

Position Description | Te whakaturanga o mahi Health New Zealand | Te Whatu Ora

Title	Trainee MRI Technologist			
Reports to	Radiology Operations Manager			
Location	Nelson			
Department	Radiology			
Direct Reports	Nil	Total FTE	Up to 1.0	
Budget Size	Opex	Nil	Capex	Nil
Delegated Authority	HR	Nil	Finance	Nil
Date	March 2026			
Salary band (indicative)*	Apex Medical Imaging Technologists MECA Step 1 to Step 7 or Apex MRI Technologists MECA Trainee MRI Technologist Step 1 to Step 2 (whichever is greater)			

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

The primary purpose of the role is to:

Gain knowledge and experience at a level required to qualify and become registered with the NZMRTB as a MRI Technologist through the post graduate MRI program.

During this period of training, the MRI Trainee will be supervised by a registered MRI Technologist to provide a safe and efficient service to meet the requirements and standards of the Radiology Service, Health New Zealand Nelson Marlborough.

The key deliverables are –

Under the MRI Clinical Supervisor, the MRI trainee will shadow until determined to be capable of performing daily MRI scans, using appropriate protocols, procedures and safety guidelines.

- Under the MRI Clinical Supervisor, the MRI trainee will properly document appropriate histories and completes all necessary paperwork. Be patient focussed, with a best for patient, best for system approach
- After successfully passing qualification and registration with the MRTB, the trainee will be moved into an MRI technologist position if one is available.

COMPLEXITY

Most challenging duties typically undertaken, or most complex problems solved:

- Managing daily, weekly workload of MRI clinical hours and study deadlines with the University of Auckland.

- Monitoring and meeting patient needs within agreed triaged referral timeframes.
- Ensuring standardised, quality and consistent imaging and patient care provided at all times.
- Commitment to ongoing quality improvement in the delivery of Radiology imaging services.

Key Result Area AND Expected Outcomes / Performance Indicators

1. The MRI Trainee 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 seven day a week service.

- Imaging is delivered according to the policies, procedures and standards as set out in departmental protocols.
- Imaging delivered is of a high standard.
- Documentation of procedure in areas where this is a requirement.
- Whenever possible full attendance and participation in rostered duties.
- Support and facilitation of appropriate quality indicators/programmes in order to demonstrate that service delivered is of high quality.
- Must comply with the MRTB Code of Ethics.

2. The MRI Trainee must be able to operate all MRI equipment safely and efficiently.

- MRI Trainee are competent in the operation of all MRI equipment
- All faults will be recorded in the faults database and reported to the appropriate personnel
- Support, facilitation, and participation in quality control programmes related to the safety and suitability of radiographic and MRI equipment.
- Know the location of associated equipment and stock needed for all examinations
- Promote cleanliness and tidiness during each duty

3. The MRI Trainee must be patient-focused

- Positively identify each patient using available information. Seek further identification if necessary
- 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
- Explain all examinations to the patient ensuring informed consent has been given
- Have knowledge of emergency protocols and know the whereabouts of all emergency equipment. The MRI Trainee must be able to initiate, then implement, emergency procedures until help arrives
- MRI Trainee must understand and preserve the need for patients' privacy and confidentiality at all times.
- The MRI Trainee must show sensitivity to patients' needs, demonstrating cultural awareness

4. The MRI Trainee 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
- Be enrolled in post graduate study. By the end of the training period, you will be expected to complete full examinations to a high diagnostic standard, in accordance with current accepted practice, and in a timely manner. This specifically includes exam types that are part of the final clinical assessment for your post graduate course.
- By the end of the training period, you will be competent to a level that shall enable you to pass your post graduate MRI course.

5. The MRI Trainee must have knowledge of administrative procedures

- Must have skills in the use of the Radiology Information System (RIS) and PACS viewer software.
- The MRI Trainee 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 Team Leader of Clinical Admin Radiology.

6. The MRI Trainee 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.

7. The MRI Trainee is responsible for MRI safety

- Ensure staff are aware of the MRI hazards. Attend annual MRI authorisation day.
- Ensure all staff wear the appropriate protection
- Ensure the equipment is used correctly to minimise any electromagnetic risk to patients and staff
- Abide by MR safety policies as described in MRI department manual.

8. Work in a safe and healthy manner to prevent harm to themselves or others.

- Be aware of, and comply with, Health New Zealand 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 New Zealand Nelson Marlborough Incident Management Programme (Safety 1st)
- 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.

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

- Be conversant, and comply with, Health New Zealand 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 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.

10. Communication

- Positive and professional behaviour in all relationships is 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 MRI Trainee will contribute to a supportive environment to create a high functioning team.

11. Supervision and Training

- Trainees are supervised and supported and have access to relevant information
- Trainees are aware of the clinical objectives
- Trainees are proactively involved with clinical supervision and assessments as required by the University of Auckland post graduate program.

12. The MRI Trainee 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.

Key Result Area cont.	Expected Outcomes / Performance Indicators cont.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
Equity	<ul style="list-style-type: none"> • Commits to helping all people achieve equitable health outcomes. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
Innovation & Improvement	<ul style="list-style-type: none"> • Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Models an agile approach – tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
Collaboration and Relationship Management	<ul style="list-style-type: none"> • Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.
Health & safety	<ul style="list-style-type: none"> • Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to the RADIOLOGY OPERATIONS MANAGER

- Nil

Relationships

External	Internal
<ul style="list-style-type: none"> • Patients and their support people • Service Providers / Vendors • Professional Bodies • Health Providers 	<ul style="list-style-type: none"> • MRI Imaging Team • Radiology staff • NM clinicians and other staff • Quality team • Maintenance staff • Medical Physics and Bioengineering • Medical Imaging Students

About you – to succeed in this role

You will have

Essential:

Qualifications, Experience, Skills and Abilities

- A current registration in the scope of practice “Trainee MRI Technologist” with the NZMRT Board
- Obtained an appropriate undergraduate degree
- Committed to working towards completing your post graduate MRI program within the timeframe set by the University of Auckland and Health New Zealand Nelson Marlborough.
- Participate in both practical and theory-based training as required in order to meet the standards of the department and those set by the University of Auckland.
- Willingness to participate in clinical exchanges with other MRI departments in either the Public or Private sector within New Zealand in order to gain the skills/experience necessary to complete your post graduate MRI program.
- 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 implementing Te Tiriti o Waitangi in action.
- Experience in working a seven day a week service cover roster
- Experience working with a Siemens scanning platform

You will be able to

Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- With the support of Health NZ, proactively take care of your own health and safety, to ensure a safe and supportive work environment.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

LEADERSHIP COMPETENCIES	
Dimension	Description
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

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

**The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*