

POSITION DESCRIPTION

Position Title:	Grade 4 General X-Ray 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 Radiographers
Direct Reports:	Grade 3 General X-ray / Fluoroscopy and Theatre radiographers
Date Prepared/Updated:	21 October 2024

Position Purpose

As a key member of the Medical Imaging team, the Grade 4 General X-ray / Fluoroscopy and Theatre Radiographer acts as a role model in demonstrating advanced clinical knowledge and leadership skills in the field of General X-ray / Fluoroscopy and Theatre Radiography. They provide daily clinical leadership and supervision of the general modality areas to ensure high quality technical examinations, excellent patient care and efficient service delivery. They will lead the Medical Imaging service in skill and role expansion opportunities for Radiographers. They are an integral part of the radiology management team, assisting Chief Radiographers to ensure effective operation of the General X-ray / Fluoroscopy and Theatre Radiography 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 200,000 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 3 of the 4 Western Health campuses located at; Western Hospital Footscray, Sunshine Hospital (including the Joan Kirner Women's and Children's), and 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

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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.

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 the relevant professional bodies/industry standards.
- 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.
- Practice in accordance with AHPRA and MRPBA, guidelines.
- Ensure relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected.
- Complete Western Health mandatory competencies yearly or as requested.
- Audit and monitor Radiation doses to ensure the ALARA principle is followed.
- In conjunction with MI team members and Physicists implement strategies to lower Radiation dose.
- Implement and manage the service reject analysis for General X-ray images and DI values in line with image quality audits
- Support the General X-ray modality through peak periods of activity, through management of on the floor workflows
- Audit and monitor patient waiting times; implement strategies to ensure effective and efficient use of appointment availability within General X-ray / Fluoroscopy and Theatre Radiography.
- Ensure all Radiographers/Sonographers working in General X-ray / Fluoroscopy and Theatre operate within their scope of practice, and current level of competence at all times.
- Audit data entry by General X-ray / Fluoroscopy and Theatre Radiographers; implement strategies to achieve 100% accuracy of data entry.
- Audit Correct Patient Identification and "Time Out" by Radiographers (Sonographers) within General X-ray / Fluoroscopy and Theatre implement strategies to achieve 100% accuracy for Correct Patient Identification and "Time Out".
- Provide mentoring, training and education to trainee and junior Radiographers/ Sonographers.
- Follow Radiographer training plans and schedules as directed by Chief Radiographers and Tutor Radiographer for staff within General X-ray / Fluoroscopy and Theatre.
- Perform assessments and tasks for junior and student Radiographers as requested by Tutor Radiographer.
- Review Literature and Benchmark against other imaging providers to ensure WH current processes/ imaging protocols are in line with evidence based best practice.
- In consultation with Medical Service leads (Radiologists, Cardiologists and others) and colleagues- Review and Update Modality Imaging protocols annually.
- Maintain service schedules and ensure equipment undergoes required maintenance
- Present Annual Protocol review to MQM.
- Demonstrate Western Health Medical Imaging CARES values, and ensure valid consent at every patient interaction and ensure all staff working within Generals, Fluoroscopy and theatre do the same.
- Provide excellent patient communication by ensuring patients are kept informed of any delays to their scheduled appointment times.
- Develop a yearly learning plan to upskill and complete key objectives within that plan as part of your own performance development planning.
- Lead the Medical Imaging service in skill and role expansion by implementing an advanced skills/ advanced practice program for Radiographers
- Assist the Chief Radiographers to conduct annual performance discussion of your direct reports. Identify any individual skill gaps and develop individual plans of action for those direct reports.
- Deliver CPD presentations at the WHMI CPD.
- Ensure appropriate education and information resources are available for staff and patients.

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- Provide feedback to staff on their performance, including performance management and disciplinary processes.
- Assist the Chief Radiographers with the daily management of General X-ray / Fluoroscopy and Theatre across WHMI sites.
- Assist the Chief Radiographers in equipment purchase tender creation and evaluation when requested.
- Assist the Chief Radiographer in Recruitment processes.
- Conduct, and implement service improvement/ quality projects across General X-ray / Fluoroscopy and Theatre in accordance with Western Health quality project programme. Present Results at MQM
- Monitor and prioritise Administration Hours and training allocation for staff in General X-ray / Fluoroscopy and Theatre.
- Demonstrate, as an expert in their field a level of technical ability in the field of General X-ray / Fluoroscopy and Theatre imaging.
- Report adverse events affecting patients, staff and others.
- As required, and as fits credentialing and Scope of Practice - may be rostered to other modalities within WHMI.
- Perform any additional duties as requested by the Chief Radiographer

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/ Sonographer
- Radiologists
- Radiographers
- 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

- Bachelor of Radiation Science or equivalent recognised Degree.
- Hold a current Registration with AHPRA

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- Hold a current Radiation Use Licence with DHHS 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 evidence of undertaking professional development activities in response to perceived learning requirements
- 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
- Advanced Clinical skills in General X-ray / Fluoroscopy and Theatre Radiography
- Ability to work full rotating (24/7) roster with on-call duties as required.
- Ability to respond to urgent on-call/ recall within 30-40 mins after-hours.

Desirable

- Have at least 10 years post-graduate experience
- Membership of Professional Body
- Post graduate qualification or working towards such.
- Have a current IV cannulation certificate

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
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, 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

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

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

Employee's Signature: _____

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

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