

# 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

March 2022

**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.**

<b>Position Title:</b>	Staff Medical Imaging Technologist (Staff MIT)	
<b>Reports to:</b>	Team Leader	
<b>Reports on a Daily Basis to:</b>	Unit Charge MITs	
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>▪ General Imaging team</li> <li>▪ Radiology staff</li> <li>▪ clinicians and other staff</li> <li>▪ Quality team</li> <li>▪ Maintenance staff</li> <li>▪ Medical Physics and Bioengineering</li> <li>▪ Medical Imaging Students</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>▪ Patients and their support people</li> <li>▪ Vendors</li> <li>▪ Professional bodies</li> <li>▪ Health providers</li> </ul>
<b>Organisational Vision:</b>	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.	
<b>Organisational Values &amp; Philosophy:</b>	<p>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 are the values of the organisation:</p> <ul style="list-style-type: none"> <li>▪ Care &amp; respect for others</li> <li>▪ Integrity in all we do</li> <li>▪ Responsibility for outcomes</li> </ul>	
<b>Role Purpose:</b>	<p>The Staff MIT is responsible for delivering the best quality medical imaging service within available resources to meets the requirements and standards of the Radiology Service, Te Whatu Ora Waitaha Canterbury, for the people of Canterbury</p> <p>The key deliverables are –</p> <ul style="list-style-type: none"> <li>- An efficient and effective Te Whatu Ora Waitaha Canterbury imaging service</li> <li>- A highly functional General Imaging team integrated with the wider Radiology Service</li> <li>- Patient is the focus of the service, with a best for patient, best for system approach</li> </ul>	
<b>Complexity:</b>	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none"> <li>- Managing daily, weekly workload across multiple radiology areas</li> <li>- Meeting patient needs within agreed triaged referral timeframes</li> </ul>	

- 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 Radiology imaging services within the context of the wider radiology service

**The Staff MIT will be successful when:**

**1. The Staff MIT is responsible for utilising professional knowledge and skills to ensure the provision of quality patient-centred radiographic services primarily for inpatients and/or outpatients, and also for rostered shift and weekend duties to cover a 24-hour service, seven days a week.**

- Radiography is delivered according to the policies, procedures and standards as set out in departmental protocols
- Radiography delivered is of a high standard
- Staff MITs are competent in the operation of all general equipment
- Documentation of procedure in areas where this is a requirement, eg. CT, IR and Fluoroscopy
- Whenever possible full attendance and participation in rostered shift and weekend duties
- Support and facilitation of appropriate quality indicators/programmes in order to demonstrate that service delivered is of a high quality and standard
- Must comply with the MRTB Code of Ethics

**2. The Staff MIT must be able to operate all general radiographic equipment safely and efficiently.**

- All faults will be recorded in the faults database and reported to the appropriate personnel
- Support, facilitation, and participation in quality control programmes related to the safety and suitability of radiographic equipment
- Know the location of associated equipment and stock needed for all examinations
- Promote cleanliness and tidiness during each duty

**3. The Staff MIT must be patient-focused.**

- Make a positive ID of each patient using available information. Seek further identification if necessary
- 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
- Explain all examinations to the patient ensuring informed consent has been given
- Have knowledge of emergency protocols and know the whereabouts of all emergency equipment. The Staff MIT must be able to initiate, then implement, emergency procedures until help arrives
- The Staff MIT must understand and preserve the need for patients' privacy and confidentiality at all times
- The Staff MIT must show sensitivity to patients' needs, demonstrating cultural awareness

**4. The Staff MIT will be involved in ongoing education**

- Where possible, attend regular CME talks
- Maintain and update of skills
- Participation in orientation programs, staff development and education programs when suitable
- Participation in departmental research /audit projects
- Demonstration and documentation of updated techniques to other staff and students
- Participation in an annual staff appraisal
- Maintenance and updating of skills. Constant ongoing evaluation of knowledge.
- Belong to and participate in an approved CPD (Continuing Professional Development) programme, as prescribed by the HPCA Act.

