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| POSITION DESCRIPTION |

**Position: Charge Medical Imaging Technologist (MIT)**

**Department:** Radiology

**Location:** Dunstan Hospital

**Reporting to:** Clinical Services Manager

**Direct Reports:** 8

**Functional Relationships with:** **Internal**

 Dunstan Radiology Staff

 Clinical Services Manager

 Allied Health Director

 Clinical Director

 COHSL Clinical and Support Staff

 Management Team

 **External**

 Patients and Whanau

 GPs, Private Specialists, other referrers

 SDHB and rural hospital networks

 PRG Radiology

 CDHB

 Private contract holders

 Office of Radiation Safety

 Ministry of Health

 IANZ

 ACC

### Position Purpose: To provide clinical leadership for Dunstan radiology services (x-ray, CT and ultrasound), to enable the provision of efficient, safe, high quality, customer focused diagnostic radiology services for inpatients, outpatients and community referred patients.

 To work with the Clinical Services Manager and Sonography Team Leader to ensure the smooth operation of the COHSL Radiology Department.

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| **KEY TASKS** | **EXPECTED OUTCOMES** |
| Provide leadership for the radiology department | * Provide clinical leadership and expertise for the radiology department
* Work closely with the Clinical Services Manager to ensure the smooth operation of the department
* Communicate information relevant to radiology department service provision
* Ensure clinical safety standards are met, including oversight of QA requirements, regular equipment checks, maintenance of protocol and procedure manuals, etc.
* Undertake annual performance appraisals of radiology staff
* Work alongside Allied Health Director to oversee continuing education needs of radiology staff, ensuring required competence and memberships are maintained
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| Responsible for the efficient running of the radiology department | * Ensure effective recruitment, orientation and administration of department staff in accordance with COHSL policies
* Ensure the timely delivery of compliant rosters and collation of accurate timesheets and leave requests
* Ensure the efficient running of the radiology service including maintaining staff competencies, maintaining protocols and procedures, oversight of patient bookings and trouble-shooting of equipment
* All equipment and systems are monitored on a regular basis, including:
	+ RIS & PACS
	+ CR Units
	+ General X-Ray, Fluoroscope & Mobile
	+ Ultrasound
	+ Reporting faults and malfunctions
	+ Quality assurance checks
* Responsible for equipment maintenance programmes including liaising with DHB/vendors/service engineers
* Ensure safe operating techniques, using departmental protocols and the Ministry of Health Code of Practice for Diagnostic and Interventional Radiology ORS C1 guidelines
* Ensure quality standards are maintained in accordance with the Quality programme
* Ensure supplies and equipment are available as required
* Contribute to business planning, prioritisation and capital purchases
* Coordinate with referrers (e.g. GPs, NPs, physios, midwives etc.) to ensure adherence to agreed patient pathways
* Liaise with key medical, nursing, allied and administrative COHSL staff
* Liaise with all radiology teams across the district
* Liaise with all relevant external services and providers as appropriate (e.g. PRG, ACC, MoH, Office of Radiation Safety, IANZ etc.)
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| **KEY TASKS** | **EXPECTED OUTCOMES** |
| Undertake radiological procedures | * Produce high quality diagnostic images
* Provide an efficient and timely service
* Work efficiently and cooperatively within the radiology multidisciplinary team
* Look after the comfort and welfare of patients during their radiological procedure
	+ Patients are satisfied with the quality of service
	+ Patients are fully informed of procedures and their comfort and wellbeing is always considered
	+ Patients are treated with dignity and respect
	+ Patients’ spiritual and cultural needs are respected and managed as necessary
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| Participate as a member of the radiology team | * Demonstrates initiative and flexibility in duties performed, and assists in other areas of the department as needed
* Works positively and in partnership within the radiology multi-disciplinary team
* Effective communication and co-operation within the radiology team and with all stakeholders
* Participate in provision of a 24-hour Radiology service including shifts and on-call as required.
* Comply with policy, guidelines and procedures as outlined in department documentation
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| Maintain professional and technical competence | * Maintains competency and works effectively as part of the multi-disciplinary team
* Demonstrates annual competence and maintains NZ MIT certification.
* Maintains a professional manner at all times
* Plans and implements own continuing education programme and is up to date with current national and international practice
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| Continuous Improvement and Quality Management | * Oversee and drive QA programmes for continuing quality enhancement and excellence in practice
* Clinical safety standards are maintained
* Facilitates the development and undertaking of appropriate audits within department
* Leads change processes and demonstrate a commitment to continuous quality improvement
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| Responsible for managing supplies and equipment | * Supplies to meet service needs are maintained and stored appropriately
* The department equipment quality control programme is maintained and up to date
* Equipment issues are reported to the Clinical Services Manager.
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| Understanding of the PACS system | * Able to produce high quality diagnostic imaging with all the correct information in place
* Able to use escalation/contingency procedures in the event of issues or problems with PACS
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| Statutory & Treaty of Waitangi obligations | * Ensures the professional and clinical integrity of COHSL by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive
* Shows sensitivity to cultural complexity in the workforce and patient population
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| Health and Safety | * COHSL health and safety policies are read and understood and relevant procedures applied to own work activities
* Workplace risks are identified and reported, including self-management of risks where appropriate
* Ensure personal dose monitoring of radiology staff is undertaken as per Office of Radiation Safety guidelines
* All possible steps are taken to minimise risk to the health and safety of self and others
* Where risk persists, matter is reported to the Clinical Director, and Incident or Hazard Assessment form is completed
* Maintains workstation and work environment in a tidy manner at all times
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| PERSON SPECIFICATION |

