

## MEDICAL IMAGING TECHNOLOGIST - GENERAL

### 1. PURPOSE OF THE POSITION

To assist the coordination of the delivery of patient care in Medical Imaging, with a special emphasis on clinical excellence and improved health outcomes through technical knowledge and expertise. This will be achieved by consistently performing high quality diagnostic images/scanning for all Radiology patients.

The successful applicant will be able to role-model a high-quality diagnostic delivery of service with an excellent standard of patient care.

It will be necessary to demonstrate adaptability and flexibility with a proven high level of communication to patients and referrers.

### 2. ORGANISATIONAL VALUES

The Taranaki District Health Board's (DHB) our mission (Te Kaupapa) is improving, promoting, protecting and caring for the health and well-being of the people of Taranaki. Taranaki DHB's values define who we are as an organisation, the way we work with each other, our patients, whanau and external partners. Our Te Ahu Taranaki DHB values are:

<b>Partnerships</b>	WHANAUNGATANGA	We work together to achieve our goals
<b>Courage</b>	MANAWANUI	We have the courage to do what is right
<b>Empowerment</b>	MANA MOTUHAKE	We support each other to make the best decisions
<b>People Matter</b>	MAHAKITANGA	We value each other, our patients and whanau
<b>Safety</b>	MANAAKITANGA	We provide excellent care in a safe and trusted environment

### 3. DIMENSIONS

<b>Reports to:</b>	Operations Manager - Radiology
<b>Number of people reporting to you</b>	Nil
<b>Financial limits authority</b>	Nil

This position description is not exhaustive and the incumbent may be required to perform any reasonable task requested by the Operations Manager.

This position description will be reviewed from time-to-time in consultation with the incumbent.

#### 4. WORKING RELATIONSHIPS

External	Internal
Office of Radiation Safety (ORS)	Radiologists
International Accreditation NZ (IANZ)	Administration Officers
Qualified Health Physicists (QHP)	House Officers
Equipment Engineers	Registrars
Referring Clinicians	Consultants
Applications training Specialists	Orderlies
	TDHB Nursing staff
	TDHB Clinical Co-ordinators

#### 5. ACCOUNTABILITIES/COMPETENCIES

Key area of responsibility	Expected outcomes
<p><b>1. Imaging Duties</b></p> <p>Providing input and working collaboratively to achieve service and technical excellence within the imaging service</p>	<ul style="list-style-type: none"> <li>• Proficient in the use of the RIS (Radiology Information System).</li> <li>• Knows and adheres to general operational policies and procedures.</li> <li>• Completes relevant paperwork in an efficient, accurate and legible manner providing justifications as necessary.</li> <li>• Produce high quality radiographs in accordance with good professional practice and relevant protocols.</li> <li>• Ensures patients have a clear understanding of the procedure and the opportunity to decline if they see fit.</li> <li>• Ensures examination is conducted with an excellent standard of patient care and understanding.</li> <li>• Radiation protection measures are provided at all times.</li> <li>• Communication is friendly, clear and delivered in a helpful manner.</li> <li>• Shows an awareness of the needs of people in times of stress and/or injury.</li> <li>• Maintains confidentiality and the right to privacy and dignity.</li> <li>• Demonstrates cultural sensitivity.</li> <li>• Ensures post procedure instructions are provided to the patient and escort nurse as necessary.</li> <li>• Actively participates and is responsible for implementation and interpretation of quality assurance and quality programmes in the work place in order to maintain high standards of practice.</li> <li>• To be available for the on call roster and after hours duties as necessary.</li> <li>• Adheres to protocols in existence in the department and</li> </ul>

