

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

Health New Zealand
Te Whatu Ora

December 2025

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.

Position Title:	Unit Charge MIT General and theatre	
Reports to:	Radiology Operations Manager	
Reports on a Daily Basis to:	Radiology Operations Manager	
Key Relationships:	Internal: <ul style="list-style-type: none">▪ General and Theatre Imaging team▪ Radiology staff▪ NM clinicians and other staff▪ Emergency CNM▪ Theatre CNM▪ Quality team▪ Maintenance staff▪ Medical Physics and Bioengineering▪ Medical Imaging Students▪ 2IC General and Theatre	External: <ul style="list-style-type: none">▪ Patients and their support people▪ Service Providers / Vendors▪ Professional Bodies▪ Health Providers
Organisational Vision:	<p>Te Whatu Ora 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>	
Organisational Values & Philosophy:	<p>The Te Whatu Ora New Zealand 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>Respect Manaakitanga: 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>Innovation Auaha: 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 ākonga, me ngā mahi ki tēnei hāpori.</p> <p>Teamwork Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. Kia whakarāmemene i ngā kaipupuni hauora kātoa.</p> <p>Integrity Ngākau tapatahi: 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>	

KEY ACCOUNTABILITIES:

Role Purpose:	<p>The Unit Charge MIT General and Theatre is responsible for delivering the best quality medical imaging service within available resources to meets the requirements and standards of the Radiology Service, Te What Ora Health New Zealand Nelson Marlborough, for the people of Nelson Marlborough.</p> <p>The key deliverables are –</p> <ul style="list-style-type: none">- An efficient and effective imaging service- A highly functional General and Theatre Imaging team integrated with the wider Radiology Service.- Patient is the focus of the service, with a best for patient, best for system approach
Complexity:	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none">- Managing daily, weekly workload across General and Theatre modality- Monitoring and meeting patient needs within agreed triaged referral timeframes- Ensuring standardised, quality and consistent imaging and patient care provided at all times across all locations- Ongoing commitment to continuous quality improvement in the delivery of Radiology imaging services

The Unit Charge MIT will be successful when:

1. The Unit Charge MIT General and Theatre is responsible for the daily operation of the applicable area of work
<ul style="list-style-type: none">- General and theatre imaging is delivered according to the policies, procedures and standards as set out in departmental protocols- Undertakes clinical imaging.- Always ensure the MIT team employ correct patient care principles- Ensure MITs understand protocols and procedures for the operation of the equipment and examinations, appropriate to their level of experience.- Ensure the team are competent in their performance of examination protocols and are appraised regularly both informally and formally.- Liaise with Radiology Operations Manager, registrars and radiologists to assess protocols, prioritise requisitions, and make daily clinical decisions- Regular monitoring of performance and introduce a performance improvement plan if required.- Regularly check correspondence and communicate to staff when appropriate.- 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 Service Major Incidents Procedures and be able to coordinate it if required.- Ensure MITs understand emergency protocols and know the whereabouts of all emergency equipment. MITs must be able to initiate and then implement, emergency procedures until help arrives.

KEY ACCOUNTABILITIES:

2. The Unit Charge MIT General and Theatre will provide supervision, leadership, and development opportunities for others

- Be a positive leader and role model for the team
- Take a leadership role within the MIT group and within the Radiology Service
- Foster a positive, collaborative team environment providing opportunities for others to grow and develop
- Possess technical expertise demonstrated in a clinical setting
- Be involved with the ongoing education of colleagues by imparting knowledge, skills and expertise as necessary.
- Assist in recruiting new staff and help orientate new team members
- Coordinate and work on the shift roster and provide out of hours support to the department when required
- Continuously improve staff rosters and staff development programmes
- Identify formal training needs of staff and develop a plan with each person so they meet their professional registration requirements
- Carry out annual performance appraisals
- Establish effective and ongoing communication between all professional groups and be involved in regular CPD and educational meetings.
- Champion ongoing education with the team and wider department

3. The Unit Charge MIT General and Theatre ensures service delivery is patient-focused

- Ensure the patient is the priority in all activities and role model this to staff
- Liaise with clinicians and other health professionals to ensure patients are imaged in a timely manner.
- Schedule patients in a fair, equitable and transparent way in line with departmental processes
- Ensure equipment and staffing resources are managed efficiently to optimise productivity
- Ensure triaging processes are applied appropriately
- Work with the radiology clinical leads to ensure the correct and most suitable imaging technique are used
- Ensure MITs positively identify all patients with 3 point system prior to imaging.
- Explain examinations to patients and ensure informed consent has been obtained where applicable
- Ensure patient privacy and confidentiality is always maintained.
- Demonstrate sensitivity to patients' needs including cultural awareness.

4. The Unit Charge MIT General and Theatre coordinates workload and staffing levels

- Keep the Radiology Operations Manager informed of current operational (technical and staffing) issues and impacts
- Participate in monitoring workloads and waiting times and providing solutions to continuously improve the Radiology service
- Participate at departmental meetings
- Attend and chair when appropriate regular section meetings held with radiologists, nurses, RAs, MITs and clerical staff
- Provide out of hours support to the department when required
- Ensure MITs working afterhours on shift and/or on call are competent.

