

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

Dec 2022

Waitaha Canterbury is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	MIT Team Leader, Radiology (Generic)	
Reports to:	Clinical Manager Radiology	
Key Relationships:	Internal: <ul style="list-style-type: none"> ▪ MIT team ▪ Radiology staff ▪ Other Waitaha Canterbury clinical, business and administration staff ▪ Quality team ▪ People & Capability Services ▪ Information Services ▪ Finance - limited to payroll, recruitment and procurement 	External: <ul style="list-style-type: none"> ▪ Consumers and their whanau ▪ Vendors and suppliers ▪ Professional bodies ▪ Other Health providers ▪ Other Te Whatu Ora Districts
Organisational Vision:	<p>Waitaha Canterbury's vision is to promote, enhance and facilitate the health and well being of the people of the Waitaha Canterbury District.</p> <p>Ki te whakapakari, whakamanawa me te tiaki i te hauora mō te oranga pai o ngā tāngata o te rohe o Waitaha</p>	
Organisational Values & Philosophy:	<p>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 District are the values of the organisation:</p> <ul style="list-style-type: none"> ▪ Care & respect for others - Manaaki me te whakaute i te tangata. ▪ Integrity in all we do - Hāpai i ā mātou mahi katoa i runga i te pono. ▪ Responsibility for outcomes - Te Takohanga i ngā hua. ▪ Wellbeing and safety 	
Role Purpose:	<p>The Clinical Team Leader is responsible for delivering the best quality medical imaging service within available resources to meets the requirements and standards of the Radiology Service, Waitaha Canterbury, for the people of Waitaha Canterbury</p> <p>The key deliverables are –</p> <ul style="list-style-type: none"> - An efficient and effective Waitaha Canterbury medical imaging service - The highly functional medical imaging team integrated with the wider Radiology and Health Services - Patient is the focus of the service, with a best for patient, best for system approach 	

	<ul style="list-style-type: none"> - The role is a balance of clinical and administration time as required
Complexity:	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none"> - Managing daily, weekly workload across multiple locations and sites - 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 medical imaging services within the context of the wider radiology and health services.
Number of Direct Reports:	<p>7 direct reports, with 70.1 FTE in total (MIT Team Leader, X ray) 10.5 FTE direct reports (MIT Team Leader, IR) 29 FTE direct reports (MIT Team Leader, CT) 17.2 FTE direct reports (MIT Team Leader, MRI) 19.488 FTE direct reports (MIT Team Leader, US) 6 FTE direct reports (MIT Team Leader, Nuclear Medicine)</p>
Delegated Authority:	MIT Team leader has no financial delegations

KEY ACCOUNTABILITIES:

The Clinical Team Leader will be successful when:

1. Service Delivery
<p>The daily, weekly, monthly operation of the imaging service delivered from Christchurch Health Campus, Burwood, Ashburton, Chatham Islands and Kaikoura Hospitals, with a mix of acute, in and out patients</p> <ul style="list-style-type: none"> - Participate in the operational planning of service delivery to manage own team as part of an integrated Radiology Service across Waitaha Canterbury and Te Tai o Poutini West Coast - Participates in the strategic direction of the service and change management as required - The imaging team employ correct patient care principles - Equipment and staffing resources are managed efficiently to optimise productivity, meet imaging demand as planned, triaged and protocolled - Contribution is made to the daily and weekly radiology production planning processes and meetings - Waitlists and DNAs are monitored, reported and acted upon in line with service requirements - MITs have a working understanding of protocols and procedures for the operation of equipment - MITs have a working knowledge of all radiology systems to ensure patient and clinical safety - The MIT team members are competent in their performance of examination protocols and are appraised regularly both informally and formally - All staff understand and adhere to safety procedures when in the imaging workplace - Staff are aware of all fire exits / procedures for management of staff and patients in the event of fire or other emergencies. - Staff are familiar with the Radiology Service Major Incidents Procedures and be able to co-ordinate it if required. - Clinical competency is maintained through regular clinical work - MITs understand emergency protocols and know the whereabouts of emergency equipment. MITs must be able to initiate and implement emergency procedures until help arrives. - Incidents are investigated in line with Waitaha Canterbury policies - Effective responses are given to any enquiry, problems or complaints from patients, referrers or staff with regard to the Radiology services and escalated as required

