



Swan Hill
District Health
my hospital



Respect – Professionalism – Care – Commitment – Collaboration

Sonographer/Radiographer

Maternity Leave (with potential for ongoing employment)

Swan Hill District Health is pleased to offer the opportunity to join our highly committed and enthusiastic Radiology team as a Sonographer/Radiographer.

We are located within a busy hospital environment, dedicated to providing our community with a high quality medical imaging service. We offer a varied workload, consisting of general x-ray, CT, mammography, fluoroscopy, theatre and ultrasound to a variety of patient demographics. 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 population 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

Essential:

- Graduate Diploma Medical Ultrasound (or equivalent) with competency in the provision of the full range of ultrasound examinations.
- Degree in Medical Radiation Science (or equivalent)
- Current, unencumbered Registration and Licensing with applicable professional bodies (AHPRA, ASAR and Victorian Radiation Use Licence)
- Current Drivers License

Desirable (please see Position Description):

- Demonstrate excellent communication skills
- Ability to deliver outstanding customer service
- Demonstrate organisational skills, particularly time management and prioritisation of workload
- Possess a personal approach that is positive, enthusiastic and friendly
- A willingness and ability to learn and demonstrate ongoing Professional Development
- Ability to work a full range of roster shift requirements, including on call and weekends.

Swan Hill District Health – Our Vision

Our vision is to provide appropriate services in the right setting by dedicated people with and for our community. We are committed to equal employment opportunity, ethical practices, and the principles of cultural diversity

Swan Hill Region – The Heart of the Murray

Swan Hill truly is the Heart of the Murray, with nearly 200km of Murray River frontage; it has matured in to a modern city, but still maintains a relaxed country lifestyle. Located just three and half hours from Melbourne and five and a half hours from Adelaide, Swan Hill is a major regional centre – economically, culturally and socially. Swan Hill is also known for its glorious weather, enjoying a Mediterranean climate, with low humidity and high sunlight hours. There's so much to do in the Swan Hill region, from exploring natural wonders to enjoying outdoor activities. Rich in heritage and culture, the region is also blessed with a bounty of delicious local produce and home to excellent dining options and gourmet trails. Find out more about the Swan Hill region at <https://www.swanhill.vic.gov.au/community/your-community/new-residents/> and <https://www.visitswanhill.com.au/>

Want More Info?

For more information go to our website www.shdh.org.au or contact Kate Irons, Chief Radiographer
E: kirons@shdh.org.au or phone (03) 5033 9284.

Closing Date: COB Friday 22nd April 2019

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

Applications and completed 'Application for Employment' form should be forwarded to: employment@shdh.org.au



Position:	Sonographer/Radiographer
Classification:	Sonographer Grade 3 (Year level in accordance with experience)
Department:	Radiology
Reports to:	Chief Medical Imaging Technologist
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>Provide high level technical skills and customer service to facilitate the delivery of a high quality radiology service to the community and referring clinicians.</p> <p>Carry out designated tasks in a timely and respectful manner in response to organizational requirements.</p> <p>Contribute to an environment of multidisciplinary team work, working co-operatively, sharing roles and responsibilities to meet the needs to Swan Hill District Health Radiology.</p> <p>As well as being a 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 is required 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 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:	<ul style="list-style-type: none">• Sonography: provision of a sonographic service in accordance with departmental policy and protocols, ensuring all examinations meet professional and legal requirements, whilst processed in a timely manner.• Radiography: undertaking radiological imaging as required or requested by the Radiology Manager. The work to be performed must be in accordance to professional standards and codes of conduct and ethics issued by the relevant professional association• Customer Service: ensuring excellence in the delivery of customer service to all patients, staff and clinicians, facilitating improved patient outcomes in a caring, trusted and safe environment for patients and staff.• The Employee in this position is personally accountable for their work and professional conduct and shall adhere to professional standards and codes of

	<p>conduct and ethics issued by the relevant professional association</p> <ul style="list-style-type: none"> • Ensure that all accreditation registration requirements are current and valid, and continuing professional development is maintained to ensure skill set and knowledge is continually improving. • Contribute to collaborative approach to multidisciplinary team work both within the department and organisation wide • Ensure accuracy in all administration activates that correspond to the role, including correct Medicare Coding, review and support in the provision of urgent and non urgent radiology appointments. • Collaborating with both clinical and administrative team members to ensure efficient and effective workflow and processing of patients, ensuring patients safety and a high level of customer satisfaction is maintained. • Attend and participate in meetings, engaging in team building activities and positively engaging in Hardwiring Excellence framework, fostering an environment of staff recognition, trust and support. • Participate actively and positively in promoting Work Health and Safety, reducing all hazards and incidents within the workplace and reporting where required.
<p>Key Selection Criteria:</p>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Graduate Diploma Medical Ultrasound (or equivalent) with competency in the provision of the full range of ultrasound examinations. • Degree in Medical Radiation Science (or equivalent) • Current, unencumbered Registration with the Australian Health Practitioner Regulation Agency • Current, unencumbered, Radiation Use License issued by the Victorian Department of Health. • Current, unencumbered Registration with the Australian Sonographer Accreditation Registry (ASAR) • Current Drivers License <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Demonstrate the ability to relate to referring practitioners and departments as required, providing appropriate examinations according to the appropriate priority • Demonstrate excellent communication skills, both written and oral, with proven ability to interact and communicate with a diverse range of people at all levels • Ability to deliver outstanding customer service to both internal and external customers, including patients, staff and referring practitioners • Demonstrate organisational skills, particularly time management, with the ability to work under pressure and meet required deadlines • Flexibility to operate in an environment that requires constant prioritising of workload and competing demands • Possess a personal approach that is positive, enthusiastic and friendly, with a strong work ethic towards all tasks • A willingness and ability to learn and demonstrate ongoing Professional Development • Ability to work a full range of roster shift requirements, including on call and weekends.
<p>Salary/Award:</p>	<p>Salary in accordance with Allied Health Professionals (Victorian Public Health</p>

	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:	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.
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 Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an 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

	<p>practicable to your supervisor and record on VHIMS reporting system.</p> <ul style="list-style-type: none"> • 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.
Review:	Completion of My Work Plan on a yearly basis.
Date Written Reviewed:	1 st April 2019
Managers Name:	Kate Irons, Medical Imaging Manager
Managers Signature:	
Employees Name:	
Employees Signature:	



Application for Employment Form

To be attached to application

The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for	
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General Information

Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../....

Place/Country of issue: _____ Issue Number : _____

Do you require sponsorship? Yes No

Where did you hear about the position you are applying for?

Newspaper Internet Swan Hill District Health Website Social Media (Facebook)

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is casual / relieving unless otherwise indicated.

- 6 months probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department (rotation)

Hours of Work – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: _____

Normal hours of work are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

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: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585