

Position Description



REGIONAL SCREENING AND SYMPTOMATIC SERVICES

Position:	Medical Radiation Technologist (MRT) Trainee Mammographer
Vulnerable Children Act:	This position is NOT a children's worker under the Vulnerable Children Act
Group/Service:	Regional Screening Services / Breast Centre
Reports to:	Lead Medical Radiation Technologist (MRT)
Direct Reports	Nil
Location:	Breast Centre / Hutt Valley DHB
Approved by:	Service Manager

Organisational Context

Hutt Valley District Health Board (DHB) is one of 20 DHBs in New Zealand responsible for providing, or funding the provision of, health services in their district. Hutt Valley DHB works to improve, promote and protect the health of the people living in the Hutt Valley and takes the lead in planning, funding and providing public health services for them, regardless of where their services are provided. Hutt Valley District Health Board has an executive leadership team and is governed by a board of members. It was founded in 2001 and employs around 2,400 staff, with many based at Hutt Hospital's campus.

Hutt Valley DHB serves a mainly urban population of around 140,000. Secondary care facilities are located at Hutt Hospital in Lower Hutt with around 270 beds. In addition, Hutt Valley DHB is the centre for five tertiary/regional and sub-regional services - Plastic, Maxillofacial and Burns Services; Rheumatology; School Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Hutt Valley DHB Vision:

"Healthy People, Healthy Families, Healthy Communities"

Hutt Valley DHB Mission:

Working together for health and wellbeing - a commitment to a cooperative way of working; staff working cooperatively, working in collaboration with the people and organisations we fund, working with organisations from other sectors and working within our community.

Hutt Valley DHB Values:

ALWAYS CARING

Always caring – respectful, kind and helpful

CAN DO

Can-do – positive, learning and growing and appreciative

IN PARTNERSHIP

In Partnership – welcoming, listens, communicates and involves

BEING OUR BEST

Being our Best – innovating, professional and safe.

Hutt Valley DHB Goals:

The strategic goals of the HVDHB are the 'Triple Aim plus One': Improved population health outcomes, including reduced inequalities; improved patient journeys through our health system; best value for money from our resources; and building a thriving organisation.

Role purpose

To undertake the post-graduate certificate in mammography.

To provide high quality mammography and assessment services for BreastScreen Central and the Breast Centre.

Key working relationships

Within the DHB

- Radiologists
- Service Manager of Regional Screening and Symptomatic Services
- Other MRTs
- Student MRTs
- MRT assistants
- Breast care nurses
- Administration staff
- Regional Screening Services Staff
- Other hospital staff

Externally

- Pacific Radiology Group??

Key accountabilities and outcomes

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.

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 experience maximum acceptability and minimal anxiety and discomfort during screening and diagnostic processes.
- Provide service to all women that is culturally appropriate.
- Demonstrate ability to work under pressure with high volume mammography.

Has excellent working knowledge of all aspects of the operation of all and radiographic equipment.

- Display competence in the full operation of all radiographic equipment, its care and maintenance.
- Equipment faults are reported to the Lead MRT or nominated deputy for remedial action.
- Minimise unnecessary radiation of women, visitors and staff.
- Personal radiation monitoring readings from NRL will be below the safe dose.
- Demonstrate comprehensive knowledge of operating techniques by complying with recommended procedures and NRL Code of Safe Practice.

To ensure a flexible service that provides a high standard of care to women.

- Every reasonable effort is made to ensure that the women remain comfortable at all times.
- Able to provide some flexibility in working hours.
- Able to rotate on mobile screening unit (this can include some overnight stays). N.B only when training is complete
- Able to cover for staff absences at Sub contractor sites if requested,
N.B only when training is complete

Women's dignity and privacy will be maintained

- Ensure women's 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 women accessing the service.

Personal and Professional Development

- Attain Post Graduate Certificate in Mammography within 2 years of commencement with BSA as outlined in NP&QS.
- Maintain and updates knowledge and skill required for role.
- Display a sound working knowledge of current professional practices and developments. Is registered in a CPD programme as outlined in the HPCA.
- Comply with relevant legislative requirements.
- Participate in own performance appraisal.

Information Technology

- Demonstrate ability and working knowledge of commonly used computer packages.
- Develop and maintain a working knowledge of Breast Centre data bases.

Communication/ Teamwork

- Provide a high level of communication and client service delivery by supporting the women through the screening pathway.
- Liaise with staff of the Breast Centre and support them with their role as required to provide a well organised, efficient and women focused service.
- Display flexibility to provide cover and support for colleagues as necessary.
- Regularly check emails to ensure all communications are received in a timely manner.
- Attend and participate in staff meetings.
- Actively participate in Service Development/Coaching in the Breast Centre.
- Explain purpose and process of procedure to clients in clear concise language ensuring client confidentiality and privacy are maintained at all times.
- Accurate and timely entering of all data into data bases and other appropriate documentation and records.

