

# ROBINVALE DISTRICT HEALTH SERVICES

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Radiographer/Sonographer
<b>DEPARTMENT:</b>	Clinical Services
<b>RESPONSIBLE TO:</b>	Director of Clinical Services
<b>POSITION STATEMENT:</b>	This role provides support and collaboration with the RDHS Midwifery service and local General Practitioners for Radiography / Sonography Services. An alliance is in place with a Radiologist for the interpretation of scans and x rays and the Radiographer / Sonographer will work with this service to provide timely reports to RDHS clients. The service will operate for Robinvale and the surrounding districts and the role will promote RDHS to clients as an optimal service provider.
<b>TERMS &amp; CONDITIONS OF EMPLOYMENT</b>	As per Letter of Appointment

<b>ESSENTIAL CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Current Driver's Licence.</li> <li>• Working With Children's check (Clear)</li> <li>• Police Check (Clear)</li> <li>• Bachelor of Applied Science/Medical Radiations or equivalent, registered to practice in Victoria as a Radiographer and Sonographer;</li> <li>• Membership of Australian Institute of Radiology;</li> <li>• AIR, ASAR USE License and with current registration in Victoria</li> </ul>
<b>DESIRABLE CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Rural health experience;</li> <li>• Broad knowledge and competence in conducting radiographic examinations;</li> <li>• Provide support Director of Clinical Services in all aspects of service development &amp; planning for Sonography and Radiography;</li> <li>• Develop the Ultrasound and Radiography Services to the Community as Service of Choice.</li> <li>• Proven ability to self-manage operational requirements of radiography service.</li> </ul>

<b>KEY RESPONSIBILITIES:</b>	<p><b>Organisational</b></p> <ul style="list-style-type: none"> <li>• To ensure all staff comply with regulatory requirements of relevance and RDHS policies and procedures.</li> <li>• Support systems that provide safe, high quality care that increases patient experience and patient centred care.</li> <li>• To comply with RDHS Employee Code of Conduct.</li> <li>• To ensure that RDHS Infection Control guidelines are fully implemented</li> <li>• Demonstrate awareness and understanding of diversity and culture.</li> </ul> <p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• To provide a high quality diagnostic imaging service in relation to all modalities used, ensuring correct protocols are followed;</li> <li>• To minimise radiation risks to clients and staff, whilst maximising diagnostic information;</li> <li>• To present each completed examination for reporting with minimum delay and accurate recording;</li> <li>• To bring unexpected findings or information that may be relevant to the</li> </ul>
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	<p>client's management, to the attention of the referring medical officer;</p> <ul style="list-style-type: none"> <li>• To work with external report provider to maximise service delivery</li> <li>• To ensure client welfare and standard of care received by using imaging equipment and associated accessories safely;</li> <li>• To maintain EPA licence requirements, as required by the Radiation Control Act 1990;</li> <li>• To maintain currency with the latest technology and equipment, as applicable to RDHS;</li> <li>• To work in collaboration with the senior management team of RDHS in developing improved processes and work practices.</li> <li>• To ensure current competency standards for Radiography / Sonography practices are implemented and maintained, as directed by the professional body.</li> <li>• To develop and maintain accurate records for all Radiography clients.</li> <li>• To develop and review policies and procedures relevant to the service.</li> <li>• To provide monthly reports to the Director of Clinical Services and to discuss any concerns on an on-going basis, as required.</li> <li>• To complete &amp; prepare other reports as directed by the executive.</li> <li>• To participate in RDHS training programmes.</li> <li>• To provide credentialing records to the Director of Clinical Services annually.</li> <li>• To ensure the equipment is functioning to correct performance requirements including the portable X-ray unit in the hospital.</li> <li>• Other duties as directed.</li> </ul>
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<b>OCCUPATIONAL, HEALTH, SAFETY, AND ENVIRONMENTAL (OHSE):</b>	<p>All RDHS employees will:</p> <ul style="list-style-type: none"> <li>• Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.</li> <li>• Use any equipment provided for health and safety purposes.</li> <li>• Obey reasonable instructions given by RDHS in relation to health and safety at work.</li> <li>• Help RDHS meet our duty of care, such as by undertaking hazard inspections.</li> <li>• Comply with all RDHS OHSE policies and procedures</li> <li>• Ensure they do not interfere with or misuse anything provided in the interests of health and safety.</li> </ul>
<b>PUBLIC SECTOR VALUES:</b>	<p>As an RDHS employee the following Public Sector Values will be your values:</p> <ul style="list-style-type: none"> <li>• <b>Responsiveness</b> – being aware, open, sensitive &amp; approachable</li> <li>• <b>Integrity</b> – be honest &amp; truthful</li> <li>• <b>Impartiality</b> – be fair, neutral &amp; independent</li> <li>• <b>Accountability</b> – be responsible &amp; liable for your actions</li> <li>• <b>Respect</b> – be respectful of everyone, including yourself</li> <li>• <b>Leadership</b> – be a leader by example</li> <li>• <b>Human Rights</b> – understand that everyone has a right</li> </ul>
<b>PERFORMANCE APPRAISAL:</b>	As per schedule.
<b>TRAINING:</b>	As per organisation Annual Training Calendar

I, \_\_\_\_\_ (*print name*) acknowledge that I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

cc: Personnel File