# Position Description

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| **Position** | **Medical Imaging Technologist (MIT)** |
| **Team / Service** | Regional Screening Services / Breast Centre |
| **Directorate** | Hospital Operations |
| **District** | Capital, Coast & Hutt Valley and Wairarapa Districts |
| **Responsible to** | Lead Medical Imaging Technologist (Lead MIT), BSC-Hutt |
| **Children’s Act 2014** | This position is classified as a children’s worker, requiring a safety check including police vetting before commencing and every three years |
| **Location** | This position is expected to work from the Wellington CBD Breast Screening Site |

# Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

# Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

* provide secondary and tertiary, medical and surgical hospital services alongside community based health care
* fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
* deliver health services directly as well as contracting external providers
* provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district’s population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region’s main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

# Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

**Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

**Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

**Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

**Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

# The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

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| **Hutt Valley** | **Capital and Coast** |
| Vision Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another. | Vision Keeping our community healthy and well |
| Mission Working together for health and wellbeing. | Mission Together, Improve the Health and Independence of the People of the District |
| Ō mātou uara – Values Mahi Pai ‘Can do’: Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best | Value Manaakitanga – Respect, caring, kindness Kotahitanga – Connection, unity, equity  Rangatiratanga – Autonomy, integrity, excellence |

# District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

# Team/Service Perspective

The Regional Screening Service serves a mainly urban population of around 142,000. 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.

The Capital, Coast and Hutt Valley District - Hutt Valley 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 the role

To provide high quality mammography and assessment services for Breastscreen Central, Regional Screening

Services/Breast Centre.

# Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

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| Key accountabilities | Deliverables / Outcomes |
| 1. **To provide a high standard of image quality for mammographic services in the Breast Centre** |  Practise mammography within the agreed standards for Medical Radiation Technology as per BSA National  Quality and Policy Standards (NPQS).   Ensure clients/patients experience maximum acceptability and minimal anxiety and discomfort during  screening and diagnostic processes.   Every reasonable effort is made to ensure that the clients/patients remain comfortable at all times.   Provide service to all clients/patients that is culturally appropriate.   Demonstrate ability to work under pressure with high volume mammography. |
| 1. **Actively participates in quality improvement** |  Display competence in the full operation of all radiographic equipment, its care and maintenance.   Demonstrate comprehensive knowledge of operating techniques by complying with recommended  procedures and NRL Code of Safe Practice.   Ensure equipment faults are reported to the Lead/Charge MIT or nominated deputy for remedial action.   Minimise unnecessary radiation of clients/patients, visitors and staff.   Personal radiation monitoring readings from NRL will be below the safe dose.   Demonstrate knowledge of the service Quality Plan.   Participate in service audits for BSA and HVDHB.   Report and document all non-conformance incidents/events in a timely manner to Team Leader.   Identify opportunities for innovation and improvement. |
| 1. **To ensure a flexible service that provides a high standard of care to clients/patients** |  Demonstrates flexibility in working hours – some evenings and weekends will be expected on a rotational  basis.   Participates in roster on mobile screening unit, including required overnight stays.   Willingly covers staff absences at subcontractor sites if requested |
| 1. **Client/Patient dignity and privacy will be maintained** |  Ensure clients’ and patients’ right to privacy is respected in all situations and confidentiality is maintained at  all times.   Demonstrate understanding of the Privacy Act and the Health and Disability Commission (HDC) Code of  Patient’s Rights.   Provide a welcoming and friendly environment for those accessing the service. |
| 1. **Communication / Team Work** | Builds and participates in collaborative relationships to accomplish work goals   Treats team members with dignity, respect and honesty   Recognises and appreciates the contributions of others   Offers and accepts assistance as needed   Actively participates in and contributes to department goals and activities   Liaises with staff of the Breast Centre and supports them with their role as required to provide a well  organised, efficient and client focused service.   Displays flexibility to provide cover and support for colleagues as necessary.   Displays a professional approach when dealing with patients/clients, communicating clearly and effectively.   Regularly checks emails to ensure all communication is received in a timely manner.   Attends and participates in staff meetings and decision making where appropriate. |
| 1. **Personal and Professional Development** | Maintain and update own knowledge and skills required for role.   Display a sound working knowledge of current professional practices and developments.   Maintains current Annual Practicing Certificate (APC) and a record of all CPD activities   Assist in the training of new MIT’s and assistants, assuming responsibility where needed.   Display a willingness to impart appropriate and accurate knowledge to others.   Comply with relevant legislative requirements.   Participate in own performance appraisal.   Peer review. |
| 1. **Information Technology** | Demonstrate ability and working knowledge of commonly used computer packages.   Develop and maintain a working knowledge of Breast Centre databases |
| 1. **Health and Safety** | Display commitment through actively supporting all health and safety initiatives.   Ensure all staff maintain adequate safety standards on the job through consultation, training and  supervision.   Ensure own and others safety at all times.   Comply with policies, procedures and safe systems of work.   Report all incidents/accidents, including near misses in a timely fashion. |
| 1. **Treaty of Waitangi** |  Service activity, development and implementation is undertaken in accordance with the provisions of the  Treaty of Waitangi – partnership, protection and participation.   Consultation is undertaken with appropriate Maori communities |
| 1. **General Accountabilities:** |  Maintain a strict sense of professional ethics, confidentiality and privacy and abide by the DHB’s Code of  Conduct   Respond to the changing needs of the DHB, performing other tasks as required   Champion equality and diversity in the workplace including the Treaty of Waitangi. |

