

# 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

May 2025

Health New Zealand | 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:                     | CT MIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                 |
| Reports to:                         | CT Team Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                 |
| Key Relationships:                  | <b>Internal:</b> <ul style="list-style-type: none"><li>• CT team</li><li>• Radiology staff</li><li>• Waitaha Canterbury clinicians and other staff</li><li>• Quality team</li><li>• Maintenance staff</li><li>• Medical Physics and Bioengineering</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> |
| Organisational Vision:              | Health New Zealand   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 be 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: <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>                                                                                                                                                                                                                                                  |                                                                                                                                                                                 |
| Role Purpose:                       | <p>The CT Medical Imaging Technologist 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 CT imaging service</li><li>• The highly functional CT medical 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> |                                                                                                                                                                                 |

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| <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 CT scanning platforms</li> <li>• Meeting patient needs within agreed triaged referral timeframes</li> <li>• Ensuring standardised, quality and consistent imaging and patient care provided at all times across all locations</li> <li>• Ongoing commitment to continuous quality improvement in the delivery of CT imaging services within the context of the wider radiology service</li> </ul> |
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**The CT MIT will be successful when:**

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| <b>1. The CT MIT will assist the CT Team Leader, for the operation of the CT scanner and associated equipment.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>- The CT scanner operates efficiently and effectively.</li> <li>- CT scanning is delivered according to policies, procedures and standards as set out in department protocols.</li> <li>- There will be ongoing awareness of developments in CT scanning equipment and additional software.</li> <li>- Equipment faults will be reported and recorded following the Radiology Service Equipment Fault Reporting protocols.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>2. The CT MIT will assist in the instruction and supervision of training MITs in CT Scanning</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>- Staff understand CT protocols and procedures and of the operation of the scanners.</li> <li>- Staff are competent in their performance and are appraised regularly both informally and formally by CT Team Leader with appraisals.</li> <li>- Staff understand and adhere to safety procedures.</li> <li>- Be a positive role model for those staff they supervise or are responsible for.</li> <li>- Ensure staff are aware of all fire exits / procedures for management of staff and patients in the event of fire or other emergencies.</li> <li>- Be familiar with the Radiology Service Major Incidents Procedures and be able to coordinate it if required.</li> </ul>                                                                                                                                                                                                                                                                                                                              |
| <b>3. The CT MITs must ensure that the CT scanning suite is patient-focused during their duty.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>- The CT MIT must make a positive ID of each patient using available information.</li> <li>- The CT MIT 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.</li> <li>- The CT MIT must explain all examinations to the patient and ensure informed consent has been given if applicable.</li> <li>- The CT MIT must have a holistic approach to the patient's journey through Radiology and CT scanning pre, peri and post scanning.</li> <li>- The CT MIT must have knowledge of emergency protocols and know the whereabouts of all emergency equipment. The CT MIT must be able to initiate, then implement emergency procedures until help arrives.</li> <li>- The CT MIT must always understand and preserve the need for patients' privacy and confidentiality.</li> <li>- The CT MIT must show sensitivity to patients' needs, demonstrating cultural awareness.</li> </ul> |
| <b>4. The CT MIT will participate in and encourage ongoing education.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

- Maintenance and updating of skills. E.g. imaging, post processing, PIVC and Insufflation for CT Colonography.
- Constant ongoing evaluation of knowledge.
- Belong to and participate in an MRTB approved CPD (Continuing Professional Development) programme, as prescribed by the HPCA Act.

#### **5. The CT MIT must have knowledge of administrative procedures.**

- Must have skills in the use of COMRAD and Order Entry and electronic systems.
- Must code all examinations at the end of each procedure and must check periodically that coding is up to date.
- Liaise with CT Admin and RA about patient appointments, booking procedures and protocols.
- Liaise with CT 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.

#### **6. The CT MIT will encourage and participate in ongoing liaison with other team members and health professionals.**

- Liaise with CT Team Leader and nursing staff to ensure that patient preparation conforms with examination protocols.
- Liaise with registrars, radiologists and radiologist in charge of CT regarding assessment of protocols, prioritising of requisitions, and daily decisions regarding workload.
- 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 CT procedures and encourage these staff members to visit the area.
- Assist in effective and ongoing communication between all professional groups involved in CT and encourage involvements in regular QA and educational meetings.
- Attendance at weekly staff meetings.
- Attendance at peer group meetings for the purpose of ongoing professional development.

#### **7. The CT MIT will participate in other departmental duties.**

- Will be regularly rostered to on-call duties for CT.
- May be asked to perform other duties by the CT Team Leader to assist the smooth running of the department in general.
- Will be rostered to morning, evening, graveyard and weekend shifts. Shifts and hours of work may be altered to align with service needs after liaison through the CT Team Leader. Sites will include CHC, Ashburton and Burwood
- Develop other skills required to ensure continuous patient flow through the department. E.g. PIVC, ultrasound guided cannulation, CVAD contrast injection and Insufflation for CT Colonography.
- Participate in the implementation and ongoing support for accreditation.

#### **8. 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 CT MIT will contribute to a supportive environment to create a high functioning team.

| 9. Supervision and Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <ul style="list-style-type: none"> <li>- The CT MIT may be involved in practical competency tests.</li> <li>- Students/trainees are supervised and supported and have access to relevant information</li> <li>- Students/trainees are aware of the clinical objectives</li> <li>- Involvement in the weekly roster assessment of students/trainees which includes involvement in practical competency evaluations</li> <li>- Feedback and liaise with the team leaders about any issues relevant to students/trainees</li> </ul>                                                                                                                                                                                                                                                                                                          |
| 10. Quality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>- Conduct as required the regular Quality control tests.</li> <li>- Will promote health and safety of staff and patients.</li> <li>- Will record any safety-related problems according to departmental protocols, e.g. contrast media reactions during his/her duty.</li> <li>- Comply with the MRTB Code of Ethics.</li> <li>- 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</li> </ul>                                                                                                       |
| 11. Health and Safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>- All Waitaha Canterbury safe work procedures and instructions are observed</li> <li>- Own safety and that of others is ensured</li> <li>- All hazards or potential hazards are immediately reported</li> <li>- Protective equipment is used when appropriate and protective clothing is worn when required</li> <li>- Unsafe work situations are made safe or, if they cannot, the supervisor or manager is informed</li> <li>- Workplace hazards and employee's health is monitored</li> <li>- All accidents or incidents are promptly reported to your manager</li> <li>- The Waitaha Canterbury rehabilitation plan, to ensure an early and durable return to work, is activated when required</li> <li>- Advice is sought from your manager if you are unsure of any work practice</li> </ul> |

#### **PERSON SPECIFICATION:**

| Leadership Capabilities <i>(as per the Leadership Capability Framework)</i>                      |                                                        |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 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 <i>(indicate years of experience required and level of learning)</i> |                                                        |

**Essential**

- A New Zealand registered MIT with a the MRTB
- 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 CT 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