<ul style="list-style-type: none"> - Other duties reasonably requested by the Business and Clinical Managers are undertaken effectively and efficiently
2. Leadership and supervision
<ul style="list-style-type: none"> - A positive, empowering leadership style is provided for the team that reflects the direction and values of Radiology Service and Waitaha Canterbury - A leadership role within Radiology Service is maintained - A positive team environment is fostered and the team is integrated into the wider Radiology Service team - Liaison with other Radiology clinical leads is fostered and maintained to support the provision of best quality imaging service - Staff recruitment and orientation of new team members undertaken and delegated where appropriate - Staff rosters and staff development programmes are continuously improved to ensure responsive service provision while managing within our allocated resources - Formal training needs of staff are identified and a plan is developed and implemented - Performance reviews are undertaken as planned and performance issues are managed as they arise - Effective and ongoing communication between all professional groups is provided and facilitated - Regular CPD and educational meetings are planned and implemented.
3. Patient centric service provision
<ul style="list-style-type: none"> - The patient is at the centre of all activities and role model this to staff - Patients are scheduled in a fair, equitable and transparent way in line with agreed triage categories and service processes - Triage process and protocols are applied appropriately - Work is undertaken with the radiology clinical leads to ensure the appropriateness of imaging technique - Medical, nursing and MIT staff liaise to ensure that patient preparation (e.g. informed consent, sedation etc.) conforms to examination protocols
4. Co-ordinate Workload
<ul style="list-style-type: none"> - Keep the Clinical Manager and team leaders informed of current operational (technical and staffing) issues and proposed solutions - Participate in monitoring workloads, patient flow and providing solutions to continuously improve the imaging service - Participate and chair if required regular section meetings held with radiologists, nurses, MITs, radiographer assistants and administration staff
5. Equipment Maintenance and Service
<ul style="list-style-type: none"> - Equipment maintenance is carried out according to the maintenance/service contract and image quality requirements as overseen by medical physics and bioengineering - Routine maintenance schedules are arranged around the service needs, minimising down-time and are coordinated with service engineers - All maintenance is scheduled on the 'planning' calendar - Be proactive around maintenance and servicing requirements to ensure optimal machine lifetimes - Ensure QA testing and protocols for all equipment are kept up to date. - Play a key role in the procurement process of new equipment
6. Liaison and communication
<ul style="list-style-type: none"> - Communication with other Waitaha Canterbury staff from wards and services is maintained for the safe management of patients during their visit to radiology - Effective and ongoing communication between all professional groups is established and involvement in regular QA and educational meetings is encouraged - Good public relations and communication skills are practised at all times

<ul style="list-style-type: none"> - Represent Radiology service at relevant professional peer group meetings - Communicate and work collaborately with vendors and other key stakeholders
7. Quality Control Programmes
<ul style="list-style-type: none"> - Team performance is monitored and evaluated in collaboration with the Radiologist Clinical Lead, Quality Coordinator and Clinical Manager - Waiting times, workload indicators, overtime, call backs, hours of operation and other workflow metrics are monitored and evaluated on a regular basis. Solutions and remedial action will be agreed and implemented when required - IP&C policies and guidelines are adhered to and maintained at the highest of standards - Health and safety of staff and patients, and liaise regularly with the Radiology Health and Safety Committee is given a high priority and promoted - Any incidents and safety-related problems according to Service protocols, e.g. contrast media reactions are recorded and reviewed
8. Supervision and Training
<ul style="list-style-type: none"> - 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 clinical tutors or colleague team leaders about any issues relevant to students/trainees is undertaken - MIT staff member in difficulty is identified and managed in collaboration with Clinical Manager and P&C Advisor
9. Quality
<ul style="list-style-type: none"> - A quality service is provided by taking an active role in quality activities and leading and engaging in continuous improvement initiatives - Work practice changes which improve efficiency and customer service are developed and implemented <p>Every staff member within 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</p>
10. Health and Safety
<ul style="list-style-type: none"> - A safe and secure work environment is maintained by following relevant Waitaha Canterbury and divisional policies, protocols and standards - A leadership role is taken in applying these policies and procedures within the team and service - 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 Waitaha Canterbury'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:

Leadership Capabilities *(as per the Leadership Capability Framework)*

Dimension	Description
Display self-knowledge	- Shows self-control and deals effectively with pressure
Builds relationships and mobilise support	- Build relationships and navigate organisational politics
Think and act strategically	- Articulate medium term priorities and vision
Empower others to act	- Resolve conflict and remove barriers to action
Consolidate and continuously improve on strategic change	- Plan change and continuous improve quality and care systems
Qualifications & Experience <i>(indicate years of experience required and level of learning)</i>	
Essential <ul style="list-style-type: none"> - A New Zealand registered MIT with a minimum of five years' experience post qualification, including CT and leadership experience - Demonstrated the ability to lead a MIT team efficiently and effectively - Excellent 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 - Ability to provide inspirational and motivational leadership - Leadership and supervisory experience - Excellent 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 	

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.