**5. The Staff MIT must be involved in the supervision and clinical training of Medical Imaging Students**

- Ensure the students are supervised and supported and have access to protocols in the area
- Be aware of the clinical objectives for the student in the area
- Be involved in the weekly roster assessment of the student
- Report to and liaise with the clinical tutor about any issues relevant to the student
- The Staff MIT may be involved in practical competency tests
- Be a positive leader / role model for those staff they supervise or are responsible for

**6. The Staff MIT must have knowledge of administrative procedures.**

- Must have skills in the use of the Radiology Information System (RIS) and PACS viewer software.
- The Staff MIT must know how to access Streamliners (online protocol), and be aware of the protocols in the event that Streamliners is unavailable.
- Must code all examinations at the end of each procedure and must check periodically that coding is up to date
- Must be aware of the protocols in the event that the RIS is unavailable
- Ensure all patient details are entered fully and correctly into Comrad and the modality workstation
- All clerical issues are addressed through the Radiology Department Office Manager

**7. The Staff MIT is responsible for ongoing liaison with team members and other health professionals.**

- Communication of information is timely, relevant and effective
- Attendance and active participation in relevant meetings where possible eg. weekly staff meeting
- Ensure that regular informal contact is made with other multi-disciplinary team members
- Liaise with other wards and departments to ensure efficiency
- Establish and maintain good rapport with other staff and departments
- Assist in the orientation of new team members

**8. The Staff MIT is responsible for radiation protection.**

- Ensure staff are aware of the radiation hazards
- Ensure all staff wear the appropriate protection
- Ensure the equipment is used correctly to minimise radiation dose to the patients and staff

**9. Work in a safe and healthy manner to prevent harm to themselves or others.**

- Be aware of, and comply with, Te Whatu Ora Waitaha Canterbury health and safety policies and procedures
- Be pro-active in identifying, controlling and reporting hazards. Near misses and accidents are reported directly to their clinical leader, manager or supervisor
- 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 Department Major Incidents Procedures and be able to coordinate it if required
- Know how to log incidents through the Te Whatu Ora Waitaha Canterbury Incident Management Programme (Safety 1<sup>st</sup>)
- Protective equipment is used when appropriate and protective clothing is worn when required
- Advice is sought from your manager if you are unsure of any work practice

**10. To strive for quality within all tasks undertaken to promote an environment of continuous quality improvement.**

- Be conversant, and comply with, Te Whatu Ora Waitaha Canterbury quality systems and policies
- Be pro-active in identifying areas and methods for improvement with regard to quality
- Participate in the implementation and ongoing support for IANZ accreditation

### **11. 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 Staff MIT team member will contribute to a supportive environment in order to create a high functioning team.

### **12. Supervision and Training**

- The Staff MIT may be involved in practical competency tests.
- Trainees are supervised and supported and have access to relevant information
- Trainees are aware of the clinical objectives
- Involvement in the weekly roster assessment of trainees which includes involvement in practical competency evaluations
- Feedback and liaise with the team leaders about any issues relevant to trainees is undertaken
- and if necessary report to and liaise with the Team Leader about any issues relevant to the trainee.

### **13. Quality**

- 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 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

**PERSON SPECIFICATION:**

<b>Leadership Capabilities (as per the Leadership Capability Framework)</b>	
<b>Level 2</b>	
<b>Dimension</b>	<b>Description</b>
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
<b>Qualifications &amp; Experience (indicate years of experience required and level of learning)</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"><li>- A New Zealand registered MIT with the MRTB (or the eligibility to become registered)</li><li>- Experience in the operation of all general equipment and imaging procedures</li><li>- Proficient verbal communication skills and an ability to communicate to a wide variety of people in a manner appropriate to the individual</li><li>- Be committed to their personal and professional development, and to the provision patient focused services</li><li>- Demonstrate a strong work ethic as well as a team approach to work and a collaborative working relationship with the management team</li><li>- Ability to “work together” in a truthful and helpful manner</li><li>- Ability to “work smarter” by being innovative and proactive</li><li>- Accepts responsibility for actions</li><li>- Time management and organisational skills and an ability to prioritise work.</li><li>- Ability to work under pressure</li><li>- Ability to work well in a multidisciplinary team and be accustomed to working in a team environment</li><li>- Have a genuine empathy with patients, the general public and staff at all levels</li><li>- Be an innovative thinker, who can adapt to changes in service delivery</li></ul> <p><b>Desired</b></p> <ul style="list-style-type: none"><li>- Experience in working on a 24/7 service cover roster</li><li>- Experience in working at a tertiary level health institution</li></ul> <p>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</p>	