



## ROLE DESCRIPTION

<b>Role Title:</b>	Radiographer
<b>Classification Code:</b>	AHP – 2
<b>LHN/ HN/ SAAS/ DHW:</b>	SA Health
<b>Hospital/ Service/ Cluster:</b>	Port Pirie Hospital
<b>Division:</b>	SA Medical Imaging
<b>Department/Section / Unit/ Ward:</b>	SA Medical Imaging Department Port Pirie
<b>Role reports to:</b>	Medical Imaging Services Manager
<b>Role Created/ Reviewed Date:</b>	10/06/2021
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working with Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <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) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Radiographer applies clinical experience, increasingly generalist and / or specialist clinical knowledge and professional competence to plan, implement and evaluate a comprehensive and integrated range of standard Computed Tomography and General X-Ray diagnostic services, appropriate to the needs of the local and Regional community. The Radiographer works under limited clinical supervision, and may provide direction to less experienced allied health professionals, allied health assistants and students.

### Direct Reports:

The Radiographer 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:

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.
- Participation in an after-hours on call roster is required.
- This position is subject to the receipt of a cleared criminal history check through the Screening and Licensing Branch of Department of Families and Communities, in accordance with current Country Health SA Hospital Inc. procedure and every three years thereafter.
- Adherence to the "Code of Conduct for SA Public Sector Employees"
- Will be required to participate in annual verification of credentials process

- Receives line supervision from Manager, Medical Imaging Services
- Receives clinical supervision, advice and support from Advanced Clinician, Radiography, under formal arrangement in accordance with the *CHSA Allied Health Clinical Support Framework*.
- Works in collaboration with other health professionals, service providers and the community
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity

#### 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:

- Nil

### Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Technical Skills and Application	<ul style="list-style-type: none"> <li>• Assessing the appropriateness of medical imaging examinations and liaising directly with the Radiologist if a different type of procedure to that requested will provide an improved diagnosis.</li> <li>• Checking imaging requests are consistent with patient clinical details and clarifying any if required by reviewing the patient's previous clinic history.</li> <li>• Undertakes interventional procedures which require the selection and modification of standard imaging techniques and methodologies including General X-ray and CT.</li> <li>• Produce high quality diagnostic images using a range of specialised equipment including CT.</li> <li>• Perform more complex diagnostic services for patients under reducing professional direction, including trauma medical imaging.</li> <li>• Using Radiology Information Systems (RIS) and digital imaging systems.</li> <li>• May be required to provide medical imaging services in other sites within the health service i.e. theatre, medical wards.</li> </ul>
Personal and Professional Development	<p>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Specialists, Profession Leads and / or managers when required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> <li>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge (which may include post-graduate study)</li> <li>b. Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills</li> </ol>

	<p>c. Utilising the support of mentors and peers</p> <p>d. Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor</p> <p>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff</p> <p>2.3 May be required to provide clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p> <p>Develop, share and support your peers/supervised staff to gain knowledge of effective practice through research, evaluation of services and information sharing (e.g. via professional networks and resending papers for conferences and/or publishing).</p> <ul style="list-style-type: none"> <li>• Receive clinical direction, advice, mentorship and support from the Senior Radiographer</li> <li>• In collaboration with the Manager, Medical Imaging Service, develop a formal Clinical Supervision arrangement with suitably skilled and experienced Radiographers, fulfill all obligations under this agreement, and review it annually.</li> <li>• Develop and maintain inter and intra-professional clinical networks within Mid North, SAMI, CHSA and South Australia, actively sharing and seeking out knowledge of effective practice</li> <li>• Provide clinical support to less experienced professional staff in the Medical Imaging Department</li> <li>• Contribute to the supervision of Medical Radiation Sciences students on clinical placement in the department.</li> <li>• Represent the Medical Imaging Department on local or CHSA committees</li> <li>• Broad knowledge of emerging technologies and techniques within the individual's field of expertise.</li> </ul>
Client / Customer Service	<p>2.4 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>2.5 Promote cultural safety by valuing and promoting the cultural needs of the community.</p> <p>Contribute to improvements in the patient journey drive distribution of services and apply client centered practice and community engagement principles in development and delivery of services; ensuring clients are meaningfully involved in all aspects of their care.</p> <ul style="list-style-type: none"> <li>• Provide general radiography and CT services to the Mid North community.</li> <li>• Determine the priority of these services by using own professional judgment with reference to the referring clinician and/or radiologist.</li> </ul> <p>Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely documentation, accurate information, coordinated care and prompt follow up.</p>
Administration & Documentation	<p>2.6 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>2.7 Contribute to the efficient and effective use of materials and resources.</p> <p>2.8 Prepare reports and / or recommendations to assist management</p>