**Professional requirements**

* Must be a New Zealand registered Medical Imaging Technologist with the NZ Medical Radiation Technologist Board
* Must hold a current Annual Practicing Certificate
* Relevant scope of practice as directed by the NZ Medical Radiation Technologist Board and the Health Practitioners Competence Assurance Act (2003) and the ORS C1.

**Role specific requirements**

* Radiation Safety Officer
* Quality Manager for Radiology
* Maintain IANZ accreditation as required
* Advanced in CT practice (preferably superuser) and competent to teach this modality
* Coordinate external contracts with service and finance managers
* Proficient in the use of all Radiology computer systems
* Liaise regularly with SDHB Radiology and attend Regional Charge MIT meetings
* Comply with instructions, guidelines and protocols as outlined in department documentation
* Lead and participate in Quality Assurance programmes (QC checks and programmes) for continuing quality enhancement and excellence in practice
* Possess a high level of interpersonal and communication skills
* Must have strong, proven leadership skills
* Ability to build a strong and effective team, motivate and gain peer credibility and respect
* Accept responsibility for own actions
* Possess the ability to problem solve
* Ability to work unsupervised using initiative at all times
* Lead the training and support of students, trainees and staff
* Perform other duties as mutually agreed with your manager

**Behavioural Competencies**

* **Leadership:** Sets a good example by providing a clear sense of purpose. Actively seeks to improve others skills and talents through coaching, training opportunities and feedback. Uses strategies to promote team culture, morale and a quality service.
* **Teamwork and Co-operation:** Strong team player. Actively promotes a friendly climate, good morale and co-operation within the team. Accepts responsibility for the effectiveness of the team.
* **Customer Focus**: Is dedicated to meeting the expectations and requirements of internal and external customers. Acts with patients in mind. Establishes and maintains effective relationships with patients and gains their trust and respect.
* **Integrity and Trust:** Can present the truth in an appropriate and helpful manner. Keeps confidences. Able to gain peer credibility and respect. Accepts responsibility for own actions; admits mistakes.
* **Conflict Management:** Has the ability to help others through emotional or tense situations, tactfully bring disagreements into the open, and define solutions that everyone can endorse.
* **Communication:** Conveys an understanding of the context of the situation/circumstances. Presents information clearly in a language and style appropriate to the audience.
* **Solution Focused:** Uses rigorous logic and methods to solve difficult problems with effective solutions; ability to assess and initiate solutions independently.
* **Interpersonal Savvy:** Relates well to all kinds of people – inside and outside the organisation. Builds appropriate rapport. Builds constructive and effective relationships. Uses diplomacy and tact. Can defuse high-tension situations comfortably.
* **Systems Improvement:** Establish evidence-based decisions; enable a culture of continuous improvements; demonstrate organisation and political agility; identify innovations and support their adoption; nurture organisational learning.

Agreed by:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Employee)* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(COHSL)* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_