Quality

- 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

Health and Safety

- Display commitment through actively supporting all Health and Safety initiatives.
- Ensure own and others safety at all times.
- Ensure a safe working environment is maintained at all times, leaving the examination rooms clean and tidy and free from clutter.
- Comply with policies, procedures and safe systems of work.
- Report all incidents/accidents, including near misses in a timely fashion.
- Be involved in Health and Safety through participation and consultation.

Treaty of Waitangi

- Ensure service activity, development and implementation is undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection and participation.
- Ensure consultation is undertaken with appropriate Maori communities.

Competencies

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

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.
- Able to identify and proactively manage tension between people.

Written Communication Skills:

- Excellent communication skills, both written and verbal.
- Strong attention to detail.
- Assist with internal reports.
- Type letters i.e. to individual clients/customers about non-routine/sensitive issues, for management
- Able to take meeting minutes.
- Can communicate with people from a wide range of backgrounds (e.g. team members, internal groups, patients/clients, etc.).

- Pitch, style, tone and couching of message is appropriate for context and purpose required.

Technical Expertise:

- Understands the key frameworks/clinical practices in their areas of expertise, their application and limitations.

Excellence Focus:

- Sets specific goals and targets for themselves.
- 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.
- Knows when to hand over to someone else.
- Uses common sense to identify and solve problems.
- Can see how what they are doing contributes to the bigger picture.
- Able to work under pressure and manage fluctuating workloads.
- Able to problem solve and provide workable cost efficient solutions.

Role specifications

- Registration with the New Zealand Medical Radiation Technologists Board
- Current practicing certificate
- Enrolment for a Post Graduate Certificate in Mammography
- Current drivers licence
- Computer competent

Date Effective:

Manager's Signature:

Employee's Signature:

Our shared values and behaviours @ Hutt Valley DHB

ALWAYS CARING		WE WILL...	WE WON'T...
Respectful		<ul style="list-style-type: none"> Value differences, treat everyone as an individual Protect people's privacy and dignity. Be culturally safe Respect other people's time 	<ul style="list-style-type: none"> Disrespect people, their views or culture Disrespect privacy, gossip, talk behind people's backs Waste people's time, keep people waiting unnecessarily
Kind		<ul style="list-style-type: none"> Show kindness, empathy and compassion for others Be mana enhancing in every contact with every person 	<ul style="list-style-type: none"> Be rude, aggressive, shout, intimidate or bully Be abrupt, belittling, or create stress and anxiety
Helpful		<ul style="list-style-type: none"> Be supportive and attentive to the needs of others Be willing to go the extra mile to make a difference 	<ul style="list-style-type: none"> Fail to take notice and leave others to struggle Resist looking for ways to make things better for others
CAN DO			
Positive		<ul style="list-style-type: none"> Bring a positive attitude to work Encourage and enable others Look for solutions, have an 'it's up to us' attitude 	<ul style="list-style-type: none"> Be grumpy, moaning, moody, have a negative attitude Complain but not act to change things
Learning and growing		<ul style="list-style-type: none"> Always learn and develop ourselves & others Seek out, welcome and give feedback to others 	<ul style="list-style-type: none"> Be closed to new ideas and restrict development Reject feedback from others, give a 'telling off'
Appreciative		<ul style="list-style-type: none"> Say 'thank you' and value people's contributions Share and celebrate success and achievements 	<ul style="list-style-type: none"> Nit pick, criticise, undermine or pass blame Make people feel undervalued or inadequate
IN PARTNERSHIP			
Welcoming		<ul style="list-style-type: none"> Be welcoming, friendly, smile, introduce ourselves Acknowledge people 	<ul style="list-style-type: none"> Be closed, cold, make people feel a nuisance Ignore people
Listens		<ul style="list-style-type: none"> Listen to people, hear and value their views Take time to answer questions and to clarify 	<ul style="list-style-type: none"> 'Tell', dictate to others and dismiss their views Fail to allow time for / value people's questions
Communicates		<ul style="list-style-type: none"> Explain clearly in ways people can understand Update people on what's happening now and next 	<ul style="list-style-type: none"> Use language / jargon people don't understand Leave people not knowing what's happening
Involves		<ul style="list-style-type: none"> Trust others and act to create trust in ourselves Involve people in decisions that affect them 	<ul style="list-style-type: none"> Be judgmental, make assumptions, ignore people Exclude people, withhold info, micromanage
BEING OUR BEST			
Innovating		<ul style="list-style-type: none"> Look for new and better ways to do things Be curious and courageous, embracing change 	<ul style="list-style-type: none"> Be resistant to exploring new ideas and ways of working Criticise or ignore others with different ways of thinking
Professional		<ul style="list-style-type: none"> Be calm, patient and make time for people Take responsibility and be reliable, accountable, honest 	<ul style="list-style-type: none"> Rush, come across as 'too busy' Say it's 'not my job' and pass work to others
Safe		<ul style="list-style-type: none"> Consistently follow agreed best-practice Speak up whenever we have a concern 	<ul style="list-style-type: none"> Cut corners and not follow best practice 'Walk past' safety concerns or poor behaviour