



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## Radiographer Grade 2

### Fixed Term - Maternity Leave position

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

**About the role:** The successful applicant will work 4 days per week in our progressive department that provides 24-hour clinical support to medical staff and other clinical departments as well as the surrounding catchment area of approximately 30,000 people. The successful applicant will have excellent Radiography skills, customer service skills, time management skills and the ability to work effectively within a team environment.

- Work hours required: 8.24am – 5pm, Tuesday – Friday, with weekend work and on call work required.
- Workload consisting of general X-ray, CT, fluoroscopy, theatre and mammography (skills based).

#### About You:

- A Degree in Diagnostic Medical Imaging (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 Driver's 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
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status

**About us:** Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- ◆A dynamic workplace
- ◆Free onsite car parking
- ◆Salary Sacrifice/Packaging
- ◆Discounted Corporate gym memberships
- ◆Professional Development opportunities
- ◆Employee Assistance Program

**Enquiries about this role** should be directed to Natalie Barnes, Acting Radiology Manager,  
Ph: (03) 5033 9287 or E: [nbarnes@shdh.org.au](mailto:nbarnes@shdh.org.au)

**To apply for this position:** email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to [employment@shdh.org.au](mailto:employment@shdh.org.au).

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

**Closing Date: 6<sup>th</sup> September, 2022**

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

<b>Position:</b>	<b>Qualified Medical Imaging Technologist</b>
<b>Classification:</b>	Medical Imaging Technologist Grade 2 (Year level in accordance with experience)
<b>Department:</b>	Radiology Department
<b>Reports to:</b>	Radiology Manager
<b>Position Summary:</b>	<p>The purpose of this position is to provide high quality radiographic medical imaging.</p> <p>The Grade 2 position is one based both on experience and competency in a range of modalities. As a guide this would ordinarily mean experience and competency or supervising responsibility in any two (2) of the following modalities</p> <ul style="list-style-type: none"> <li>• General Radiography (which includes, Mobile, Fluoroscopy and Theatre)</li> <li>• Mammography</li> <li>• Computed Tomography</li> <li>• Clinical Facilitation &amp; Education</li> <li>• Quality Assurance</li> </ul> <p>The position therefore requires that incumbents to the position demonstrate the skill, knowledge, and professional practice that can be readily modelled by more junior professionals</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 Grade 2 Radiographer evolves. This Position Description may be modified by, but not limited to</p> <ul style="list-style-type: none"> <li>• Changes to applicable industrial agreements</li> <li>• Changes in policies, procedures or protocols of Swan Hill District Health and the Radiology Department</li> </ul> <p>Any changes implemented by an existing or future registration or licensing body responsible for professional practice and / or standards.</p>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Operate within the scope of practice determined by the requirements of this role, professional qualifications, experience and credentialing requirements.</li> <li>• Perform radiographic examinations as requested in writing by a qualified medical officer or any other authorised person.</li> </ul>

- Undertake radiological imaging examinations including general x-ray, and other modality imaging as requested by the Radiology Manager, their deputy or shift supervisor.
- 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 AHPRA
- As a Grade 2 Radiographer you are expected to provide a high level of professional practice that junior and intern radiographers can model.
- Actively ensure that examination workflow is appropriately managed, and assist to ensure that meal /tea breaks are taken appropriately.
- Assist in mentoring junior staff and provide guidance with managing workflow, managing examinations etc, as necessary
- Consistent with examination requirements, afford radiation protection to patients by all appropriate means.
- As a Grade 2 Radiographer, ensure that imaging equipment is used in an appropriate manner at all times.
- As a Grade 2 Radiographer be proactive in attending to faults and organising rectification of faults according to Dept protocol.
- Ensure that rooms and equipment are kept neat, tidy and clean complying with the Health Service's Infection Control Policy and Protocol. In this manner provide a good role model for junior and intern radiographers
- Ensure a high 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 Radiology Manager 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 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 Radiology Manager, their Deputy present to other Health Service staff.
- Any other relevant duties as requested by the Chief Medical Imaging Technologist/Radiology Manager or his/her appointee.

	<ul style="list-style-type: none"> <li>Attend scheduled staff meetings at the request of the Radiology Manager.</li> </ul>
<b>Key Selection Criteria:</b>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>A completed degree or award in Medical Imaging Science.</li> <li>Current, unencumbered Registration with the Australian Health Practitioner Regulation Agency</li> <li>A current, unencumbered, Use License issued by the Victorian Department of Health</li> <li>Competency or supervising responsibility in any two (2) of the following modalities <ul style="list-style-type: none"> <li>General Radiography (which includes Mobile, Fluoroscopy and Theatre)</li> <li>Mammography</li> <li>Computed Tomography</li> <li>Clinical Facilitation &amp; Education</li> <li>Quality Assurance</li> </ul> </li> <li>Driver's License</li> <li>Current National Police Check</li> <li>Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>At least 3 years post qualification experience.</li> <li>CT and or Mammography experience</li> <li>Basic Life Support (BLS) qualification</li> <li>Excellent verbal and written communication skills</li> <li>Ability to work independently as well as in a team environment</li> <li>Demonstrated computer skills and familiarity with RIS/PACS</li> <li>Understanding of OH&amp;S and Infection Control</li> <li>A commitment to Continuing Professional Development (CPD) and other Quality Assurance (QA) activities.</li> <li>Possess a positive attitude and sound work ethic towards the daily tasks required.</li> <li>Promotes a culture of co-operation and teamwork within the Radiology Department, and between other departments.</li> </ul>
<b>Salary/Award:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement.
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>Each staff member is expected to demonstrate a commitment to best practice.</li> <li>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.</li> <li>All staff will participate in quality improvement activities aimed at</li> </ul>

	<p>improving patient outcomes and maintaining accreditation standards.</p> <ul style="list-style-type: none"> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> <li>• We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</li> </ul>
<b>Person Centered Care:</b>	<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>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b> SHDH commits to meet the growing health care needs of our community through our new vision to provide better-connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<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>
<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>

<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	May 2011, June 2021
<b>Current:</b>	June 2022
<b>Acting Managers Name:</b>	Natalie Barnes
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



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

<b>Position Applying for</b>	
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<b>General Information</b>	
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<b>Name</b>			
<b>Address</b>			
<b>Contact</b>	<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

<b>Conditions of Employment</b>	
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Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

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

**Hours of Work** – \_\_\_\_\_ (Availability)

<b>Discipline/Misconduct</b>	
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Have you experienced discipline or misconduct action at any previous employment?     Yes    No

If **Yes**, please provide details:

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## 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](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585