

POSITION DESCRIPTION

Position Title:	Medical Imaging Assistant
Business Unit/Department:	Medical Imaging
Division:	Clinical Support & Specialists Clinics
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 1A (HS1A) Grade 1 – Level 1 to Level 5 (HS1 to HS17)
Reports To:	Chief Radiographer & Deputy Chief Radiographer
Direct Reports:	N/A
Date Prepared/Updated:	1 January 2026

Position Purpose

As a valued member of the Medical Imaging team, the Medical Imaging Assistant provides support to radiologists, radiographers, technologists, sonographers and nurses in the provision of Medical Imaging Services to ensure effective and patient centred Imaging services across Western Health sites.

Business Unit Overview

Western Health Medical Imaging (WHMI) provides state of the art comprehensive Diagnostic and Interventional Radiology services to one of the most culturally dynamic and rapidly expanding growth corridors in Australia. WHMI currently performs approximately 250,000 Medical Imaging examinations per annum. WHMI is committed to excellence in clinical diagnosis and patient care. It draws on the medical expertise of a highly experienced and committed team of Consultant Radiologists and Medical Imaging professionals.

WHMI operates across 4 Western Health campuses located at; Footscray Hospital, Sunshine Hospital (including Joan Kirner Women's and Children's), Sunbury Day Hospital and the Williamstown Hospital. WHMI Medical Imaging services include Computer Tomography (CT), Fluoroscopy, Magnetic Resonance Imaging (MRI), Nuclear Medicine, Mammography, Digital Subtraction Angiography (DSA), Ultrasound and Digital X-ray.

WHMI is an accredited member of the Royal Australian and New Zealand College of Radiologists (RANZCR) and hold DIAS accreditation with the National Association of Testing Authorities (NATA). It is a leading provider in education, training and research. WHMI provides Clinical consultation and support to our internal and external referrers and is committed to a focus on quality and dependability.

Our comprehensive digital imaging service and dedication to putting the needs of our patients first make WHMI one of the leading and fastest growing Medical Imaging services in Victoria.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

Key Responsibilities

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'.
- Comply with the expected standards of performance in the role as described by Role tasks.
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience.
- Comply with confidentiality obligations with regard to patients, consumers and colleagues.
- Comply with all Western Health policies and procedures.
- Ensure relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected.
- Complete Western Health mandatory competencies yearly, including but not limited to Fire and emergency training, Manual Handling, Hand Hygiene (and ANTT if required).
- Answer and respond to patient enquiries promptly and ensure Western Health's Best Practice and Radiology CARES is followed.
- Operate within current scope of practice at all times.
- Provide excellent patient communication by ensuring patients are kept informed of any delays to their scheduled appointment times.
- Complete yearly Professional Development Plan
- Report adverse events affecting patients, staff and others utilising Riskman (or equivalent) reporting system.
- Perform patient scheduling, prioritisation (in conjunction with Radiographers/NMT/Sonographer and Medical/Nursing staff) and appointment confirmations, while maintaining communication board in clinical area.
- Assist with facilitation of imaging examinations by liaising between referrers/wards and designated senior radiographer/NMT/sonographers and other medical imaging workforce/contractors.
- Knowledge of Western Health computer systems and applications relevant to position, use this knowledge to provide data entry support to MI team members
- Retrieve previous patient results and images from internal and external sources
- Perform patient transfers within Medical Imaging or between Medical Imaging rooms and other areas, such as ED waiting rooms and trolley bay - utilise appropriate patient transport skills and equipment to do so
- Coordinate with wards ensuring patients are prepared and ready for transport
- Ensure patients meet pre-imaging requirements and communicate this appropriately to wards (e.g., fasting for certain scans, IV for contrast delivery) before they arrive at trolley bay prior to imaging.
- Ensure trolley bay capacity is at an acceptable level eg. No overcrowding where applicable
- Liaising with the HUB Co-ordinator and/or PSA's regarding patient traffic where applicable
- Monitor patients waiting in the trolley bay prior to imaging to ensure safety, comfort, and readiness for their procedure, supporting nursing staff as required where applicable
- Verify patient identification and ensure necessary paperwork or electronic records (e.g., imaging requests, patient history) are complete and accurate with support from clinical staff
- Track patient movements to and from wards and the imaging department on FM system
- Maintain a steady flow of patients to imaging, minimising downtime for equipment and staff.
- Identify and troubleshoot potential issues or delays in patient transport.
- Facilitate nurse escort with treating nurse or Nurse in charge where nursing escort is required
- Prepare examination rooms before each examination, ensure the patient environment is clean and tidy at all times and that dirty linen is placed in linen skips
- Assist with patient manual handling onto Radiology equipment, utilising a basic knowledge of radiology equipment mechanisms and accessories, and patient attachments.
- Assist with patient immobilisation and/or patient/detector positioning as directed by on duty Radiographer/Sonographer/NMT
- Restocking of room supplies, including but not limited to; medical stock, linen and contrast
- Rubbish removal
- When requested - Chaperone patients during intracavity ultrasound examinations and as requested by patients and sonographers
- Transfer oxygen cylinders in support of Imaging areas to/from collection area and exchange as directed or needed
- Assist with collection and delivery of articles on behalf of Medical Imaging

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- Ensure that all patient transport equipment i.e. beds, trolleys and wheelchairs are properly set up and secured and reset on return to Ward/Department
- Be cognisant of Radiation Safety and associated work practices within a Medical Imaging Department, and always apply the highest of safety standards.
- Assist with cleaning duties, including but not limited to cleaning specialised equipment, such as; Ultrasound transducers (MIA may be credentialed to record disinfection of Ultrasound transducers into WH tracking and monitoring system) and work within MRI independent of supervision and perform related documentation as per policy and procedure.
- Perform any additional duties as requested by the Senior and/or Chief Radiographer/Sonographers/NMT and NUM.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Director of Medical Imaging
- Chief Radiographer/Chief Sonographer
- Radiologists
- Radiographers/NMT
- Sonographers
- Nursing Staff
- Referring Clinicians
- WHMI Quality Manager
- Radiation Safety Officers
- Marketing Liaison Officer
- PACS Administrators
- Administration Staff
- Internal Referring Clinicians

External:

- External Referring Clinicians
- External Organisations

Selection Criteria

Essential:

- Hold a valid Victorian employee status Working with Children Check
- Willingness to complete a Police Check
- Demonstration of organisational skills, particularly with respect to time management
- Well-developed written and verbal communication skills
- Well-developed interpersonal skills
- Demonstrate an ability to practice collaboratively as part of a multidisciplinary health care team
- Use initiative in prioritising workload and delegating tasks
- Ability to work full rotating (24/7) roster with on-call duties as required

Desirable:

- Have a current IV cannulation certificate
- Certificate IV AHA

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment

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- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____