

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Chief Radiographer
<b>Position Number:</b>	510151
<b>Classification:</b>	Level 5, Grade 4
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals South – Critical Care, Clinical Support & Investigations
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Director of Medical Imaging (operationally), Nursing Director CCCS&I (professionally)
<b>Effective Date:</b>	February 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Registration 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>
<b>Desirable Requirements:</b>	Postgraduate qualification/s relevant to the management of Medical Imaging Services
<b>Position Features</b>	May be required to participate in an out-of-hours availability or on-call roster.

*Note: 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:

- Within a tertiary hospital setting and in accordance with the Agency's policies, procedures and legal requirements provide operational management, leadership and direction in the strategic development of Imaging Services, within the Department of Medical Imaging at the Royal Hobart Hospital (RHH) and RHH off-site facilities.
- Within a tertiary hospital setting and in accordance with the Agency's policies, procedures and legal requirements provide leadership and direction in the development and governance of Imaging Services, within the Department of Medical Imaging at the Royal Hobart Hospital (RHH) and RHH off-site facilities.
- Assume professional and line management responsibility for Radiographers, Sonographers and Nuclear Medicine Technologists in the Imaging Service to optimise the human, financial and physical resource management with the Department of Medical Imaging, working collaboratively with the Director and Operations Manager Medical Imaging, and other Senior Department staff.

## Duties:

1. Provide leadership and direction in the management of Medical Imaging services for the RHH and its off-site facilities, including the development, formulation and implementation of service delivery policy, strategic planning, efficient management of human, financial and physical resources, clinical governance, quality assurance, risk management and accreditation requirements.
2. Oversee the provision of clinical leadership, professional support and best practice standards, in accordance with organisational policies and professional codes of conduct for imaging services provided in a multidisciplinary environment
3. Ensure as part of the Senior Management Team and in collaboration with Operations Manager that there is a collaborative and integrated approach to service delivery across the Department to maximise resource utilisation and improve access to services.
4. Accountable for the provision of a quality medical imaging service to patients including ensuring that images produced meet the standards set by the Director Medical Imaging and that imaging staff comply with practice as defined by the Medical Radiation Practice Board of Australia in accordance with the Health Practitioner Regulation National Law Act 2010.
5. Promote a clinical environment conducive to the maintenance of positive working relationships at all levels and promote constructive working relationships within and between professional groups within Medical Imaging and its customers.
6. Participate as an effective member of the senior management team in Medical Imaging in the implementation of strategic direction, review and evaluation of services, development of policies, clinical governance and improvement of business practices.
7. Ensure that all radiographers, sonographers and nuclear medicine technologists have a current Performance Development agreement (PDA) in place which is reviewed annually.
8. Provide specialised advice in regard to the procurement, evaluation and installation of imaging equipment and ensure that equipment is maintained, serviced, calibrated, compliance checked and operated in a safe manner.
9. Provide high level advice and support to the Clinical Stream Directors for the Critical Care, Clinical Support and Investigations Clinical Stream (CCCS&I) in relation to the delivery of Medical Imaging services and participate as a member of the Department of Medical Imaging Management Group.

10. 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.
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:

- The Chief Radiographer holds a senior management position and receives only broad direction from the Director Medical Imaging. The occupant will be required to work without professional supervision and will be expected to exercise considerable initiative and professional judgement in matters relating to the provision of Medical Imaging Services.
- Responsible to the Director, Medical Imaging and Clinical Directors CCCS&I for leadership in professional and clinical governance within Medical Imaging Services in RHH, working collaboratively with other senior discipline staff to ensure implementation and compliance with relevant legislation and professional standards, evaluation of practice and service provision in accordance with accepted best practice standards.
- Use professional judgment to resolve the more novel, complex and critical problems, both conceptually and practically within the area.
- The incumbent will be expected to participate effectively in the Department of Medical Imaging Management Group.
- 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 Director 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.

## 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. Extensive experience and knowledge of professional and clinical governance and a broad understanding of contemporary health service delivery issues relating to the provision of Imaging Services.
2. Proven high level management capacity and experience in an acute tertiary referral Public Hospital Imaging Service and the capacity to provide professional leadership, vision, implementation of change and a contemporary approach to imaging management.
3. Demonstrated managerial competence including in financial, human and physical resources management with demonstrated capacity to achieve operational efficiency in a challenging working environment.
4. Demonstrated experience in and ability to develop and implement quality improvement initiatives and professional development agreements and programs with demonstrated capacity to maintain the clinical and professional standards of radiographers and sonographers, including evidence of a personal professional development plan that reflects ongoing practice and personal development.
5. Highly developed interpersonal, communication, conflict resolution and negotiation skills, together with the ability to influence and motivate effectively, develop and maintain networks, and liaise with relevant professional bodies.
6. Demonstrated knowledge and understanding of State and Hospital regulations and policies, radiation safety, workplace safety and the principles of workplace diversity.

## 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](#).