

## Statement of Duties

<b>Position Title:</b> Radiographer (Medical Imaging Practitioner)	<b>Position Number:</b> 503707	<b>Effective Date:</b> August 2020
<b>Group:</b> Hospitals North/North West – Launceston General Hospital (LGH)		
<b>Section:</b> North and North West Hospitals	<b>Location:</b> North	
<b>Award:</b> Allied Health Professionals Public Sector Unions Wages Agreement	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time/Part Time	
<b>Level:</b> 1-2	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Operational Manager - Medical Imaging Services (Chief Radiographer)		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

The Radiographer (Medical Imaging Practitioner) is responsible for:

- Performing basic imaging examinations to produce images of the highest diagnostic value possible whilst using ionising radiations. Both in general and fluoroscopic radiography.
- Ensuring compliance with the 'as low as reasonably achievable' (ALARA) principle whilst using ionising and non-ionising radiation to provide images.

### Duties:

1. Assess medical requests, patient status and capabilities, ensuring procedure preparation is adequate and in accordance with correct protocol.
2. Use imaging equipment and associated accessories safely, ensuring patient welfare and standard of care received, and avoid causing hazards to self, other staff, patients and equipment.
3. Assess and monitor quality of images to ensure appropriate standards are maintained, confirm all image demographics and labelling are appropriate and correct and ensure that image archiving is completed, and imaging is available for viewing in the Picture Archive and Communication System (PACS) as appropriate.
4. Ensure all imaging procedures are documented correctly in the Radiology Information System and by any other relevant work practice or system.
5. Negotiate with medical staff in assessing the nature and urgency of examinations.
6. Ensure that the referring clinician is advised of medically urgent radiological findings.
7. Liaise with staff and the general public in matters relating to general radiography.
8. Supervise and assist activities of Students and Support Services staff when required.

9. Assist in Quality Improvement activities and promptly inform supervising radiographer of equipment faults.
10. After relevant professional development, perform novel and complex imaging procedures under general professional guidance.
11. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
12. 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.

### **Scope of Work Performed:**

The Radiographer (Medical Imaging Practitioner) reports to the Operations Manager – Medical Imaging Services (Chief Radiographer), with supervision generally provided by the level 3 Medical Imaging Practitioner in the relevant work area, and the Operational Manager – Medical Imaging Services (Chief Radiographer). The graduate practitioner is subject to professional supervision, but after professional development and experience, they will be able to perform basic imaging procedures under general professional guidance. The occupant of this role is responsible for:

- Patient welfare and standard of care received, by using imaging equipment, and associated accessories safely, avoiding causing hazards to themselves, other staff, patients and equipment.
- Assessing the medical request and ensuring correct protocols are followed.
- Implementation of the ALARA principle to achieve the optimum diagnostic result, by the selection of appropriate imaging equipment, technical factors and accessories, including radiation protection devices.
- Maintaining professional levels of patient care and comply with moral and ethical codes, especially as outlined in the Australian Institute of Radiography.
- Undertaking continuous professional development activities as required by the relevant governing bodies.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **Essential Requirements:**

*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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Registered with the Medical Radiation Practice Board of Australia.
- 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. Broad knowledge of, and competence in, conducting a wide range of general radiographic examinations, including fluoroscopic, mobile and theatre procedures and good knowledge of the relevant anatomy, physiology and pathology, and of the equipment used in this imaging.
2. Ability to work effectively in a team environment including the ability to support team members and to communicate effectively with respect and understanding.
3. Good interpersonal communication skills with the ability to communicate effectively with junior staff, peers, supervisors and managers, patients and the general public.
4. Ability to handle the interactive relationship with the patient with tact, ensuring that the patient's privacy and confidentiality is maintained.
5. Competent to perform independently at a basic level in a specialist imaging modality.
6. Demonstrated knowledge of the relevant legislation, codes of practice and guidelines in the practice of radiography in a public hospital.

### **Working Environment:**

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.