	<p>the legislative requirements of <i>CSP5</i>.</p> <ul style="list-style-type: none"> <li>• Supervises, clinically teaches and advises other Radiography staff, assistants and students as necessary.</li> <li>• Actively participates as a member of the team in team development and other relevant activities.</li> </ul>
<p><b>2. Service Delivery</b></p> <p>Ensuring optimum service delivery, and efficient and effective use of resources</p>	<ul style="list-style-type: none"> <li>• Awareness of statutory legislation requirements and external standards.</li> <li>• Economically, safely and appropriately uses equipment and supplies.</li> <li>• Completes FIX-IT forms as appropriate and communicates when there is a problem to the appropriate staff member at the Base Hospital site</li> <li>• Completion of DATIX forms as appropriate.</li> <li>• Works closely with team members from a wide range of clinical disciplines, helping to create a productive and responsive patient-focused team that is able to deliver cost-effective quality care.</li> </ul>
<p><b>3. Clinical Care</b></p> <p>Provides effective customer service to all patients.</p>	<ul style="list-style-type: none"> <li>• Assists in coordinating care and services through effective processes to manage: <ul style="list-style-type: none"> <li>- Patient throughput, workload.</li> <li>- Referral management, examinations and reporting management planning.</li> </ul> </li> <li>• Forms effective links and positive working relationships with referring clinicians.</li> <li>• Ensures best practice is used to achieve quality outcomes.</li> <li>• Ensures client service is consumer-focused, safe, effective, timely and appropriate to maximise patient wellbeing and outcomes.</li> <li>• Ensures safe management and comfort of the patient at all times.</li> <li>• Ensures informed consent has been given and is gained from all patients prior to their procedure.</li> </ul>
<p><b>4. Environment and Facilities</b></p> <p>Takes responsibility for ensuring the environment and facilities are adequate, safe and meet regulatory requirements</p>	<ul style="list-style-type: none"> <li>• Maintains and promotes Health and Safety standards – completes DATIX forms as appropriate and notifies the Operations Manager in a timely way in the case of injury or risk.</li> <li>• Ensures timely notification if equipment failure occurs using TDHB 'Fix It' process – and the appropriate staff member at the Base Hospital site.</li> <li>• Ensures compliance with National Radiation Laboratory – <i>ESR &amp; MoH</i> requirements including audit requirements.</li> <li>• Is aware of fire and emergency responses.</li> <li>• Is familiar with emergency responses and location of resus equipment, should a collapse occur.</li> <li>• Maintains an environment which prevents spread of infection.</li> <li>• Ensures a clean, tidy and welcoming environment, enhancing patient and staff comfort and safety.</li> <li>• Disposes of sharps, glass and infectious material in accordance with established protocols.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensures the equipment, exam room and other related support infrastructure is well maintained in the work area.</li> <li>• Hazard ID is communicated and brought to the attention of the Team Leader/Operations Manager in a timely manner.</li> <li>• Liaises with Team Leader/Operations Manager regarding equipment and facility requirements.</li> </ul>
<p><b>5. Team Work</b></p> <p>Works as an effective team player by participating in, and promoting a team culture that fosters collaborative working relationships</p>	<ul style="list-style-type: none"> <li>• Encourages and promotes excellent customer service.</li> <li>• Promotes the fostering of a team environment which enhances partnership and cooperation.</li> <li>• Maintains health and safety of self, colleagues, clients, the public and the environment at all times.</li> <li>• Attends staff meetings where possible. If off site, keeps up to date by reading staff minutes.</li> <li>• Is a positive and contributing team member who supports the direction of the department, service and organisation.</li> <li>• Provides guidance and support for Medical Imaging students.</li> </ul>
<p><b>6. Staff Development</b></p> <p>Takes responsibility for ensuring own skills are up-to-date</p>	<ul style="list-style-type: none"> <li>• Participates in regular performance reviews.</li> <li>• Able to perform self-assessments and give/receive feedback on performance.</li> <li>• Realistically identifies and takes responsibility for personal training needs and seeks opportunities to build on ongoing professional learning.</li> <li>• Actively participates in in-service education.</li> <li>• Actively participates in ongoing training and upskilling.</li> <li>• Maintains a familiarity with standing orders.</li> <li>• Shares knowledge and skills with others as required.</li> <li>• Is responsible for personal CPD and reflective practice by actively seeking to keep up-to-date and to develop and maintain CPD.</li> </ul>
<p><b>7. Communication</b></p> <p>Ensures open and effective communication</p>	<ul style="list-style-type: none"> <li>• Maintains a positive and friendly manner at all times.</li> <li>• Effectively communicates with internal and external referrers and clinical personnel in a professional manner.</li> <li>• Treats all patients/staff with respect and dignity.</li> <li>• Shows initiative and direction within the team while leading by example.</li> <li>• Recognises and proactively manages stress in self and others.</li> <li>• Records examination information accurately and legibly.</li> </ul>

