



ROLE DESCRIPTION

Role Title:	Radiographer		
Classification Code:	AHP-1	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	SA MEDICAL IMAGING - LMH		
Division:	MEDICAL IMAGING		
Department/Section / Unit/ Ward:	MEDICAL IMAGING		
Role reports to:	CHIEF RADIOGRAPHER		
Role Created/ Reviewed Date:	January 2019		
Criminal and Relevant History Screening:	<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)		
Immunisation Risk Category:	<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 (<i>minimal patient contact</i>)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>The Radiographer is responsible for the provision of medical imaging services, using specialised equipment to perform diagnostic medical imaging examinations for clients across a range of clinical specialities, with minimal professional direction.</p> <p>The incumbent provides professional assistance to less experienced radiographers, undergraduate students on clinical placement and work experience students.</p> <p>The incumbent contributes to approved research programs, under professional direction, and departmental quality assurance programs.</p>

Key Relationships/ Interactions:
<p><u>Internal</u></p> <ul style="list-style-type: none">> Accountable to the Medical Imaging Operations Manager> Responsible to the Chief Radiographer through the Head of Modality> Works closely with other Radiographers, Medical Officers, Radiologists, Nurses, technical and clerical staff.

External

- > Interacts with hospital staff as a member of a MDT

Challenges associated with Role:

Major challenges currently associated with the role include:

- > 24 Hr Shift work including work associated with a busy Emergency Department
- > Providing a timely service in an environment of changing service priorities
- > Working with multi-levels of professionals in determining priorities in service delivery
- > Functioning in a way where personal WHS is maintained

Delegations:

Nil

Special Conditions:

- > Participation in a 24/7-shift roster inclusive of weekend and public holiday work will be required.
- > Variable starting and finishing times will be necessary.
- > 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.
- > 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 the 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 & 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.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Contribute to the provision of a high quality imaging service for radiological diagnosis and clinical management by:</p>	<ul style="list-style-type: none"> > Preparing for the presentation of the client to the medical imaging department, including where appropriate reviewing case notes, liaising with clinical units, Radiologists and other Medical Officers. > Ensuring all clients are positively identified prior to commencement of examination in accordance with departmental protocol. > Undertaking well established and straightforward imaging procedures, adhering to departmental imaging protocols and legislative requirements > Performing more complex general radiography procedures using specialised equipment, requiring the selection and application of techniques and methodologies to meet individual client requirements. > Discussing techniques and procedures with other professionals and clients on straightforward matters. > Assessing the condition of the client and modifying techniques accordingly to achieve acceptable diagnostic outcomes. > Being aware of the client's situation and by observing and identifying changes in that condition, taking appropriate action to provide the support necessary. > Performing post processing as necessary to produce high quality images and ensure image distribution occurs as required. > Reviewing images and making a clinical assessment within professional scope of practice as to whether additional images are required to aid diagnosis. > Ensuring all relevant client and examination data is accurately entered, recorded and completed into the Radiology Management System, including the preparation of any reports for the referring clinician. > Ensuring urgent findings are appropriately communicated and directing the client accordingly. > Actively participating in maintaining cleanliness of rooms and imaging equipment. > Liaising with other professional officers, ward and consulting clinic staff on procedural schedules and relevant procedural information. > Maintaining the required professional standards for own work and ensuring appropriate remedial action is taken to achieve those standards. > Supervising or providing professional direction for less experienced radiographers in medical imaging procedures of limited complexity. > Undertaking the role of 'supervising radiographer' when rostered and exercising initiative to ensure the continuance of service within guidelines as required.

	<ul style="list-style-type: none"> > Under professional direction, undertaking approved research and contributing to the development of departmental quality control programs.
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 provision of professional development activities in the department, by:	<ul style="list-style-type: none"> > Actively participate in ongoing CPD > Participating in and presenting, as part of accredited continuous professional development activities > 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. > Providing professional support to other radiographers including graduate radiographers, according to own experience
Contribute to continuous quality improvement programs and activities that are linked to the organisations strategic and corporate directions and targets as follows:	<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.
Ensure a safe working environment at all times by:	<ul style="list-style-type: none"> > Maintaining effective work practices. > Adopting procedures and practices which comply with the Work Health and Safety Act 2012 (SA). > Taking reasonable care to protect the health and safety of self and others. > Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position). > Attending or completing mandatory safety training programs.

Act within the Public Sector Aims	<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.
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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).
- > Registration with the Medical Radiation Practice Board of Australia (post July 2012)
- > Registered with the Australian Health Practitioner Agency (AHPRA).

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to perform a wide range of standard imaging procedures
- > Demonstrated ability to assess and select clinical and technical examination requirements according to client condition
- > Demonstrated ability to be motivated, resourceful and innovative.
- > 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

Experience

- > Experience in performing standard procedures within other modalities

Knowledge

- > A detailed knowledge of all standard and complex professional tasks in the application of established radiographic work practices and procedures.
- > 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.
- > Knowledge of the operation of Radiology Information Systems (RIS) and Picture Archiving and Communications System (PACS)
- > Appreciation of medico-legal responsibilities in the delivery of imaging services i.e. correct patient identification, confidentiality.
- > Knowledge of the principles of human resource management, in particular Equal Employment Opportunity and Occupational Health, Safety and Welfare

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Postgraduate qualifications in specialised areas of imaging.

Personal Abilities/Aptitudes/Skills:

- > Experience in the use of Radiology Management Systems
- > Experience in working in a hospital environment
- > Experience in operating within a RIS/PACs environment
- > High level of computer literacy
- > Ability to implement and embrace change in a positive manner

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

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.

Central Adelaide Local Health Network:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)

- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN visit centraladelaide.health.sa.gov.au.

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

Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

Values

Behaviours

People first

- I am there for my patients and colleagues when they need me most.
- I put myself in my patients and colleagues' shoes to understand their needs.
- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.
- I respect uniqueness in my colleagues, our patients and their families.

Ideas driven

- I look and listen to ensure I fully understand the problem and find a solution.
- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.
- I invest in my own learning and look for opportunities to explore and introduce new ideas.
- I am interested in critical research and how it informs creative thinking.

Future focussed

- I embrace leading practices and use them to evolve our ways of working.
- I lead and support change to improve patient and organisational outcomes.
- I am constantly on the look-out for opportunities to improve.

Community minded

- I put my hand up to lead work that matters.
- I am accountable and focused on value.
- I value and champion diversity.
- I embrace collaboration and constructive partnerships.

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 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	10/02/17	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	06/01/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	07/01/2019		Statement regarding Financial recovery plan added to Organisational context for CALHN White Ribbon statement included Cultural Commitment statement included Child protection legislation " <i>Children and Young People (Safety) Act 2017</i> " updated under Special Conditions Link to HR Delegations and Financial Delegations included under Delegations Statement regarding South Australian Charter of Health Care Rights included under General Requirements Minor formatting with order of information amended.
V6	06/3/2019		Immunisation Risk Category checkbox has been included Statement regarding immunisation requirements has been included under Special conditions – " <i>Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.</i> "
V7	15/7/2022		Updated Organisational context – Legal entities section; CALHN section Updated Values – CALHN Values list