	<p>decision making</p> <p>2.9 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems (including Quality Risk &amp; Safety [QRS], Adequate Records Management [ARM] and Client Management Engine [CME]).</p> <p>2.10 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role.</p> <p>May be required to coordinate discrete projects and / or contribute to areas of policy that are considered to be complex, requiring discipline knowledge and experience, and which are undertaken under limited direction.</p> <ul style="list-style-type: none"> <li>• Assist with the maintenance of the departments' stock control processes.</li> <li>• Ensure timely completion of CT contrast forms, consent forms and other relevant documentation to ensure a prompt radiologists' report may be provided to the referring clinician.</li> <li>• Contribute to the review, development and adaptation of clinical and administrative resources to support Medical Imaging Services</li> <li>• Contribute to clinical outcomes by providing services that form the basis of patient diagnosis and subsequent treatment and management by Radiologists, referring clinicians and surgeons including: <ul style="list-style-type: none"> <li>○ Checking imaging requests are consistent with patient clinical details and clarifying any if required by reviewing the patient's previous clinical history.</li> <li>○ Documenting patient history regarding location and incidence of patients' presenting symptoms or to determine the mechanics of an injury.</li> <li>○ If required, consulting with the patient or patient's guardian.</li> </ul> </li> </ul> <p>Communicating any unusual findings of the examination which may assist the Radiologist to form the basis of a report which is then available to the referring clinician.</p>
Teamwork and Communication	<ul style="list-style-type: none"> <li>• Communicating any unusual findings of the examination which may assist the Radiologist to form the basis of a report which is then available to the referring clinician.</li> <li>• Exercising team leadership as required.</li> <li>• Exercising professional direction over staff in respect to standard professional tasks.</li> <li>• Participate as an active member in Medical Imaging department staff meetings</li> </ul>
Continuous Improvement	<p>2.11 Contribute to quality improvement programs and other organisational activities required to meet Service / Accreditation standards, and support supervised staff / students to comply with requirements.</p> <p>2.12 Proactively seek opportunities to improve professional tasks and services, by monitoring service access, emerging trends and community needs, and contributing to ongoing evaluation of services.</p> <p>2.13 Seek client feedback on services and respond proactively to client complaints and feedback. As required, contribute to investigations of client complaints, with a view to informing systematic improvements in services.</p> <p>2.14 Contribute to discipline-specific and multi-professional research, service development, and advances of techniques used, through research (under direction), data analysis, evaluation of services and development of recommendations to assist Management decision making.</p>

	<ul style="list-style-type: none"> <li>• Ensuring appropriate safe practices are maintained to reduce ionizing radiation exposure to patients in accordance with the Radiation Protection and Control Act 1982 Ensuring appropriate safe practices are maintained to reduce ionizing radiation exposure to patients in accordance with the Radiation Protection and Control Act 1982.</li> <li>• Apply the principles of quality management to the medical imaging practice and setting.</li> <li>• Act as a resource person by providing accurate information when liaising with Radiologists, Medical Officers and nursing staff on procedural matters relating to medical imaging.</li> <li>• Contribute to the ongoing review, development and evaluation of the effectiveness of medical imaging services in the Mid North Cluster.</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>• Complying with the Code of Ethics for Public Sector Employees</li> <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 of the cluster areas with relevant law and South Australian Government, DH, SAMI and CHSA 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> <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>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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).

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

AHPRA

EPA

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

Initiative

Ability to work unsupervised

#### **Experience:**

#### **Knowledge:**

### **DESIRABLE CHARACTERISTICS**

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

Post Graduate Medical Imaging qualifications

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

#### **Experience:**

Minimum 2 years post graduate experience including CT modality  
Working within a country site

#### **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 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., Country Health SA 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:

## 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:** Luisa Fetherstonhaugh

**Role Title:** Manger MI Services



**Signature:**

**Date:** 10/6/2021

## 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	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019	04/06/2019	Added categories for immunisation requirements on front page.
V6	05/06/2019	10/6/2021	Updated changes to the Criminal Relevant History and Screening.
V7	10/06/2021		Minor formatting and update of RD Approver