Organisational Accountabilities	Expected Outcome for All Employees
Health Equity	<p>The TDHB strives to eliminate health inequalities and achieve health equity for the Taranaki population. In practical terms this means all staff are required to implement relevant health equity policies, procedures, approaches and guidelines issued from time to time including:</p> <ul style="list-style-type: none"> <li>• the Pae Ora Framework which requires: <ul style="list-style-type: none"> <li>○ Demonstrating the principles of Tino Rangatiratanga, Equity, Active Protection, Options and Partnership</li> </ul> </li> </ul>

	<p>under the Te Tiriti o Waitangi;</p> <ul style="list-style-type: none"> <li>○ _improving understanding of the determinants of ethnic inequalities in health, in particular the “Drivers of ethnic inequalities in health” and the “Pathways to Inequalities” both of which are referenced in the TDHB Pae Ora Framework, Appendix 1;</li> <li>○ Ensuring Health Equity assessment is embedded into your practise where services, policies or programmes are expected to improve outcomes for Māori;</li> <li>○ Effectively implementing health equity approaches outlined for Health Professionals in “Equity of Health Care for Maori: A Framework” published by the Ministry of Health to support He Korowai Oranga Refresh 2014, national Maori Health Strategy;</li> <li>○ Ensuring appropriate health literacy responses are used for effective engagement with Māori;</li> </ul> <ul style="list-style-type: none"> <li>● You must ensure accurate ethnicity data is collected or held for patients and clients you interact with by following the TDHB Ethnicity Data Collection Policy and procedures;</li> </ul> <p>You must attend the Cultural Competency training provided by and for staff of the TDHB including Treaty of Waitangi workshop, General/Clinical Refreshers, Engaging Effectively with Maori and any other training identified as essential for staff.</p>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>● Maintains a safe and healthy environment</li> <li>● Complies with health &amp; safety policies and procedures</li> <li>● Carries out work in a way that does not adversely affect their health and safety or that of other workers</li> <li>● Complies with procedures and correctly use personal protective equipment and safety devices provided</li> <li>● Contributes to hazard identification and management process</li> <li>● Reports accurately near misses/incidents/accidents in a timely manner</li> <li>● Participates in health and safety matters</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>● Fully contributes to the individual’s team performance and is committed to identify and pursue opportunities for developing new knowledge and skills.</li> <li>● Participates in the performance appraisal process where personal performance and development is reviewed.</li> <li>● Willing to accept new responsibilities, acquire and demonstrate relevant new knowledge.</li> </ul>

**6. VARIATION TO DUTIES**

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by addition, deletion or straight amendment to meet any changing conditions; however this will only be done in consultation with the employee.

## 7. CAPABILITY REQUIREMENTS

Capabilities are the behaviours demonstrated by a person performing the job. Capabilities identify what makes a person most effective in a role. Those listed below are expected for the **Radiology** team roles in the organisation. The required capabilities can change as the organisation develops and the roles change.

Capability
<p><b>Effective Communication</b></p> <p>Shares well thought out, concise and timely information with others using appropriate mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making</p>
<p><b>Decision Making/Problem Solving</b></p> <p>Demonstrates effective and timely decision making/problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilizing available resources. Is proactive and effective when problem solving is required.</p>
<p><b>Innovation/Initiative</b></p> <p>Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution.</p>
<p><b>Resilience/Flexibility</b></p> <p>Articulates differing perspectives on a problem and will see the merit of alternative points of view. Will change or modify own opinions and will switch to other strategies when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.</p>
<p><b>Cultural Safety</b></p> <p>Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues. Manages cultural ambiguity and conflicting priorities well. Understands concepts of whanaungatanga and manaakitanga and Maori cultural orientation to whanau, hapu and iwi.</p>
<p><b>Teamwork</b></p> <p>Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams success</p>

## **8. EDUCATION**

MRTB qualification as a registered medical imaging technologist or MRTB recognised overseas qualification with a current APC.

## **9. SKILLS**

Excellent interpersonal skills: communication, team effectiveness, conflict resolution and ability to work collaboratively.  
Excellent time management skills, including initiative and flexibility.  
Computer literacy with RIS/PACS programmes.  
A sound knowledge of Quality Assurance and accreditation principles.  
Demonstrated ability to maintain confidentiality.  
IV Cannulation skills – desirable.

## **10. EXPERIENCE**

Experience working as a Medical Imaging Technologist.  
Previous experience in emergency work – is desirable.  
Ability to work unaccompanied and the ability to make sound clinical decisions.