



“Healthy People, Healthy Families, Healthy Communities”

Role Description

Position: Medical Imaging Technologist MRI

Reports to: Charge MIT MRI

Date: 1 March 2019

Organisational Context

Hutt Valley DHB serves a mainly urban population of around 148,000. Hutt Hospital has approximately 300 beds and provides most secondary services, as well as being the centre for regional plastic, maxillofacial and burns services, the regional rheumatology and school dental services and the greater Wellington public health and breast screening services.

Hutt Valley DHB's mission is 'healthy people, healthy families, healthy communities', and our priorities include collective leadership, working with our neighbours, focusing on quality, financial sustainability, and working with primary care to advance projects that address long term conditions, high needs populations, inequalities, and avoidable admissions to hospital.

Purpose of Role

This position is to assist the Hutt Hospital Radiology Manager MIT with the provision of a high quality patient focused MRI service at Hutt Valley District Health Board.

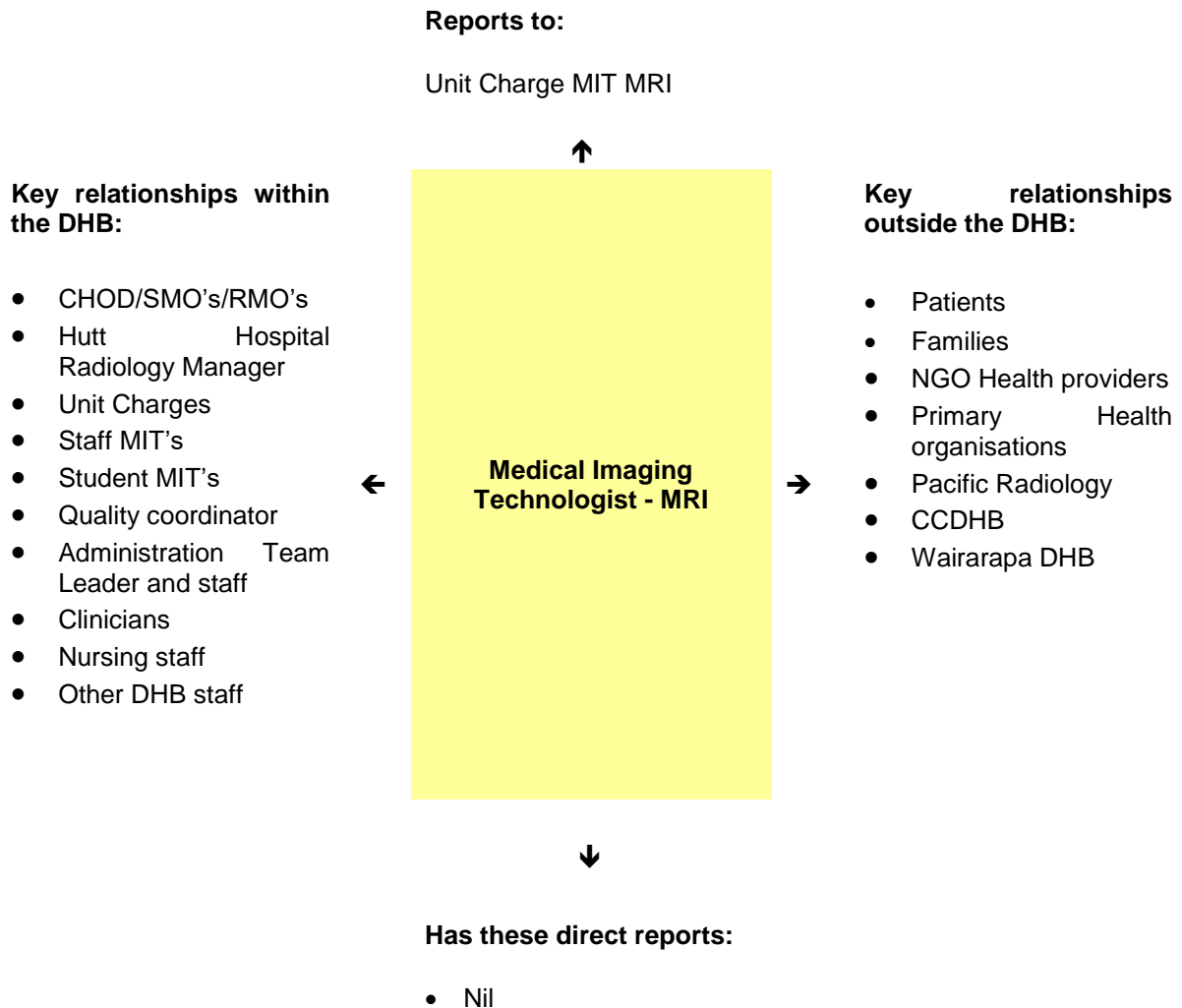
Scope and Focus of Role

The Medical Imaging Technologist MRI

- Provides support for all Hutt Hospital Radiology staff to enable high quality service delivery across the DHB.
- Supports the establishment of a culture of continuous improvement that links Hutt Hospital Radiology service activities to overall hospital operational strategies.
- Fosters excellence in operational standards and professional conduct for the Service.

- Supports new and innovative ideas which improve patient experience and outcomes.
- Identifies emerging issues, risks, threats and opportunities early and mitigates these.

Key Working Relationships



Key Accountabilities

NOTES:

The following role accountabilities may evolve with business developments, and there may be other duties, relevant to your area of work, that will be required to be performed from time to time.

The following expected results are provided as a guide for performance standards. The annual performance plan and measurements will be discussed and agreed between the position holder and manager as part of annual performance planning and development.