# Key Relationships & Authorities

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|  |  | **Reports to:**   * Lead MIT |  |  |
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| **Internal Stakeholders**   * Other 2DHB staff as required   Within the DHB   Operations Manager of Regional Screening and Symptomatic Services   Clinical Director of Breast Screening Services/Breast Centre   Breast Screening Services Staff   Breast Surgeons   Radiologists Screening Services   Radiologists Symptomatic Services   Radiology and all other HVDHB Staff | 🡸 | Medical Imaging Technologist | 🡺 | **External Stakeholders:**   * Breast Screen Aotearoa    Other District Health Boards   Pacific Radiology Ltd. Staff |
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|  | **Direct reports:**   * No Direct Reports | | |  |

# Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

**Fit with HVDHB Values:**

 Works with community groups, other providers and agencies.

 Is professional in dealings with others.

 Demonstrates respect for other staff, clients and community group members.

 Keeps information (e.g. about clients and/or staff) confidential.

 Is receptive to caring for the community.

 Is receptive to caring for colleagues.

 Works in a team environment.

 Factors safety issues into day-to-day work.

 Respects and values the rights of individuals

 Applies the principles of the Treaty of Waitangi to aspects of their job.

 Has a positive attitude towards Maori issues

| **Competency** | **Behaviours** |
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| **Interpersonal Skills** |  Personable and friendly, relates well to most people. Builds an effective level of rapport with people  within a short period of time.   Reads situations effectively, and tailors their responses to reflect the needs of the situation.   Effectively communicates in situations requiring tact and diplomacy.   Able to communicate complex and involved (e.g. technical, medical) ideas to others.   Provide a high level of communication and client service delivery by supporting the women through  the screening pathway.   Explain purpose and process of procedure to clients in clear, concise language while ensuring client  confidentiality and privacy is maintained at all times   Liaise with staff of the Breast Centre and support them with their role as required to provide a well  organised, efficient and client focused service.   Participates appropriately in staff meetings.   Actively participate in Service Development/Coaching in the Breast Centre. |
| **Written Communication Skills:** |  Excellent communication skills, both written and verbal.   Strong attention to detail.   Data is entered into Breast Centre data bases in an accurate and timely manner, along with other  appropriate documentation and records.   Can communicate with people from a wide range of backgrounds (e.g. team members, internal groups,  patients/clients, etc.).   Pitch, style, and tone of message is appropriate for context and purpose required. |
| **Technical Expertise:** |  Computer literate.   Working knowledge of Microsoft   Full drivers licence and ideally able to drive a manual car.   Commitment to women’s health.   Experience in the health care sector would be an advantage. |
| **Excellence Focus:** |  Sets specific goals and targets for themselves   Is focused on delivering services to a high standard   Is self-motivated to reach goals and improve efficiency   Adapts readily to changes at work   Able to manage time competently, demonstrated by effective prioritisation of tasks and the ability  to meet changing work pressures and deadlines.   Works efficiently through good personal work habits   Has good organisational and process skills |
| **Problem-Solving:** |  Able to apply guidelines and policy to routine and new situations   Able to see more than one aspect of a situation, remaining objective and dealing with the facts  (although may require assistance when dealing with issues that are unfamiliar/complex).   Uses common sense and past experiences to identify and solve problems. Learns from experience.   Considers the wider implications of actions and decisions and is aware that this reflects on the DHB   Able to apply guidelines and policy to common or routine situations   Avoids jumping to conclusions - checks the facts before making a decision.   Can see how what they are doing contributes to the bigger picture   Able to escalate issues in a timely and appropriate manner |

# Experience and Capability

## Essential qualifications, skills and experience

1. **Essential Professional Qualifications / Accreditations / Registrations:**

 Hold a Post Graduate Certificate in Mammography or equivalent as per NP&QS.

 Hold current practicing certificate and Registration with the New Zealand Medical Radiation Technologists

Board (MRTB)

 Has up to date and relevant CPD portfolio

 Hold current full drivers licence and is expected to share driving to off-site locations for work purposes

**Ma tini, ma mano, ka rapa te whai  
By joining together we will succeed**

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.