

POSITION DESCRIPTION

Position Title:	Supervisor Radiographer – Satellite Emergency Department
Business Unit/Department:	Medical Imaging
Division:	Clinical Support & Specialists Clinics
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 4 – Year 1 to Year 4 (AF31 to AF34)
Reports To:	Chief Radiographer/s
Direct Reports:	Radiographers working within designates area
Date Prepared/Updated:	20 August 2025

Position Purpose

As a key member of the Medical Imaging team, the Satellite Emergency Department (ED) Supervisor Radiographer holds a critical leadership role between the Radiology and Emergency departments, responsible for overseeing quality assurance, safety governance, and driving innovation initiatives within the satellite ED imaging suite. 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 satellite ED Supervisor 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.

Our Vision

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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

Policies & Procedures:

- 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.
- 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.
- Contribute to the development of procedures and guidelines for radiographers consistent with Western Health policies, particularly with respect to culture, ethics and privacy requirements.

Quality Improvement:

- Ensure the ALARA principle is followed at all times by Radiographers working within the satellite ED imaging Suite.
- In conjunction with MI team members and Physicists implement strategies to lower Radiation dose as applicable.
- Contribute to a culture of openness and continuous improvement as a shared goal where every team member's input is valued.
- In conjunction with MDT within ED, and other relevant imaging modality leaders, review literature and benchmark against other imaging providers to ensure WH current processes/ imaging protocols are in line with evidence based best practice and optimal patient outcomes.
- Implement strategies to ensure effective and efficient use of resources.
- Undertake audits and activities as prescribed by WHMI Quality committee.
- Hold accountability for reporting, review and implementation of recommendations resulting from audits/research undertaken within WHMI.

Leadership & Management:

- Provide leadership and supervision of the radiographers in the satellite ED Suite. Ensure high standards in clinical practice, patient care, and Radiation safety compliance.
- Work with the multi-disciplinary team within ED to resolve capacity/ access issues for patients requiring imaging in ED.
- Ensure appropriate delegation and completion of key tasks for Radiographers within the satellite ED area.
- Effectively collaborate and communicate with other Grade 4 modality leads from US, CT and General xray to ensure continuity and consistency of service provision across all modalities and sites
- Lead and facilitate effective and comprehensive communication between all Radiographers rostered to satellite ED, and to colleagues who form part of the ED Multi- disciplinary team
- Manage the daily radiographer operations within the satellite ED area including workflow coordination, resource allocation and staff training where applicable.
- Provide guidance to rostering rules within the ED Suite when requested.
- Assist the Chief Radiographers and other key personnel to ensure the satellite ED area is fully compliant with all NSQHS and DIAS requirements.
- Assist the Chief Radiographers and Modality leads with managing equipment procurement and replacement programs as requested.

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- Monitor equipment service scheduling and performance, and 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.

Education & Training:

- Provide feedback to radiographers on site on their performance, including undertaking performance management and disciplinary processes as required.
- Assist the Chief Radiographers with the selection and recruitment of radiographers as requested.
- Ensure comprehensive orientation to the satellite ED area for all Radiographers rostered there.
- 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 in the satellite ED Suite operate within their scope of practice, and current level of competence at all times.
- Monitor training progression of all Radiographers staff within the ED suite and provide feedback as needed
- Where student Radiographers are rostered within satellite ED, ensure appropriate student assessments occur as per individual tertiary institution/s requirements.
- Lead and support radiographers in research activities and the preparation of presentations and publications.
- Provide mentoring, teaching, training and education to all radiographers and student radiographers within the satellite ED area.
- Deliver WHMI CPD presentations, or delegate presentations of such to appropriate individuals.
- Facilitate and support regular peer learning and continuing education activities within the satellite ED.
- Ensure appropriate education and information resources are available for staff and patients.
- Encourage positive responses to new ideas or change within teams/organisation.
- 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.

Clinical Duties:

- Credentialed to intermediate level across the range of examinations to be performed within the Satellite ED suite and credentialed to Expert/Advanced level in one of the modalities serviced within the satellite ED suite.
- Demonstrate advanced technical expertise and have a comprehensive understanding of the diagnostic impact of manipulating imaging parameters.

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

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

Desirable:

- Membership of Professional Body.
- Post graduate qualification 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

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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, Mental Health & Wellbeing Act 2023

- 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: _____

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