

## POSITION DESCRIPTION

<b>Position Title:</b>	DXA Technician
<b>Business Unit/Department:</b>	Metabolic Bone Service
<b>Division:</b>	Western Health at Home
<b>Award/Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Medical Imaging Technologist/Medical Scientist – Grade 1
<b>Reports To:</b>	Clinical Lead – Metabolic Bone
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	13 June 2026

### Position Purpose

The Department of Endocrinology and Diabetes DXA Technician conduct bone density and body composition scans for patients referred by Western Health clinicians, by primary care clinicians in the community and as part of research projects.

In addition, MIT will conduct peripheral Quantitative Computed Tomography (pQCT) imaging when required.

### Business Unit Overview

The Division of Western Health at Home provides a comprehensive range of inpatient, clinic-based and home-based services. Our multidisciplinary workforce of over 1,000 employees includes medical, nursing, pharmacy, allied health, and administration staff. Western Health at Home services provide care from all Western Health campuses and within patients' homes, including residential aged care, supported accommodation and the custodial setting. The division is rapidly expanding to meet the community's needs by delivering innovative, integrated and patient-centered care.

Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live more healthy days at home. Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges. Through multidisciplinary service delivery, integration with primary care, research and clinical trials our division supports the detection, management and secondary prevention of chronic disease.

The division's medical specialties include Renal, Endocrinology and Diabetes, Geriatric Medicine and the General Practice (GP) Integration Unit. Western Health at Home provides a range of acute and subacute services that deliver hospital-level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab at Home, GEM at Home, Community Based Transition Care Program and Dialysis at Home, which deliver healthcare that would otherwise be provided within an inpatient setting.

Western Health at Home's breadth of community-based care and specialty assessment clinics provide comprehensive care to support the management of chronic disease. The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's West.

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## Key Responsibilities

The DXA Technician will:

- Deliver an effective healthcare diagnostic service through the production of bone density DXA scans, ensuring high-quality scans are produced in a timely manner
- Assist with the administrative processes required to ensure efficient operation of the Service.
- Engage and communicate effectively with all Bone Densitometry healthcare users, being responsive to their imaging needs.
- Maintain efficient patient throughput.
- Maintain accurate and timely preparation and dissemination of medical reports, finance and record keeping.
- Maintain effective and professional working relationships with other departmental staff.
- Manage research files, store documentation and ensure patient records are current.
- Assist with effective oversight of the operation of all relevant equipment, ensuring all are kept in optimal condition scheduling regular maintenance and repair as needed
- Perform other duties as directed by the supervisor.
- In addition to the key responsibilities specific to the role, the Western Health DXA Technician is required to deliver on the Key Organisational Accountabilities which are aligned with the Western Health strategic aims.

## Key Working Relationships

### Internal:

- The DXA Technician will be accountable to the Clinical Lead of Metabolic Bone Disorders Services.
- Western Health Department Heads, clinicians and researchers.

### External:

- Patients (clinical and/or research participants) and their family/carers.
- External referring clinicians.

## Selection Criteria

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#### Essential

- A tertiary qualification, in either Health Sciences, Radiation Sciences or equivalent.
- Certificate of training in clinical densitometry (i.e. ANZBMS) or willingness to undertake the course when next available in 2025.
- Ability to perform patient-centered care.
- Experience in the use of bone density scanning equipment for the production of scans and other data for diagnostic and research purposes.
- Administrative and organisational skills.
- Ability to work independently as well as work in close collaboration with other members of a team.
- High level of IT skills including high level of competency in the use of word processing, spreadsheet and email, in particular MS Office, Excel, and Outlook applications.

#### Desirable

- Understanding of the use of pQCT and/or HR pQCT in musculoskeletal research.
- Successful completion of a three-year bachelor of Radiation Science or equivalent.
- Experience in the use of image analysis software.
- Experience working with seniors in a similar role within the health care environment.
- Familiarity with guidelines for Good Clinical Practice (GCP).
- Victorian Drivers Licence.

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## Additional Requirements

### Required Capabilities:

The Bone Densitometry Technologist will work with minimal supervision on a day-to-day basis after an initial period of training. The Bone Densitometry Technologist will consult with the Senior Radiographer (Sue Harvey) and the Clinical Lead of Metabolic Bone Disorders Services (Dr Vivian Grill or her nominee) regarding medical aspects, administrative and financial decisions, quality control and proposed new activities. Skills and judgement to effectively work with specialist equipment and the day-to-day operational aspects in the Unit, including the ability to prioritise workload are required. The ability to exercise judgment to contribute to an equitable distribution of access to the Unit is important, as is the discretion to consult with others where appropriate. The Bone Densitometry Technologist must be able to liaise effectively with stakeholders in the Unit to ensure that the service functions cohesively and as effectively as possible. The ability to recognise technical and operational problems when they occur, to report them and seek assistance as appropriate, to analyse data following study protocols and draft accurate reports of results for the supervising medical specialist to clinically interpret and verify are also required. The Bone Densitometry Technologist will be required to develop technical skills, use initiative and judgement in day-to-day problem solving and exercise independent and sound judgement within their area of expertise, while referring problems to supervisors for advice when appropriate.

Knowledge of the theory and practice of medical imaging, as expected by a qualified bone densitometry technologist is required, and the application of this knowledge, skills and experience, to efficiently and professionally provide high quality bone density testing, including scan analyses as per study protocols, on a day-to-day basis. This involves technical knowledge and the ability to interpret and apply study procedures. The Bone Densitometry Technician must be fully cognisant of relevant safety issues and take all appropriate measures to ensure the safety and wellbeing of patients, research subjects and other staff. This role involves effectively liaising with administrative staff, health professionals, a range of Hospital staff, patients, research subjects, research staff and family members on a day-to-day basis.

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 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
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

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**General Information – Western Health**

- 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: \_\_\_\_\_

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