



**Swan Hill
District Health**
my hospital



Respect – Professionalism – Care – Commitment – Collaboration

Trainee Sonographer/Radiographer

Swan Hill District Health is pleased to offer the opportunity for an experienced Radiographer to join our highly committed and enthusiastic Radiology team as a Trainee Sonographer. We are located within a busy hospital environment, dedicated to providing our community with a high quality medical imaging service.

- Work hours required: 8:30am – 5:00pm, with some weekend work and on call work required.
- Workload consisting of general x-ray, CT, fluoroscopy, theatre and ultrasound (skills based).

The successful applicant will work full time in our progressive department that provides 24-hour clinical support service to medical staff, other clinical departments, as well as the surrounding of approximately 30,000 people. The successful applicant will have excellent customer service skills, time management skills and the ability to work effectively within a team environment.

Key Selection Criteria:

- A Degree in Diagnostic Medical Imaging with minimum 1 year post qualification experience
- Current, unencumbered Registration with the Australian Health Practitioner Regulation Agency
- Enrolment or planned immediate enrolment in ASAR accredited Medical Sonography course
- Excellent verbal and written communication skills
- Ability to work independently as well as in a team environment
- Demonstrated computer literacy and familiarity with RIS/PACS

Ultrasound Training

Here at Swan Hill District Health we are dedicated to the training and up skilling of all our sonographers, both trainees and qualified staff. We believe the best way to learn is through 'hands on the probe' learning, where you will be continually supported through your different stages of learning by our tutor sonographer. As per our given Award, you will be entitled to study and examination leave to assist in supporting your learning.

Swan Hill District Health, 'My Hospital'

Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes:

- Advanced training opportunities
- A professional and committed workforce
- Variety in work and a sense of achievement for the community

We are located on the mighty Murray River, around 3.5 hours from Melbourne. Swan Hill is a safe place where you will be greeted with a warm smile from our friendly local community.

- Our main street boasts a vibrant shopping district with high quality restaurants and no traffic congestion.
- You'll find affordable housing, safe spaces for kids, swimming pools, quality education options and a healthy lifestyle.
- Imagine breakfast by the riverside, 18 holes at Murray Downs Golf Club, waterskiing at Lake Charm and fishing for the mighty Murray Cod

Want More Info?

For more information contact Kate Irons, Chief Radiographer by email kirons@shdh.org.au or phone (03) 5033 9284.

Applications should address the Key Selection Criteria and include names of three referees.

Applications including the names of three referees and completed 'Application for Employment' form should be forwarded to the Human Resources department, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: employment@shdh.org.au



Position:	Trainee Sonographer/Qualified Radiographer
Classification:	Radiographer Grade 2
Department:	Radiology Department
Reports to:	Chief Radiographer
Position Summary:	<p>The purpose of this position is to provide high quality medical imaging in relation to both ultrasound and radiographic service areas.</p> <p>The focus of the successful applicant will be to train in ultrasound while being enrolled in an ASAR accredited course. As your skills develop, in addition to training, you will be required to participate in performing examinations to contribute to the department workload.</p> <p>As well as being a trainee Sonographer, the employee in this position will need to be a qualified Radiographer and will therefore be expected to provide a high level of additional medical imaging services for the Department.</p> <p>The Radiology Department has to operate effectively as a 24/7 operation. In addition to standard business hours, Employees appointed to this position may be required to undertake a reasonable amount of Weekend duty, On-Call duty and / or Overtime duty.</p> <p>This Position Description will be modified and will evolve as the role of a trainee Sonographer evolves. This Position Description may be modified by, but not limited to</p> <ul style="list-style-type: none"> • Changes to applicable industrial agreements • Changes in policies, procedures or protocols of Swan Hill District Health and the Radiology Department • Any changes implemented by an existing or future registration or licensing body responsible for professional practice and / or standards.
Responsibilities	<p>The Employee in this position is personally accountable for their work and professional conduct and shall adhere to The Guidelines for Professional Conduct for Radiographers and Radiation Therapists and Sonographers as issued from time to time by the Australian Institute of Radiography.(Current 2007)</p> <p><u>Ultrasound Responsibilities</u></p> <ul style="list-style-type: none"> • Perform ultrasound examinations in accordance with Radiology Department protocols, or in the alternative those protocols published by the Australian Society for Ultrasound in Medicine (ASUM) • Ensure that each examination is completed properly and that results are recorded on Ultrasound examination report sheets and transmitted to Radiologist for reporting in a timely manner • Ensure that each “Sonographer’s Report” is properly formatted and meets both professional and legal requirements. • Ensure that patients are scheduled in a manner consistent with the most time efficient scheduling possible. • Must appropriately manage appointments and workload to ensure that the waiting period for patients requiring ultrasound examination is kept to a minimum. • The Employee must follow all Infection Control Guidelines issued by Swan Hill District Health (SHDH) and ensure that SHDH Guidelines reflect current ASUM guidelines for infection control of ultrasound equipment and ultrasound procedures. <p><u>Radiography Responsibilities</u></p> <ul style="list-style-type: none"> • Undertake radiological imaging examinations including general x-ray, and other modality imaging as requested by the Chief M.I.T, their deputy or shift supervisor.

