

POSITION DESCRIPTION

This Position Description is a guide and will vary from time to time and
between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Graphic Designer

REPORTS TO (Title):

Clinical Manager Medical Illustration

REPORTS ON A DAILY BASIS TO:

Clinical Manager Medical Illustration

PRINCIPAL OBJECTIVES:

To provide a full graphic and illustrative service to the CDHB and WCDHB.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Medical Illustration staff
2	Clinicians
3	Scientist and technical staff
4	Allied Health staff
5	Support Services staff

EXTERNALLY:

1	West Coast District Health Board Staff
2	Service Providers to Medical Illustration
3	University of Otago Christchurch Staff
4	
5	

KEY PERFORMANCE OBJECTIVES:

Task	Production of Scientific poster displays
Expected Result	<ul style="list-style-type: none">• Through discussion with client produce accurate, relevant and visually attractive displays that 'get the information across' succinctly• Produced on appropriate material
Task	Medical and technical graphics, charts and illustrations for use in posters, booklets, brochures, lectures, web sites and video
Expected Result	<ul style="list-style-type: none">• Production should be relevant to their to use, regarding colour, complexity and known 'end users'
Task	Production of patient and staff information posters, booklets, brochures, flip charts and teaching manuals
Expected Result	<ul style="list-style-type: none">• Use layout and graphic skills to design or guide the design• Liaise with outside supplies to get the best quotes for printing
Task	Design labels, cards, logos and certificates for in-house use
Expected Result	<ul style="list-style-type: none">• Appropriate to use and relevant to the area requesting
Task	Production of advertising materials for Corporate Communications
Expected Result	<ul style="list-style-type: none">• Accurate and timely production
Task	Laminating a wide range of graphic material up to A3
Expected Result	<ul style="list-style-type: none">• Accurate and timely production
Task	Animated graphics for use in presentations, video and websites
Expected Result	<ul style="list-style-type: none">• Communicate ideas through simple stylised graphics
Task	Other Duties
Expected Result	<ul style="list-style-type: none">• Undertake other duties as required to ensure effective running of the Medical Illustration

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:**Essential:**

- Graphic Design certification (college Certificate or Diploma)
- 3 years experience
- Understanding of industry standard graphic/photographic and Windows application software
- Ability to communicate ideas and turn our clients concepts into finished products

Desirable:

- Knowledge of medical terminology and anatomy
- Degree level certification

PERSONAL ATTRIBUTES:**Mandatory:****Key Behaviours**

- Ability to “work together” in a truthful and helpful manner
- Ability to “work smarter” by being innovative and proactive
- Accepts responsibility for actions
- Wants to learn new techniques
- Ability to communicate with a wide range of personnel
- Ability to empathise with patients and relatives
- Understanding of cultural/ethnic customs, beliefs and values
- Ability to prioritise activities and needs
- Methodical and efficient to meet set deadlines

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.