

Statement of Duties

Position Title: Specialist Radiographer	Position Number: Generic	Effective Date: November 2012
Group and Unit: Tasmanian Health Service (THS) - Cancer Screening and Control Services		
Section: BreastScreen Tasmania	Location: South, North and Mobile Screening Unit	
Award: Allied Health Professionals (Tasmanian State Service) Agreement	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 3	Classification: Allied Health Professional	
Reports To: Senior Specialist Radiographer and Clinical Services Coordinator		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- To facilitate client screening mammography, diagnostic and further assessment imaging as required at BreastScreen Tasmania's Screening Unit site locations.

Duties:

1. Perform complex screening mammography procedures, using digital equipment, exercising professional judgment within the screening and assessment environment.
2. Take a leading role in the supervision and training of less experienced staff performing duties with the BreastScreen Australia program, ensuring that professional standards are maintained.
3. Assist in the design, review and updating of protocols and procedures for work practices within the BreastScreen accreditation and quality assurance framework, ensuring compliance with work practices, and supporting the concept of continuous quality improvement.
4. Maintain an up-to-date knowledge of new techniques and advances in mammography and breast screening.
5. Participate in quality assurance requirements related activities and meetings.
6. 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.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

- The Specialist Radiographer operates under the direction of the BreastScreen Senior Specialist Radiographer to ensure broad program objectives and philosophies are maintained.
- As a member of a multi-disciplinary team, the Specialist Radiographer is expected to apply a high degree of independent professional judgment in meeting set objectives (including monthly targets and National Accreditation Standards) as well as assisting other staff in the resolution of any problems in both the screening and assessment clinics. In doing so, this role is responsible for:
 - a) Performing imaging procedures in mammography to facilitate client screening and diagnosis to contemporary professional standards, without supervision.
 - b) Assist in training and ensuring optimum screening and diagnostic outcomes of examinations performed by less experienced staff.
 - c) Aim to achieve optimum screening and diagnostic results through the selection of appropriate imaging, technical factors and accessories to meet best practice standards.
 - d) Implementing BreastScreen Australia's principles and protocols whilst delivering professional client care, complying with moral and ethical codes to ensure client welfare and quality of care.
 - e) Maintaining and operating imaging equipment and accessories in accordance with radiation protection and safety, infection control guidelines and best practice standards.
 - f) Exercising reasonable care in the performance of duties consistent with the relevant Work, Health and Safety (WH&S) legislation.
- Comply at all times with THS 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:

- I. 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.

Desirable Requirements:

- Current Driver's Licence.

Selection Criteria:

1. Possession of or willingness to obtain the Certificate of Clinical Proficiency in Mammography (CCPM).
2. Experience and demonstrated competence in conducting a range of complex imaging procedures in screening and assessment mammography in a population health setting.
3. Knowledge of and skills in modern equipment and techniques in mammography.
4. Excellent communication skills, with the ability to interact with clients, their support persons, and the multidisciplinary team, with a high level of professionalism, ensuring the client's privacy, dignity and confidentiality are maintained.
5. Ability to work collaboratively as part of a health professional team, provide guidance and supervision to less experienced staff.
6. Ability to apply professional and personal initiative whilst work consistently within a quality assurance framework.

Working Environment:

- The incumbent is required to wear lead aprons, as appropriate.
- Intrastate travel will be required.

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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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 of Health and Tasmanian Health Service have 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 Director HR Management and Strategy 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) with the Department of Health and Tasmanian Health Service 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 of Health and the Tasmanian Health Service 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: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.