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| **Position Title** | Chief Medical Imaging Officer  |
| **Position Number** | N5738 |
| **Department** | Medical Imaging |
| **Classification** | Medical Imaging Technologist – Grade 5 |
| **Agreement**  |  Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026  |
| **Reports to:** | Director of Clinical Services |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To provide operational and management leadership of the EGHS Medical Imaging Department in a consumer orientated service.

To provide clinical operations of imaging equipment, including general, screening room, CT, OPG and ultrasound including vascular and obstetric examinations.

**Department / Unit Specific Overview**

The Medical Imaging Department is located at the Ararat campus of East Grampians Health Service. It supports EGHS clinical services by offering imaging to inpatients and outpatients in a 24/7 on call service. Our department provides: x-ray, CT, ultrasound and OPG services.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20%282023-27%29.pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY%2C%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Ensure the Medical Imaging Department produces high quality diagnostic images that are reasonably achievable given the patient condition and in accordance with the ALARA principles
* Ensure all examinations are performed in an efficient and timely manner which is governed by clinical and patient need
* Participate in and manage the Medical Imaging roster (including on call)
* Responsible for the development and monitoring of the medical imaging services budget
* Ensure the Radiology (NATA) National Safety and Quality Health Service Standards are consistently met
* Responsible for achieving NATA accreditation through the accreditation process in collaboration with the Development and Improvement team
* Effectively undertake projects as directed by the Board of Management, the Chief Executive Officer and the Director of Clinical Services
* Ensure that all department equipment is maintained in good order, promptly bringing the deficiencies to the attention of the Director of Clinical Services and the Director of Finance
* Participate in procurement processes as a clinical lead and the planning of future capital equipment
* Undertake role of Radiation Safety Officer for the Health Service, ensuring that all radiation workers are monitored in accordance with Health and Safety regulations
* To facilitate the development and maintenance of safe working practices and a safe environment
* Ensure open communication and dissemination of information to Departments, Visiting Medical staff and EGHS staff
* Participate in relevant committee’s processes, attend relevant meetings and prepare and submit reports as required
* Manage the organisational incident and risk management systems within the department in consultation with the Director of Clinical Services and Director of Development and Improvement
* Act as a mentor or preceptor to less experienced Medical Imaging Technologists including interns and students
* Manage the performance of team member in the department including clinical and administration staff
* Ensure that all patients, residents, clients and visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination
* Comply with the documentation requirements within the designated area
* Maintain and increase skill, knowledge and competencies
* Undertake any additional duties as indicated by the Director of Clinical Services
* Liaise with and manage the KPI’s of the Bendigo Radiology team and contract

**Key Performance Indicators**

* Performance Development Plan (PDP) completed annually for all staff members in the department
* Feedback from staff and clients
* Activity reports from Bendigo Radiology
* Departmental KPI’s and outcomes

Key Selection Criteria

**Essential Criteria:**

* Be a licensed Medical Diagnostic Radiographer and Sonographer with ASAR registration authorised to operate medical irradiating apparatus pursuant to the Health (Radiation Safety) Regulation Act 2005 and have a current Use Licence
* Be entitled to admission or admitted as a member of the Australian Institute of Radiography as a Medical Diagnostic Radiographer
* Be able to operate imaging equipment, including general, screening room, CT, OPG and ultrasound including vascular and obstetric examinations
* Capacity to teach undergraduate and postgraduate education
* Demonstrated leadership and management qualities
* Well-developed communication and interpersonal skills
* Demonstrated commitment to person centred care
* Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team
* Commitment to flexibility and innovation in practice including an evidence based approach to care

**Must comply to having or completion of:**

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Current drivers licence

**Acknowledgement**

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| Employee Name |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature  | Date |
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| Developed Date (MM,YY) |  |
| Developed By Name | Developed by Title |