

March 2017

**Te Whatu Ora - Waitaha, Canterbury is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

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| **Position Title:** | MIT – MRI Scanning | |
| **Reports to:** | Team Leader | |
| **Key Relationships:** | Internal:   * Team * Radiology staff * Clinicians and other staff * Quality team * Maintenance staff * Medical Physics and Bioengineering | External:   * Patients and their support people * Vendors * Professional bodies * Health providers |
| **Organisational Vision:** | Te Whatu Ora – Waitaha, Canterbury’s vision is to promote, enhance and facilitate the health and well being of the people of the Canterbury District. | |
| **Organisational Values & Philosophy:** | Te Whatu Ora – Waitaha, Canterbury is committed to being an excellent and caring funder / provider of health and hospital services. Integral to the achieving our vision, goals and objectives of the DHB are the values of the organisation:   * Care & respect for others * Integrity in all we do * Responsibility for outcomes | |
| **Role Purpose:** | The Medical Imaging Technologist MRI Scanning is responsible for delivering the best quality medical imaging service within available resources to meets the requirements and standards of the Radiology Service, Canterbury District Health Board, for the people of Canterbury  The key deliverables are –   * An efficient and effective MRI imaging service * The highly functional MRI medical imaging team integrated with the wider Radiology Service * Patient is the focus of the service, with a best for patient, best for system approach | |
| **Complexity:** | Most challenging duties typically undertaken or most complex problems solved:   * Managing daily, weekly workload across multiple MRI scanning platforms * Meeting patient needs within agreed triaged referral timeframes * Ensuring standardised, quality and consistent imaging and patient care provided at all times across all locations * Ongoing commitment to continuous quality improvement in the delivery of MRI imaging services within the context of the wider radiology service | |

