

POSITION DESCRIPTION

Position Title:	Grade 4 Radiographer (Site/ Area Supervisor)
Business Unit/Department:	Medical Imaging
Division:	Clinical Support and Specialists Clinics
Award/Agreement:	Health Professionals (Vic Public Health Sector)
Classification:	AF31 - AF34
Reports To:	Chief Radiographer/s
Direct Reports:	Radiographers working within designates site/ area
Date Prepared/Updated:	17 April 2025

Position Purpose

As a key member of the Medical Imaging team, the Site Supervisor Radiographer holds a critical leadership role within the radiology department, responsible for overseeing quality assurance, safety governance, and driving innovation initiatives within their site/area. This position combines leadership expertise with technical proficiency to ensure adherence to quality standards, promote patient and staff safety, and enhance operational efficiency and patient care. Through individualised guidance, peer learning, educational promotion, mentoring and recognition of achievements, the Senior site/ Area Radiographer assists the Chief Radiographers to foster a positive culture of professional growth and continuous improvement across the department.

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 of the 5 Western Health campuses located at: Footscray Hospital, Sunbury Day Hospital, Sunshine Hospital (including Joan Kirner Women's and Children's), 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.

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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.

Key Responsibilities

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'.
- Comply with the requirements of the Australian charter of Health Care rights National Safety and Quality Health Service Standards (NSQHS) and other relevant regulatory bodies.
- Practice in accordance with the relevant standards as prescribed by the Australian Health Practitioner Regulation Agency AHPRA, MRPBA and ASMIRT.
- 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.
- Ensure the ALARA principle is followed at all times by all Radiographers working within Site/ Area.
- In conjunction with MI team members and Physicists implement strategies to lower Radiation dose as applicable.
- Demonstrate a raised level of technical ability in the field of General and /or CT Radiography.
- Take responsibility for image quality and develop improvement strategies as needed
- Demonstrate Western Health Medical Imaging CARES values and ensure valid consent at every patient interaction and ensure all radiographers working on site/ within area do the same.
- Provide feedback to radiographers on site on their performance, including performance management and disciplinary processes.
- Assist the Chief Radiographers with the selection, recruitment and orientation of radiographers as requested.
- Develop a yearly learning plan to upskill and complete key objectives within that plan as part of your own performance development planning.
- Assist the Chief Radiographers to conduct annual performance discussion of Radiographers, Identify any individual skill gaps and develop individual plans of action for those people.
- Ensure all Radiographers on site/ within Area operate within their scope of practice, and current level of competence at all times.
- Lead and support radiographers in research activities and the preparation of presentations and publications.
- Contribute to the development of procedures and guidelines for radiographers consistent with Western Health policies, particularly with respect to culture, ethics and privacy requirements.
- Where student Radiographers are rostered on site, ensure student assessments as per individual tertiary institution/s requirements.
- Manage the daily operations within your area/ site, including workflow coordination, and resource allocation
- Audit and monitor patient waiting times; implement strategies to ensure effective and efficient use of resources
- Provide mentoring, teaching, training and education to junior and Student Radiographers
- Assist the Chief Radiographers and other key personnel to ensure department is fully compliant with all NSQHS and DIAS requirements
- Assist the Chief Radiographers with managing equipment procurement and replacement programs
- Monitor equipment service scheduling, and performance, establish corrective actions as necessary.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical
- Encourage positive responses to new ideas or change within teams/the organization.
- Contribute to WHMI ongoing quality review by leading and implementing quality projects or assisting Radiographers to do so. (Complete or contribute to at least 1 quality project or initiative yearly).
- Report adverse events affecting patients, staff and others.
- When undertaking Clinical duties:

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- Demonstrate a raised level of technical ability in the field of general radiography.
- Ensure the ALARA principle is followed at all times.
- Demonstrate Western Health Medical Imaging CARES values and ensure valid consent at every patient interaction and encourage other staff to do the same.
- Work directly with junior radiographer in clinical teaching where appropriate.
- Delegate tasks and work collaboratively with fellow Radiographers to achieve optimal imaging outcomes for patients.

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 Radiographers
- Clinical Educators
- Radiologists
- Radiographers
- Sonographers
- Nuclear Medicine Technologists
- Nursing Staff
- Referring Clinicians
- WHMI Quality Manager
- Radiation Safety Officers
- PACS Administrators
- Administration Staff
- Internal Referring Clinicians

External:

- External Referring Clinicians
- External Organisations

Selection Criteria

Essential

- Bachelor of Radiation Science or equivalent recognised Degree.
- Hold a current Registration with AHPRA
- Hold a current Radiation Use Licence with DH Victoria.
- Hold a Working with Children check.
- Demonstration of organisational skills, particularly with respect to time management and delegation.
- 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.
- Demonstrate evidence of undertaking professional development activities in response to perceived learning requirements.
- Excellent knowledge of medical imaging techniques and equipment and a high standard of practice, as demonstrated by previous performance, publications, and presentations.
- A record of successful involvement in Quality Improvement and clinical research activities
- Have at least 10 years post-graduate experience.
- Advanced Clinical skills in General X-ray.

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- Ability to contribute to the out of hours service provision of Medical Imaging.

Desirable

- Membership of Professional Body.
- Post graduate qualification in Leadership and Management or Education or be working towards such.
- Previous Leadership and Management experience in the Medical Imaging field.

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
- 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), 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
- 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

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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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date:

[Click here to enter a date.](#)

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