	<ul style="list-style-type: none"> • Perform examinations in accordance with standard radiographic practice, departmental policy and the Guidelines for Professional Conduct for Radiographers of the Australian Institute of Radiography and/or MRPB Victoria. • Consistent with examination requirements, afford radiation protection to patients by all appropriate means. • Ensure that imaging equipment is used in an appropriate manner at all times. • Provide a positive role model and ensure that rooms and equipment are kept neat, tidy and clean complying with the Health Service's Infection Control Policy and Protocol. <p><u>Common Responsibilities</u></p> <ul style="list-style-type: none"> • Operate within the scope of practice determined by the requirements of this role, professional qualifications, experience and credentialing requirements. • Perform radiographic or sonographic examinations as requested in writing by a qualified medical officer or any other authorised person. • Ensure a level of patient care so that the patient's comfort, dignity and safety are maintained at all times. • Complete all such clerical duties as are normally associated with the examination of patients in the Radiology Department are complete promptly and accurately, including processing of request forms, patient scheduling, recording of examinations, handling enquires re such procedures and preparing images for transmission via the PACS system for reporting • Ensure that the computer record for each patient is correct and entered into the Radiology Information System and /or PACS and any other clerical duties associated with the examination are carried out. • Ensure that all images are correctly identified and labelled with appropriate markers. • Ensure that all details pertaining to a patient's identification are correct prior to examination. • When requested, assist other hospital staff on matters relating to radiology reports and medical images. • Complete other such clerical or statistical documentation as requested by the Chief MIT or their Deputy. • Continually upgrade knowledge for personal and professional development. Keep up-to-date with modern trends, techniques and practices in the field of Radiological and Sonographic imaging. • It is each employee's own responsibility to meet the Continual Professional Development (CPD) requirements set by governing, regulatory and professional bodies. • When requested, assist in the organising of staff training and development for Radiology personnel. Participate in departmental on-going education programmes and presenting to staff from within the department. If requested by the Chief MIT, their Deputy present to other Health Service staff. • Any other relevant duties as requested by the Chief Medical Imaging Technologist or his/her appointee. • Attend scheduled staff meetings at the request of the Chief Medical Imaging Technologist.
<p>Key Selection Criteria</p>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • A completed degree or award in Medical Imaging Science (or equivalent) • Current, unencumbered Registration with the Australian Health Practitioner Regulation Agency • A current, unencumbered, Use License issued by the Victorian Department of Health • At least 1 year post qualification experience in general radiography. • <i>Trainee Sonographer:</i> Enrolment or planned enrolment in an ASAR accredited medical sonography course • <i>Trainee Sonographer:</i> Unencumbered Student Registration with the Australian Sonographer Accreditation Registry (ASAR)

	<ul style="list-style-type: none"> • Drivers License • Excellent verbal and written communication skills • Ability to work independently as well as in a team environment • Demonstrated computer literacy and familiarity with RIS/PACS <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • CT and or Mammography experience • Excellent verbal and written communication skills • Ability to work independently as well as in a team environment • Demonstrated computer skills and familiarity with RIS/PACS • Understanding of OH&S and Infection Control • A commitment to Continuing Professional Development (CPD) and other Quality Assurance (QA) activities. • Possess a positive attitude and sound work ethic towards the daily tasks required. • Promotes a culture of co-operation and teamwork within the Radiology Department, and between other departments. • Basic Life Support (BLS) qualification
Salary/Award:	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2016-2020</i> .
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols. • We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Just Culture:	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
Hardwiring for Excellence Values - Standards of Behaviour	SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.
Privacy and	SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an

Confidentiality:	<p>important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Reviewed:	January 2018
Managers Name:	Kate Irons
Managers Signature:	
Employees Name:	
Employees Signature:	

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice:- (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ Date:/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: hrmanager@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585