

POSITION DESCRIPTION

Position Title:	Radiographer
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 1 – Year 1 to Year 7 (AF4 to AF10)
Reports To:	Chief Radiographers
Direct Reports:	No Direct reports
Date Prepared/Updated:	1 July 2025

Position Purpose

As a valued member of the Medical Imaging team, the Grade 1 Radiographer holds relevant qualifications and works within their scope of practice and professional capabilities.

They are an integral member of the Medical Imaging team performing routine imaging, developing further competence, and seeking assistance from Senior Radiographers when dealing with matters they are unfamiliar with.

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; Western Hospital Footscray, Sunshine Hospital (including Joan Kirner Women's and Children's), Williamstown Hospital and Sunbury Community 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

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Patients – Employees – Community – Environment

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. • Develop a yearly Professional Development plan to upskill and complete key objectives within that plan as part of your own performance development planning. • Encourage positive responses to new ideas or change within teams/the organisation. • Demonstrate Western Health Medical Imaging CARES values and ensure valid consent at every patient interaction. • Provide excellent patient communication by ensuring patients are kept informed of any delays to their scheduled appointment times. • Report adverse events affecting patients, staff and others through RISKMAN • Work within scope of practice, and current level of competence at all times. • Assist Management and/or modality supervisor in quality improvement projects, Radiation Safety initiatives or auditing as requested. • Operate within current scope of practice, and level of competence/ credentialing at all times ○ Able to identify a range of simple pathologies in credentialed modalities and escalate appropriately ○ Stay current with emerging imaging technologies and practice, a growth mindset open to learning and development. ○ Model outstanding behavioural practices through leading by example in ethical and professional conduct. ○ Actively uphold WH Policies and Procedures that exist to create and support a positive workplace. ○ Create and support a safe working environment, speaks up about safety concerns • As required, and as fits credentialing and Scope of Practice - will be rostered across sites and modalities within WHMI. • Perform any additional duties as requested by the Senior and Chief Radiographers. 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/ Chief Sonographer • Radiologists • Radiographers • Sonographers • Clinical Educators • Nursing Staff • WHMI Quality Manager • Radiation Safety Officers • PACS Administrators • Administration Staff • Internal Referring Clinicians

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External: • External Referring Clinicians • External Organisations
Selection Criteria
Essential: • Bachelor of Radiation Science of 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 • 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 • Advanced skills in multiple modalities • 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: • 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 • 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, 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

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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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POSITION DESCRIPTION

Position Title:	Radiographer
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 2 – Year 1 to Year 5 (AG1 to CW5)
Reports To:	Chief Radiographers/Sonographer
Direct Reports:	No Direct reports
Date Prepared/Updated:	2 September 2025

Position Purpose
As a key member of the Medical Imaging team, the Grade 2 Radiographer is required to undertake additional responsibilities and/or demonstrates extensive or special knowledge, experience and competence in any of the specialist modalities. They are an integral member of the Medical Imaging team, assisting the Senior Radiographers/Sonographers and chief group to ensure effective and patient centred Imaging Services across Western Health Sites, 24 hours 7 days per week. They practice independently and may be responsible for supervising and training students, working night shifts, covering on call and supervising a section of the department.
Business Unit Overview
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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. • Develop a yearly Professional Development plan to upskill and complete key objectives within that plan as part of your own performance development planning. • Encourage positive responses to new ideas or change within teams/the organisation. • Demonstrate Western Health Medical Imaging CARES values and ensure valid consent at every patient interaction and encourage other staff to do the same. • Provide excellent patient communication by ensuring patients are kept informed of any delays to their scheduled appointment times. • Report adverse events affecting patients, staff and others through RISKMAN • Work within scope of practice, and current level of competence at all times. • Supervise and mentor student and Grade 1 Radiographers. • Support management and/or modality supervisor through involvement in quality improvement projects or auditing as delegated. • Demonstrate extensive or special knowledge, experience, and competence in any of the specialist modalities. ○ Able to identify a range of pathologies in credentialled modalities and escalate appropriately ○ Credentialed to perform a variety of specialised procedures/scans. ○ Able to make intermediate level protocol changes, on the fly to suit patient condition and presentation ○ Stay current with emerging imaging technologies and practices. ○ Model outstanding behavioural practices through leading by example in ethical and professional conduct. ○ Actively uphold WH Policies and Procedures that exist to create and support a positive workplace ○ Create and support a safe working environment, speaks up about safety concerns ○ Be the primary resource in the provision of Medical Imaging service during night shift rostering (Proactively engage in daily shift operations, including workflow coordination and triage of referrals to ensure efficient use of available resources) • Cover on-call/recall within designated scope of practice. • As required, and as fits credentialing and Scope of Practice - will be rostered across sites and modalities within WHMI. • Perform any additional duties as requested by the Senior and Chief Radiographers. 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/ Chief Sonographer • Radiologists • Radiographers • Sonographers

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- Clinical Educators
- Nursing Staff
- 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 of 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
- 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
- Demonstrated extensive or special knowledge, experience and competence in a specialist modality or area of additional responsibility
- 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:

- 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
- 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

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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, 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
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Employee's Name: _____

Employee's Signature: _____ Date: _____

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