and understanding.
3. Good interpersonal communication skills with the ability to communicate effectively with junior staff, peers, supervisors and managers, patients and the general public.
4. Ability to handle the interactive relationship with the patient with tact, ensuring that the patient's privacy and confidentiality is maintained.
5. Competent to perform independently at a basic level in a specialist imaging modality.
6. Demonstrated knowledge of the relevant legislation, codes of practice and guidelines in the practice of radiography in a public hospital.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).