

# 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

March 2024

**Health NZ | Te Whatu Ora Nelson Marlborough is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

<b>Position Title:</b>	Medical Imaging Technologist (MIT)	
<b>Reports to:</b>	Radiology Operations Manager	
<b>Reports on a Daily Basis to:</b>	Unit Charge MITs Radiology	
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>▪ General Imaging team</li> <li>▪ Radiology staff</li> <li>▪ NM clinicians and other staff</li> <li>▪ Quality team</li> <li>▪ Maintenance staff</li> <li>▪ Medical Physics and Bioengineering</li> <li>▪ Medical Imaging Students</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>▪ Patients and their support people</li> <li>▪ Service Providers / Vendors</li> <li>▪ Professional Bodies</li> <li>▪ Health Providers</li> </ul>
<b>Organisational Vision:</b>	<p>Health New Zealand Nelson Marlborough vision is that all people live well, get well, stay well.</p> <p>Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori</p>	
<b>Organisational Values &amp; Philosophy:</b>	<p>Health NZ Nelson Marlborough is committed to being an excellent and caring funder / provider of health and hospital services. Integral to the achieving our vision, goals and objectives of the DHB are the values of the organisation:</p> <p><b>Respect   Manaakitanga:</b>          We care about, and will be responsive to, the needs of our diverse people, communities and staff.          Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.</p> <p><b>Innovation   Auaha:</b>          We will provide an environment where people can challenge current processes and generate new ways of working and learning.          Kia auaha me whakahoutia i ngā pūkenga ākongā, me ngā mahi ki tēnei hāpori.</p> <p><b>Teamwork   Whakarāmemene:</b>          We create an environment where teams flourish and connect across the organisation for the best possible outcome.          Kia whakarāmemene i ngā kaupupuni hauora kātoa.</p> <p><b>Integrity   Ngākau tapatahi:</b>          We support an environment which expects openness and honesty in all our dealings and always maintains the highest integrity.          Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi kātoa.</p> <ul style="list-style-type: none"> <li>▪</li> </ul>	

<b>Role Purpose:</b>	<p>The Staff MIT is responsible for delivering the medical imaging service within available resources to meet the requirements and standards of the Radiology Service, Health NZ Nelson Marlborough, for the people of Nelson Marlborough</p> <p>The key deliverables are –</p> <ul style="list-style-type: none"> <li>- An efficient and effective Nelson Marlborough imaging service</li> <li>- A highly functional General Imaging team integrated with the wider Radiology Service</li> </ul> <p>Patient focussed, with a best for patient, best for system approach</p>
<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 radiology areas</li> <li>- Monitoring and meeting patient needs within agreed triaged referral timeframes</li> <li>- Ensuring standardised, quality and consistent imaging and patient care provided at all times</li> <li>- Commitment to ongoing quality improvement in the delivery of Radiology imaging services</li> </ul>

**The Staff MIT will be successful when:**

<p><b>1. The Staff MIT is responsible for using professional knowledge and skills to ensure the provision of quality patient-centred radiographic services for inpatients and/or outpatients, and for rostered shift and weekend duties to cover a 24-hour service, seven days a week</b></p>
<ul style="list-style-type: none"> <li>- Radiography is delivered according to the policies, procedures and standards as set out in departmental protocols</li> <li>- Radiography delivered is of a high standard</li> <li>- Documentation of procedure in areas where this is a requirement, e.g. CT, IR and Fluoroscopy</li> <li>- Whenever possible full attendance and participation in rostered duties</li> <li>- Support and facilitation of appropriate quality indicators/programmes in order to demonstrate that service delivered is of high quality</li> <li>- Must comply with the MRTB Code of Ethics</li> </ul>
<p><b>2. The Staff MIT must be able to operate all general radiographic equipment safely and efficiently</b></p>
<ul style="list-style-type: none"> <li>- Staff MITs are competent in the operation of all general equipment</li> <li>- All faults will be recorded in the faults database and reported to the appropriate personnel</li> <li>- Support, facilitation, and participation in quality control programmes related to the safety and suitability of radiographic equipment</li> <li>- Know the location of associated equipment and stock needed for all examinations</li> <li>- Promote cleanliness and tidiness during each duty</li> </ul>
<p><b>3. The Staff MIT must be patient-focused</b></p>
<ul style="list-style-type: none"> <li>- Positively identify each patient using available information. Seek further identification if necessary</li> <li>- 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>- Explain all examinations to the patient ensuring informed consent has been given</li> <li>- Have knowledge of emergency protocols and know the whereabouts of all emergency equipment. The Staff MIT must be able to initiate, then implement, emergency procedures until help arrives</li> <li>- The Staff MIT must understand and preserve the need for patients' privacy and confidentiality at all times</li> <li>- The Staff MIT must show sensitivity to patients' needs, demonstrating cultural awareness</li> </ul>

#### **4. The Staff MIT will be involved in ongoing education**

- Participation in orientation programs, staff development and education programs when suitable
- Belong to and participate in an approved CPD (Continuing Professional Development) programme, as prescribed by the HPCA Act.
- Participation in an annual staff appraisal