Accountability Area	Responsibility
<p>Coordinate and supervise the MRI services in the absence of the charge MIT</p>	<ul style="list-style-type: none"> • The overall service offered is effective, efficient, timely and safe • Systems are in place to ensure duties/ tasks completed • Adequate normal & out of normal working hours covered is ensured as appropriate • Patients are treated with respect and sensitivity for their well being, comfort & privacy when in this area • Patient bookings are made and the system is modified to meet changes in demand
<p>Training staff working in this area regarding equipment use</p>	<ul style="list-style-type: none"> • To actively be involved in the training of MRI MIT trainees providing professional expertise and knowledge so to develop the skills of the trainee • Bring any concerns to the attention of the Unit Charge MRI • MIT students will be supervised & evaluated in accordance with Polytechnic guidelines when they are rostered in this area • Give tutorials/ lectures on specific techniques as requested
<p>Responsible for maintaining protocol records for procedures performed within the MRI department</p>	<ul style="list-style-type: none"> • Liaise with the Radiologist responsible for MRI regarding changes in examination protocols and standards for procedures • Quality Assurance programme is maintained in modality
<p>Patient care</p>	<ul style="list-style-type: none"> • Ensure patient care standards are optimal • Maintain a safe working environment at all times • Ensure examination room is always clean and tidy • Ensure patient remains comfortable at all times while in Radiology
<p>The equipment in the MRI unit is used safely within recognised recommendations</p>	<ul style="list-style-type: none"> • Possess a superior working knowledge of all equipment in modality • Ensure preventative maintenance programme is adhered to • Ensure 'break downs' are reported immediately and action take immediately • All staff working in the unit will be trained in safe working procedures in this area • Supervision & oversight to maintain high standards of expertise for rostered MRI MITs
<p>Maintaining a high degree of personal expertise and professionalism</p>	<ul style="list-style-type: none"> • Compliance with Health Practitioners Competence Assurance Act 2003 • Assume responsibility for professional and personal development for self and staff • Compliance with CSP5 • Compliance with MRT Board Code of Ethics • Display a superior level of knowledge of current

	<p>professional practice and developments</p> <ul style="list-style-type: none">• Build and maintain links with colleagues/ peers and external agencies as required• Maintain patient privacy and confidentiality at all times• Participation in annual performance review and achieving performance goals• Knowledge and compliance with all governing legislation• Maintain a superior level of knowledge of current best practice
Communication	<ul style="list-style-type: none">• All communication is clear, effective and appropriate• Attend and actively participate in meetings and other forums as required
Supplies	<ul style="list-style-type: none">• Ensure all necessary supplies are held and ordered
Support General radiography service	<ul style="list-style-type: none">• Displays competence in the full operation of all general radiographic equipment, its care and maintenance• Demonstrates flexibility and willingness to relieve in the general radiology service where necessary
Other duties	<ul style="list-style-type: none">• Perform other duties relevant to the position as may from time to time be required by the Radiology Service Manager

Person Specification

Leading and Motivating:

- Articulates a compelling vision for their part of the organisation.
- Motivates and inspires staff to always do their best.
- Promotes a positive attitude towards change.
- Encourages teamwork and co-operation between staff.
- Promotes and models a strong customer focus.

Managing People:

- Makes sure staff know what is expected of them.
- Communicates often with staff about their performance and progress.
- Personally put time into coaching and mentoring staff.
- Gives staff the opportunities and freedom to develop.

Communication:

- Promotes a credible image and inspires confidence.
- Actively shares information, ideas and experience with others.
- Works to building trusting relationships with customers and key stakeholders.
- Communicates sensitive messages or disagreements with tact and diplomacy.
- Treats people with respect and courtesy.
- Brings conflict into the open and facilitates resolution.
- Encourages the expression of differing and opposing views.

Business Decision-Making:

- Confronts problems early, before they get out of hand.
- Takes a stand and resolves important issues in the absence of Charge MIT-MRI.
- Makes tough, pragmatic decisions when necessary in the absence of the Charge MIT-MRI.
- Reads the situation and looks at problems from many angles before making decisions.

Taking Accountability:

- Takes personal responsibility for making things happen.
- Reinforces Hutt Valley DHB values with others and leads by example.
- Supports and advocates Hutt Valley DHB's position on all issues.
- Demonstrates personal ownership of decisions made by the management team.
- Acts ethically and with integrity.
- Is open and honest with others.
- Actively pursues self-learning and development.

Technical Expertise:

- To have a post graduate qualification in MRI (or working towards one), or be registered with the Medical Radiation Technologist Board as an MRI MIT.
- Knowledge and confidence in profession and own professional role.
- Competent using computer.
- Is prepared to and has the ability to learn new web based clinical applications, e.g., IBA, Concerto, Comrad, RIS/PACS, required for the role. Undertakes training if required.

Health & Safety

- Displays commitment through actively supporting all health and safety initiatives.
- Ensures all staff maintain adequate safety standards on the job through consultation, training and supervision.
- Ensures own and others safety at all times.
- Complies with policies, procedures and safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion.
- Is involved in health and safety through participation and consultation.

Nga Take Maori

- Shows an awareness of, and commitment to, the principles of Te Tiriti o Waitangi
- Demonstrates knowledge of Maoritanga and its relevance to work practices and service delivery.
- Includes aspects of Maoritanga into work/organisational practices
- Creates and sustains an environment that promotes biculturalism and responsiveness to Maori issues

Date Effective:

Manager's Signature:

Employee's Signature:
