



ROLE DESCRIPTION

Role Title:	Supervisor Radiographer General
Classification Code:	AHP3
LHN/ HN/ SAAS/ DHW:	Central Adelaide Local Health Network
Hospital/ Service/ Cluster:	Royal Adelaide Hospital
Division:	SA Medical Imaging
Department/Section / Unit/ Ward:	Medical Imaging
Role reports to:	Head Radiographer General
Role Created/ Reviewed Date:	May 2021
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 Requirements:	<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 Supervisor Radiographer General is responsible for allocating and determining work priorities of the General medical imaging team to ensure operational standards are met, having regard to the needs of clients.

The incumbent contributes to an effective and coordinated General service by assisting the Head General to manage the physical and human resources.

The incumbent is responsible for the provision of more complex imaging services, using specialised equipment to perform diagnostic medical imaging examinations for clients across a range of clinical specialities, with minimal professional direction.

Direct Reports:

- > Accountable to the Radiology Campus Operations Manager
- > Responsible to the Chief Radiographer through the Head Radiographer General

Key Relationships/ Interactions:

Internal

- > Accountable to the Radiology Campus Operations Manager
- > Responsible to the Chief Radiographer through the Head General
- > Supervises radiographers rostered to the General team
- > Liaises closely with other radiographers, medical officers, radiologists, nursing and clerical staff.
- > Liaises with the Head, Radiology Informatics regarding computer information systems.
- > Liaises with the Tutor Radiographer with regard to professional guidance for other radiographers within the General team
- >

External

- > N/A

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:

Delegated Level in accordance with SCSS's Delegation of Authority Document.

Staff supervised: Direct 11 Indirect N/A

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Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<i>Ensures that a high quality imaging service for radiological diagnosis and clinical management is provided to the clients in General Radiography by</i>	<ul style="list-style-type: none">> Allocating and determining work priorities of the General team, including allocating requests from referring clinicians and specialists and coordinating workflow processes.> Assessing and reviewing the operational standards of other radiographers in the General team and making recommendations, as appropriate.> Coordinating training programs for other radiographers within the team in conjunction with the Tutor Radiographer and Specialist Radiographers.> Conducting performance assessment and review of all radiographers in the General team in conjunction with the Tutor and Specialist Radiographers.> Identifying opportunities and/or needs to develop or progress work group objectives.> Contributing to policy development and review and the maintenance of procedure manuals, in conjunction with the Tutor and Specialist Radiographers.> Liaising with the Tutor, Specialist Radiographers and the Head General to evaluate and maintain imaging quality for General.

	<ul style="list-style-type: none"> > Rostering staff in the General team and providing professional supervision of the team including ensuring adequate supervision of less experienced staff on all shifts with the provision of remote supervision as required. > Contributing to the development of departmental safety protocols for all patients, staff and others during and within the vicinity of the General imaging service and adhering to same. > Performing a wide range of General imaging procedures, applying professional knowledge in selecting and adapting methods best suited, with a high level of professional independence. > Assessing the condition of the patient and modifying and developing techniques accordingly to achieve acceptable diagnostic outcomes. > Documenting clinical findings of the General imaging procedure which the Radiologist may use, together with the images to form the basis of a report which is then available to the referring clinician. > Liaising directly with the Radiologist if, based on their examination, they judge that a different type of imaging procedure or technique will provide more complete results. > Liaising with medical officers and nursing staff to ensure effective monitoring of client's condition is achieved. > Using significant initiative to identify opportunities to develop or progress the impact and effectiveness of General X-Ray within the hospital in relation to work priorities and workflow. > Providing technical advice to radiologists and radiographers to ensure effective outcome for the client. > Submitting details as may be required to ensure the integrity of the PACS and RIS systems. > Attending relevant clinical meetings to assist with operational management of the unit. > Undertaking research projects that supplement existing specialised knowledge and may contribute to the development of new or improved General methods and policy. > Contributing to providing a professional advice and consultancy service to management, other agencies and external groups/agencies relating to General. > Maintaining standards of own work by being actively involved in a recognised professional development program and monitors and reviews recent advances in General. > Contributing to policy development and review and the maintenance of procedure manuals, in conjunction with the Head General > Liaising with the Head General to evaluate and maintain imaging quality > Rostering staff in the General area team and providing professional supervision of the team including ensuring adequate supervision of less experienced staff on all shifts with the provision of remote supervision as required. > Contributing to the development of departmental safety protocols for all patients, staff and others during and within the vicinity of the General Radiography imaging service and adhering to same.
<i>Ensure the optimal status of equipment and facilities of the General service by</i>	<ul style="list-style-type: none"> > Ensuring implementation of quality control and equipment performance standards including equipment compliance with radiation protection standards > Conducting training sessions for staff when new equipment or protocols are introduced