#### **5. The Staff MIT must be involved in the supervision and clinical training of Medical Imaging Students**

- Ensure the students are supervised and supported and have access to protocols in the area
- Be aware of the clinical objectives for the student in the area
- Be involved in the weekly roster assessment of the student
- Report to and liaise with the clinical tutor or Radiology Operations Manager if required about any issues relevant to the student
- The Staff MIT may be involved in practical competency tests
- Be a positive leader / role model for those students they supervise or are responsible for

#### **6. The Staff MIT must have knowledge of administrative procedures**

- Must have skills in the use of the Radiology Information System (RIS) and PACS viewer software.
- The Staff MIT must know how to access online protocols and be aware of the protocol manuals if online access or RIS systems are unavailable.
- Must code all examinations at the end of each procedure and must check periodically that coding is up to date
- Ensure all patient details are entered fully and correctly into Comrad and the modality workstation
- All clerical issues are addressed through the Radiology Department Office Manager

#### **7. The Staff MIT is responsible for ongoing liaison with team members and other health professionals**

- Liaise with medical and nursing staff to ensure that patient preparation conforms to examination protocols and safe management of patients undergoing radiographic imaging.
- Establish effective and ongoing communication between all professional groups and encourage involvement in regular QA and educational meetings.
- Represent Radiology service at relevant professional peer group meetings

#### **8. The Staff MIT is responsible for radiation protection**

- Ensure staff are aware of the radiation hazards
- Ensure all staff wear the appropriate protection
- Ensure the equipment is used correctly to minimise radiation dose to the patients and staff

#### **9. Work in a safe and healthy manner to prevent harm to themselves or others.**

- Be aware of, and comply with, Health NZ Nelson Marlborough health and safety policies and procedures
- Be pro-active in identifying, controlling and reporting hazards. Near misses and accidents are reported directly to their clinical leader, manager or supervisor
- Ensure staff are aware of all fire exits / procedures for management of staff and patients in the event of fire or other emergencies
- Be familiar with the Radiology Department Major Incidents Procedures and be able to coordinate it if required
- Know how to log incidents through the Health NZ Nelson Marlborough Incident Management Programme (Safety 1<sup>st</sup>)
- Protective equipment is used when appropriate and protective clothing is worn when required
- Advice is sought from your manager if you are unsure of any work practice

**10. To strive for quality within all tasks undertaken to promote an environment of continuous quality improvement.**

- Be conversant, and comply with, Health NZ Nelson Marlborough quality systems and policies
- Be pro-active in identifying areas and methods for improvement with regard to quality
- Participate in the implementation and ongoing support for IANZ accreditation.
- Conduct as required the regular Quality control tests.
- Will promote health and safety of staff and patients.
- Will record any safety-related problems according to departmental protocols, e.g. contrast media reactions during his/her duty.
- Comply with the MRTB Code of Ethics.
- Every staff member within Health NZ Nelson Marlborough 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

**11. Communication**

- Positive and professional behaviour in all relationships are role modelled
- Communication is clear, open, accurate and responsible.
- Proactively seeks feedback
- 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 Staff MIT will contribute to a supportive environment to create a high functioning team.

**12. Supervision and Training**

- The Staff MIT may be involved in practical competency tests.
- Trainees are supervised and supported and have access to relevant information
- Trainees are aware of the clinical objectives
- Involvement in the weekly roster assessment of trainees which includes involvement in practical competency evaluations
- Feedback and liaise with the team leaders about any issues relevant to trainees is undertaken and, if necessary, report to and liaise with the Team Leader about any issues relevant to the trainee.

**13. The Staff MIT must be flexible and adaptable**

- Perform other duties as requested by the Radiology Operations Manager to assist in the smooth running of the service.
- Be flexible and adaptable when shifts and hours of work are altered to suit service needs.

**PERSON SPECIFICATION:**

<b>Leadership Capabilities</b>	
<b>Dimension</b>	<b>Description</b>
Display self-knowledge	Actively seeks feedback and opportunities to improve
Think and act strategically	Identifies short term opportunities
Communicate vision and purpose	Lead others to achieve agreed visions and goals
Stimulate innovation	Model and cultivate innovation and creative practices
Consolidate and continuously seek improvements	Consolidate improvements and remove barriers to change
Fosters a positive culture	Promote collaborative and ethical decision making

## Qualifications, Experience, Skills and Abilities

### Essential

- A New Zealand registered MIT with the MRTB (or the eligibility to become registered)
- Experience in the operation of all general equipment and imaging procedures
- 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 strong work ethic as well as 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 and adaptable

### Desired

- Experience in working on a 24/7 service cover roster

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

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough**

#### **1. Professional Responsibilities**

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

## **5. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

## **6. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

## **7. Risk Management**

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

## **8. Security**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

## **9. Treaty of Waitangi**

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

## **10. Smokefree**

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.



## APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"><li>• a chronic skin condition</li><li>• been working in an overseas healthcare facility in the last year</li><li>• been MRSA-positive in the last year</li></ul>
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.