



## ROLE DESCRIPTION

<b>Role Title:</b>	Radiographer
<b>Classification Code:</b>	AHP1
<b>LHN/ HN/ SAAS/ DHW:</b>	CALHN / SCSS
<b>Hospital/ Service/ Cluster:</b>	SA MEDICAL IMAGING, PORT PIRIE
<b>Division:</b>	Yorke and Northern LHN
<b>Department/Section / Unit/ Ward:</b>	Medical Imaging
<b>Role reports to:</b>	AHP3 CT Supervisor
<b>Role Created/ Reviewed Date:</b>	13.12.2021
<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 type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" 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 is responsible for the provision of standard medical imaging services, under the guidance of more experienced radiographers, using specialised equipment to perform diagnostic medical imaging examinations for clients across a range of specialities. The Radiographer works collaboratively with Radiologists, Sonographers, Radiographers, Administrative Staff and Nursing Staff as required.

- > The incumbent will provide assistance to less experienced radiographers, medical radiation students on clinical placement and work experience students. The Radiographer will contribute to approved research programs and the departmental quality control programs.

### Direct Reports:

- > Medical Imaging students

### Key Relationships/ Interactions:

#### Internal

- > Is accountable to the Medical Imaging Services Manager
- > Works under Clinical Supervision and direction from the Senior Radiographer, in accordance with the *CHSA Allied Health Clinical Support Framework*.
- > Draws on multi-professional clinical networks for support in specialty areas of service delivery
- > Works within a multi-disciplinary team framework, in collaboration with Radiologists, Sonographers, Radiographers, Administrative staff, other 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:

- > Managing workload responsibilities within a busy Emergency department, inpatient and outpatient setting

**Delegations:**

- > Nil

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
<b>Technical Skills and Application</b>	<ul style="list-style-type: none"><li>&gt; Manage and prioritise personal workload</li><li>&gt; Provide a broad range of clinical services, selecting, adopting and applying methods, procedures and standards which are generally well established and straight forward</li><li>&gt; Exercise professional judgement within prescribed areas, with support from a senior professional to verify methods and results</li><li>&gt; Provide straight forward clinical services</li><li>&gt; Undertake standard imaging procedures under the guidance of an accredited radiographer, ensuring appropriate professional standards of practice are met</li><li>&gt; Under the guidance of an accredited radiographer, coordinate phases of x-ray examinations including patient preparation, appropriate use of Radiology Information Systems (RIS) and digital imaging systems</li></ul>
<b>Personal and Professional Development</b>	<ul style="list-style-type: none"><li>&gt; Operate under direct supervision (which will decrease as experience increases), and draw on support from experienced peers of diverse professional backgrounds and / or Managers as required</li><li>&gt; Display a commitment to continuous personal and professional development by<ul style="list-style-type: none"><li>&gt; A. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge</li><li>&gt; B. Applying reflective practice skills</li><li>&gt; C. Utilising the support of mentors and peers</li><li>&gt; D. Actively participating in the professional development and review (PR&amp;D) process</li></ul></li><li>&gt; Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers</li><li>&gt; With at least 12 months of post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health professionals, and contribute to the supervision of students and allied health assistants</li></ul>
<b>Client / Customer Service</b>	<ul style="list-style-type: none"><li>&gt; 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</li><li>&gt; Promote cultural safety by valuing and promoting the cultural needs of</li></ul>

	<p>the community</p> <ul style="list-style-type: none"> <li>&gt; Apply client-centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved with all aspects of their care</li> </ul>
<b>Administration and Documentation</b>	<ul style="list-style-type: none"> <li>&gt; Comply with organisational requirements for the accurate and timely completion of documentation and statistics</li> <li>&gt; Contribute to the efficient and effective use of materials and resources</li> <li>&gt; Prepare reports which incorporate recommendations on straight-forward operations</li> <li>&gt; Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems</li> <li>&gt; Competently utilise the Microsoft Office suite of software, email and internet in fulfilling the requirements of the role</li> <li>&gt; May be required to undertake projects or assignments of limited scope and complexity, or contribute to a minor phase of a broader / more complex project</li> </ul>
<b>Teamwork and Communication</b>	<ul style="list-style-type: none"> <li>&gt; Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of SAMI services</li> <li>&gt; Work positively within a team, develop effective working relationships and contribute constructively to achieving team goals</li> <li>&gt; Communicate effectively with a range of people (both verbally and in writing)</li> <li>&gt; Work in accordance with SAMI's vision, mission, strategic priorities and values</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>&gt; Contribute to Quality Improvement programs and other organisational activities required to meet service / accreditation standards</li> <li>&gt; Contributes to the ongoing monitoring, evaluation and review of services</li> <li>&gt; Proactively respond to client complaints and feedback</li> <li>&gt; Complying with the Code of Ethics for Public Sector Employees</li> <li>&gt; Observe safe practices in accordance with the Radiation Protection Act 1982</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- 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)'.
  - Licensed under the Radiation Protection and Control Act SA (1982),

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

- > Demonstrated ability to perform a wide range of imaging procedures, including specialised and complex procedures, applying professional knowledge in selecting and adapting methods best suited to CT examinations.
- > Demonstrated ability to use significant initiative to analyse situations and identify opportunities and needs to develop and progress.
- > Demonstrated ability to interact positively and work with all levels of departmental and organisational staff.
- > Demonstrated ability to communicate effectively, both written and verbally.
- > Demonstrated ability to work in a multidisciplinary team and individually, with a high level of independence.
- > Be flexible to departmental changes and positively interact in these processes.

#### **Experience:**

- > General radiography and CT imaging experience

#### **Knowledge:**

- > A detailed knowledge of all standard and complex professional tasks in the application of established radiological work practices and procedures.
- > Knowledge of best practice in Radiology.
- > Knowledge of the operation of Radiology Management 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.
- > 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:**

- > Willingness to train in other modalities

### **Experience:**

- > Experience in performing standard procedures within other modalities
- > Experience in the use of Radiology Management Systems
- > Experience in working in a hospital environment, particularly in a rural or regional setting

### 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 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.
- > A current driver's licence is essential.
- > On-call, overtime and out of hours work may be required.

### 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:

SA Medical Imaging (SAMI) is one of four statewide clinical services (SCSS), under the governance of 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

### 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:**

**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	10/07/2018	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		Updated changes to the Criminal Relevant History and Screening.