	<ul style="list-style-type: none"> > Undertaking clinical trials of equipment, in conjunction with the Head General > Liaising with service engineers with respect to equipment performance, in consultation with the Head General > Effectively utilising resources by using facilities, equipment and supplies in the most efficient manner.
<i>Contributes to the provision of professional development activities in the department, by</i>	<ul style="list-style-type: none"> > Supervising radiographers within the team and providing professional support as an experienced General radiographer in the selection and modification of complex imaging procedures > 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. > Contributing to teaching programs and advisory services for special interest groups such as nursing staff, medical officers, and non-hospital clinical practitioners when required > Undertaking research projects that supplement existing specialised knowledge and may contribute to the development of new or improved Imaging methods and policy. > Contributing to developing, reviewing and implementing training programs for radiographers and students in the General area. > Participating in and developing an accredited continuous professional development program in conjunction with the Tutor General.
<i>Contribute to continuous quality improvement programs and activities that are linked to the organisations strategic and corporate directions and targets as follows</i>	<ul style="list-style-type: none"> > Contributing to the development of a quality evaluation program by providing professional advice in relation to General imaging and operational protocols. > Coordinating quality assurance programs as required. > Developing key performance indicators for all relevant activities, in consultation with the Head General, in accordance with the quality evaluation program > Reviewing and evaluating performance data in order to develop strategies for improvement and achievement of best practice standards in consultation with the Head General > Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes. > Maintaining recording systems to accurately reflect the imaging quality and accuracy of General Imaging procedures, which will enable evaluation of performance leading to Improvement and achievement of best practice standards.
<i>Ensure a safe working environment at all times by</i>	<ul style="list-style-type: none"> > Maintaining effective work practices. > Adopting procedures and practices which comply with the WHS Act. 2012 > 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. > Liaising with other departments and hospitals for the provision of mutually agreed training/experience programs. > Coordinating and evaluating educational attendances to ensure ongoing professional development of the Unit.

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:

- > Demonstrated ability to allocate and determine priorities and workflow processes
- > 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 and responsive to departmental change and positively effect change
- > Ability to create and maintain positive working relationships within and external to the department
- > Demonstrated ability to perform a wide range of General imaging procedures, including specialised and complex procedures, applying professional knowledge in selecting and adapting methods best suited to Mobiles/Theatre examinations.
- > Demonstrated ability to use significant initiative to analyse situations and identify opportunities and needs to develop and progress
- > Demonstrated ability to work individually and lead a multidisciplinary team, with a high level of independence.
- > Ability to contribute to the development of other professional officers and develop a training program
- > Conflict management skills

Experience:

- > Extensive General imaging experience
- > Experience in the assessment and review of quality of work performed
- > Experience in policy/protocol development, implementation and review
- > Experience in the supervisory role.

Knowledge:

- > Knowledge of rostering principles and processes
- > Knowledge of current trends in quality assurance protocols
- > Knowledge of the principles of human resource management, in particular Equal Employment Opportunity and Work Health and Safety
- > A detailed knowledge of all standard and complex professional tasks in the application of established Mobiles/Theatre work practices and procedures.
- > Specialised professional knowledge in the selection and adaptation of methods best suited to performing Mobiles/Theatre imaging procedures and presenting the imaging data for distribution
- > Demonstrated knowledge of best practice in Radiology

- > Knowledge of the operation of Radiology Information Systems and Picture Archiving and Communications System (PACS)
- > Understanding of the requirements of clinical and professional clients.
- > Demonstrated knowledge of the responsibilities of the radiographer in the safe delivery of imaging procedures 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:

- > Relevant post graduate education.

Personal Abilities/Aptitudes/Skills:

Experience:

- > Experience in the use of RIS and PACS
- > Experience in developing and implementing a training program
- > Experience in working in a public hospital environment
- > Experience in participating in a research program.

Knowledge:

- > Knowledge of change management principles.

Special Conditions:

- > Variable starting and finishing times may be necessary.
- > 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.
- > May be required to work at other SAMI sites
- > A performance appraisal will be conducted annually.
- > 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.

Health Network/ Division/ Department:

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:

The Department of Medical Imaging 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

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.

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	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.

V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6