KEY ACCOUNTABILITIES:

5. The Unit Charge MIT General and Theatre participate in the ongoing development and improvement of protocols in conjunction with clinical staff

- Ensure MITs are familiar with current protocols. Reference material is collected and managed on an ongoing basis.
- Work with the clinical leads so protocols are reviewed regularly.
- Communicate and consult with radiologists about updated techniques.
- Keep abreast of new techniques being performed in other centres
- Demonstrate and document new techniques to other staff.
- Develop and participate in research/audit projects and encourage staff to carry out research/audit projects in conjunction with or delegated to the 2IC General and Theatre.

6. The Unit Charge MIT General and Theatre will be responsible for safe operation of equipment, maintenance and servicing

- Ensure that imaging equipment operates, safely, efficiently and effectively.
- Liaise with service engineers to organise repairs and record all equipment faults following the Radiology service protocols as necessary.
- Maintenance is carried out according to the maintenance contract.
- Routine maintenance schedules are arranged around the service needs, minimising down-time and are coordinated with service engineers.
- Be proactive around maintenance and servicing requirements to ensure optimal machine lifetimes
- Play a key role in the selection of new equipment for the area.
- Maintain awareness of imaging equipment and software developments.
- Ensure staff are aware of radiation hazards, wear appropriate radiation protection and adhere to the ALARA principle.
- Ensure equipment is of a safe standard and is used correctly to minimise radiation dose to patients and staff.
- Carry out appropriate daily/weekly/monthly QA as appropriate.

7. The Unit Charge MIT General and Theatre liaises with other team members and health professionals

- Liaise with medical and nursing staff to ensure that patient preparation conforms to examination protocols.
- Liaise with nursing and medical staff from wards and departments for the 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

KEY ACCOUNTABILITIES:

8. The Unit Charge MIT General and Theatre will be involved in providing a quality Radiology service

- Assist the Radiology Operations Manager with staff performance appraisals as required.
- Monitor waiting list times, workload indicators, overtime, hours of operation and other workflow metrics on a regular basis.
- Promote health and safety of staff and patients and liaise regularly with the Radiology Health and Safety Committee.
- Record any safety-related problems according to departmental protocols, e.g. contrast media reactions.
- Ensure compliance with the MRTB Code of Ethics.
- Participate in ongoing Radiology service improvement activities in conjunction with or delegated to the 2IC General and Theatre.
- Ensure staff understand and adhere to safety procedures.
- Participate in the ongoing support for IANZ accreditation and other regulatory audits in conjunction with or delegated to the 2IC General and Theatre.
- Utilise the customer satisfaction surveys to evaluate the performance of the Radiology service in conjunction with or delegated to the 2IC General and Theatre.
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9. The Unit Charge MIT General and Theatre supervises the clinical training of MIT students from ARA and/or staff MIT Trainees

- Provide a positive learning environment where knowledge is shared with students.
- Ensure students are engaged, appropriately supervised and supported, with access to relevant information.
- Maintain awareness of clinical objectives.
- Be involved in the weekly roster assessment of students and complete practical competency evaluations as required.
- Develop, use and improve Radiology service modality training programs. Provide feedback and liaise with the clinical tutors or Radiology Operations Manager about any issues relevant to students/trainees

10. The Unit Charge MIT General and Theatre must have knowledge of administrative procedures

- 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.

11. Communication

- Positive and professional behaviours in all relationships are role modelled
- Communication is clear, open, accurate and responsible
- 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 Unit Charge MIT will contribute to a supportive environment to create a high functioning team.

KEY ACCOUNTABILITIES:

12. Quality

- 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 Te Whatu Ora Health New Zealand 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

13. Health and Safety

- All Te Whatu Ora Health New Zealand Nelson Marlborough safe work procedures and instructions are observed
- Own safety and that of others is ensured
- All hazards or potential hazards are immediately reported
- Protective equipment is used when appropriate and protective clothing is worn when required
- Unsafe work situations are made safe or, if they cannot, the supervisor or manager is informed
- Workplace hazards and employee's health is monitored
- All accidents or incidents are promptly reported to your manager
- The Te Whatu Ora Health New Zealand Nelson Marlborough's rehabilitation plan, to ensure an early and durable return to work, is activated when required
- Advice is sought from your manager if you are unsure of any work practice

KEY ACCOUNTABILITIES:**PERSON SPECIFICATION:**

Leadership Capabilities	
Dimension	Description
Display self-knowledge	Actively seeks feedback and opportunities to improve
Think and act strategically	Identifies short term opportunities
Communicate a vision and sense of purpose	Lead others to achieve agreed visions and goals
Stimulate innovation and create immediate wins	Model and cultivate innovation and creative practices
Consolidate and continuously improve on strategic change	Consolidate improvements and remove barriers to change
Fosters a positive culture	Promote collaborative and ethical decision making
Empower others to act	Knowledge of the values, motivations and emotions influencing the work team
Build and maintains positive relationships	Builds trust within a team and its members

Qualifications & Experience <i>(indicate years of experience required and level of learning)</i>
<p>Essential</p> <ul style="list-style-type: none"> - A New Zealand registered MIT with the MRTB - Experience in the operation of all general and intra operative imaging 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 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 - Ability to provide inspirational and motivational leadership - 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 thinker, who can adapt to changes in service delivery <p>Desired</p> <ul style="list-style-type: none"> - Experience in working at a secondary level health institution - Experience of fluorographic procedures as well as the associated daily/weekly preparation and organisation - Experience of co-ordinating the efficient running of a General and theatre imaging service - Minimum of 3 years MIT experience <p>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</p>