**The MIT MRI Scanning will be successful when:**

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| 1. **The MRI MIT Scanning will assist and deputise for the MRI Team leader, for the operation of the MRI Scanner and associated equipment.** |
| * + The MRI scanner operates efficiently and effectively.   + MRI scanning is delivered according to policies, procedures and standards as set out in department protocols.   + There will be ongoing awareness of developments in MRI scanning equipment and additional software.   + There will be liaison with service engineers to organise repairs if necessary.   + In conjunction with the MRI Team leader, the MIT will have input towards the improvement and ongoing development of MRI protocols.   + Accurate recording of faults for all equipment following the Radiology Service Equipment Fault Reporting protocols. |
| 1. **The MRI MIT Scanning will assist in the instruction and supervision of training MITs in MRI scanning.** |
| * + Staff have a high level understanding of MRI protocols and procedures and of the operation of the scanners.   + Staff are competent in their performance and are appraised regularly both informally and formally.   + Staff understand and adhere to safety procedures.   + Ensure that MITs on call are competent to work unassisted whilst on call. Regular monitoring of performance and subsequent retraining sessions will be provided if deemed necessary.   + Will have input in the planning of staff rostering and staff development programs.   + Be a positive leader / role model for those staff they supervise or are responsible for.   + Ensure staff are aware of all fire exits / procedures for management of staff and patients in the event of fire or other emergencies.   + Be familiar with the Radiology Service Major Incidents Procedures and be able to coordinate it if required.   + Regularly check correspondence and feedback to the staff they supervise where appropriate. |
| 1. **The MRI MIT Scanning must ensure that the MRI scanning suite is patient-focused during her/his duty.** |
| * + The MRI MIT Scanning must make a positive ID of each patient using available information.   + The MRI MIT Scanning must make appropriate decisions to obtain the required information about a patient’s condition, which will be used to ensure the correct and most suitable technique is used.   + The MRI MIT Scanning must explain all examinations to the patient and ensure informed consent has been given if applicable.   + The MRI MIT Scanning must have knowledge of emergency protocols and know the whereabouts of all emergency equipment. The MIT must be able to initiate, then implement emergency procedures until help arrives.   + The MRI MIT Scanning must understand and preserve the need for patients’ privacy and confidentiality at all times.   + The MRI MIT Scanning must show sensitivity to patients’ needs, demonstrating cultural awareness. |
| 1. **The MRI MIT Scanning must have knowledge of administrative procedures.** |
| * + Must have skills in the use of COMRAD and Order Entry.   + Must code all examinations at the end of each procedure and must check periodically that coding is up to date.   + Have knowledge of MRI computerised appointments system.   + Liaise with Appointments Team Leader about patient appointments, booking procedures and protocols.   + Liaise with MRI Team leader regarding other office procedures / issues etc.   + Ensure all patient details are entered fully and correctly into COMRAD and PACS.   + All clerical issues are addressed through the Radiology Service Office Manager. |
| 1. **The MRI MIT Scanning will encourage and participate in ongoing liaison with other team members and health professionals.** |
| * + Liaise with MRI Team leader and with nursing staff to ensure that patient preparation conforms with examination protocols.   + Liaise with registrars, radiologists and radiologist in charge of MRI with regard to assessment of protocols, prioritising of requisitions, and daily decisions regarding workload during his/her duty.   + Assist in the orientation of new team members.   + Liaise with nursing and medical staff from other wards and departments for the safe management of patients having MRI procedures and encourage these staff members to visit the area.   + Assist in effective and ongoing communication between all professional groups involved in MRI and encourage involvement in regular QA and educational meetings.   + Participation in service unit meetings.   + Attendance at weekly staff meetings.   + Attendance at peer group meetings for the purpose of ongoing professional development. |
| 1. **The MRI MIT Scanning will encourage ongoing education.** |
| * + Maintenance and updating of skills.   + Development and participation in audit and research projects.   + Constant ongoing evaluation of knowledge.   + To either be working towards or completed a Post Graduate Qualification in MR Technology or be accredited with a Competency Based Assessment in MRI by the MRTB   + Belong to and actively participate in an MITB approved CPD (Continuing Professional Development), as prescribed by the HPCA Act. |
| 1. **Communication** |
| * + Positive and professional behaviours in all relationships are role modelled   + Communication is clear, open, accurate and responsible   + Confidentiality is maintained   + Communicates clearly and proactively seeks feedback   + Regular briefings and meetings are attended with relevant health professionals that work within or have input into the service. Minutes that are recorded and circulated are read and actioned appropriately   + The MIT MRI Scanning team member will contribute to a supportive environment in order to create a high functioning team. |
| 1. **The MRI MIT Scanning will assist in the supervision and clinical training of MIT students from ARA polytechnic.** |
| * + The MIT MRI Scanning may be involved in practical competency tests.   + Students/trainees are supervised and supported and have access to relevant information   + Students/trainees are aware of the clinical objectives   + Involvement in the weekly roster assessment of students/trainees which includes involvement in practical competency evaluations   + Feedback and liaise with the team leaders about any issues relevant to students/trainees is undertaken and if necessary report to and liaise with the Team Leader about any issues relevant to the student. |
| 1. **The MRI MIT Scanning will participate in other departmental duties.** |
| * + Will be regularly rostered to on-call duties for MRI.   + May be asked to perform other duties by the MRI Team leader – to assist the smooth running of the department in general.   + Will be rostered to morning, afternoon, evening and weekend shifts. Shifts and hours of work may be altered to suit service needs after liaison through the MRI Team leader.   + Participate in the implementation and ongoing support for accreditation. |
| 1. **Will assist the MRI Team leader in the establishment and monitoring of quality control programmes.** |
| * Conduct as required the regular Quality control tests. * Will promote health and safety of staff and patients. * Will record any safety-related problems according to departmental protocols, e.g. contrast media reactions during his/her duty. * Comply with the MRTB Code of Ethics.   Every staff member within Te Whatu Ora – Waitaha, canterbury 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 |
| 1. **To maintain knowledge of and promote Te Whatu Ora - Waitaha, Canterbury’s health and safety systems.** |
| All Te Whatu Ora – Waitaha, Canterbury safe work procedures and instructions are observed   * Own safety and that of others is ensured * All hazards or potential hazards are immediately reported * Protective equipment is used when appropriate and protective clothing is worn when required * Unsafe work situations are made safe or, if they cannot, the supervisor or manager is informed * Workplace hazards and employees health is monitored * All accidents or incidents are promptly reported to your manager * The Canterbury DHB’s rehabilitation plan, to ensure an early and durable return to work, is activated when required * Advice is sought from your manager if you are unsure of any work practice |

**PERSON SPECIFICATION:**

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| **Leadership Capabilities** *(as per the Leadership Capability Framework)*  **Level 2** | |
| **Dimension** | **Description** |
| Display self-knowledge | Actively seeks feedback and opportunities to improve |
| Think and act strategically | Identifies short term opportunities |
| Communicate a vision and sense of purpose | Lead others to achieve agreed visions and goals |
| Stimulate innovation and create immediate wins | Model and cultivate innovation and creative practices |
| Consolidate and continuously improve on strategic change | Consolidate improvements and remove barriers to change |
| Fosters a positive culture | Promote collaborative and ethical decision making |
| **Qualifications & Experience** *(indicate years of experience required and level of learning)* | |
| **Essential**   * A New Zealand registered MIT with a the MRBT * Experience in MRI Scanning * Will become I.V. cannulation trained (training provided) * Will inject Buscopan as directed by Radiologist or Nursing staff * Proficient verbal communication skills and an ability to communicate to a wide variety of people in a manner appropriate to the individual * Be committed to their personal and professional development, and to the provision patient focused services * Demonstrate a team approach to work and a collaborative working relationship with the management team * Ability to “work together” in a truthful and helpful manner * Ability to “work smarter” by being innovative and proactive * Accepts responsibility for actions * Time management and organisational skills and an ability to prioritise work. * Ability to work under pressure * Ability to work well in a multidisciplinary team and be accustomed to working in a team environment * Have a genuine empathy with patients, the general public and staff at all levels * Be an innovative thinker, who can adapt to changes in service delivery * **Desired** * Experienced MIT   The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified | |