

Position Description



Position:	Medical Imaging Technologist (MIT) – Radiology
Vulnerable Children Act:	This position is a Core Children’s worker under the VCA & requires full safety checks completed before any new employment starts
Group/Service:	Radiology Department, Medical & Acute Service
Reports to:	Charge MIT General and/or Charge MIT CT
Direct Reports	Nil
Location:	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 148,000. Secondary care facilities are located at Hutt Hospital in Lower Hutt with around 300 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.

POSITION TITLE

Medical Imaging Technologist

ROLE PURPOSE

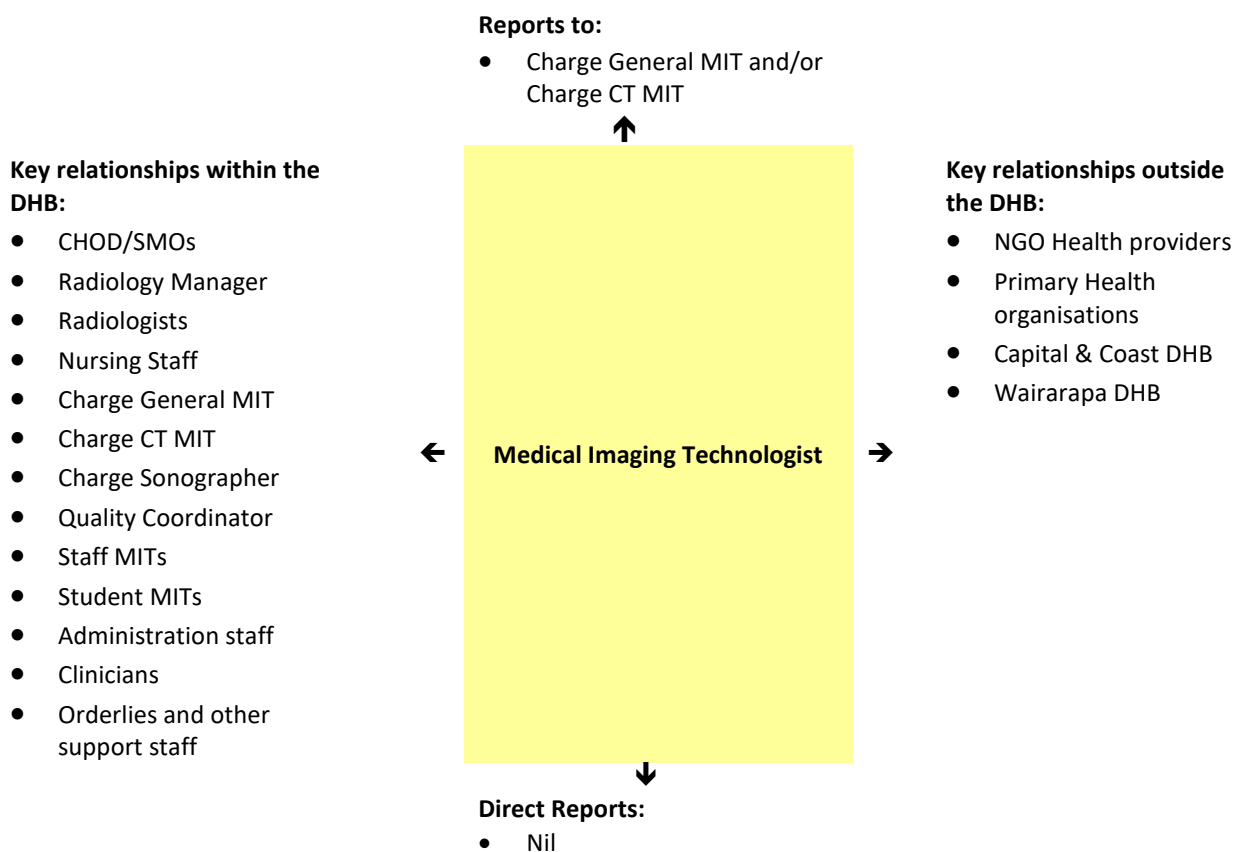
This position is to assist the Charge MIT with the provision of a high quality patient focused service at Hutt Hospital Radiology, Hutt Valley District Health Board.

Scope and Focus of Role

The General MIT:

- 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 AND OUTCOMES

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.

General Accountabilities

- Ensure that your health and safety practice meets the requirements of health and safety at work legislation, applies the DHB's policies and processes and contributes to a culture of safe practice
- 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

Competency	Elements
Operate all Imaging equipment and its care and maintenance	<ul style="list-style-type: none"> • Displays competence in the full operation of all imaging equipment, its care and maintenance • Equipment faults are reported to the nominated deputy or service manager for repair • Breakdowns are minimised
To ensure safe operating techniques	<ul style="list-style-type: none"> • Minimise unnecessary radiation of patients, visitors and staff. • Personal radiation monitoring readings from NRL will be below the safe dose. • Demonstrates comprehensive knowledge of operating techniques by complying with recommended procedures and NRL Code of Safe Practice • Comply with all department and organisation policies and protocols
To ensure patient care is of a high standard	<ul style="list-style-type: none"> • A safe working environment is maintained at all times, leaving the examination rooms clean and tidy and free from clutter • Every reasonable effort is made to ensure that the patient remains comfortable at all times • Patient reactions to any treatment are monitored and recorded • Appropriate staff are notified as necessary, firstly with a Nurse or Radiologist and necessary documentation is completed • Complaints from staff or patients reported in a timely manner
To produce radiographic images of a high standard	<ul style="list-style-type: none"> • Produce diagnostically readable images of a high standard for radiological reporting • Uses own knowledge and experience to apply the most appropriate radiographic examination for diagnostic purposes
To display a high degree of professionalism	<ul style="list-style-type: none"> • Displays a sound working knowledge of current professional practices and developments. This is achieved by reading relevant journals and texts, attending meetings and in-service educational sessions, consulting with colleagues and liaising with external agencies • Assisting in the training of student MITs assuming responsibility where needed. Displays a willingness to impart sound and accurate knowledge to students • Complies with relevant legislative requirements – holds a current practicing certificate and liaises with Senior General MIT to maintain CPD
Appropriate communication and interpersonal skills are used	<ul style="list-style-type: none"> • Liaises with staff of radiology and other departments and disciplines as required to provide a well organised, efficient and client focused service to patients • Displays a professional approach when dealing with patients and other staff, communicating clearly and effectively • Attending and participating in staff meetings • Explains purpose and process of procedure in clear concise language ensuring client confidentiality and privacy are maintained at all times • Uses correct documentation where appropriate • Accurate and timely record keeping is done, correctly entering all data into computer or other appropriate records

To ensure coverage for all shifts	<ul style="list-style-type: none"> • To participate fully in MIT shift roster • Must be able to work after hours without other radiographic assistance • Demonstrates flexibility and willingness to relieve in other areas where necessary. Demonstrates knowledge of all equipment and procedures in rotating areas to allow for smooth department running, during and after hours
To ensure the working environment is maintained in a safe and workable state.	<ul style="list-style-type: none"> • Linen is changed as per department protocols • Supplies are restocked as necessary. The need for reordering of supplies is anticipated and notified to the appropriate person • Safe hygiene practices are demonstrated by complying with protocols for machine and equipment cleaning as well as effective hand washing
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 Manager and Charge MIT

PERSONAL SPECIFICATION

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. Brings conflict into the open and facilitates resolution
- Ability to work in a multidisciplinary team
- Professional approach in dealing with patients and other staff
- Treats people with respect and courtesy

Written Communication Skills

- Has sound written communication skills
- Has basic computer skills

Excellence Focus

- Strive for excellence in everything we do
- Sets specific goals and targets for themselves
- Works efficiently through good personal work habits
- Open to changing technology and techniques
- Proactively manages conflicting demands of time
- Able to be assertive and stand firm on issues when appropriate
- Open to feedback about own strengths and weaknesses, and suggestions for improvement

Problem Solving

- Uses common sense and past experiences to identify and solve problems. Learns from experience
- Able to make sense of a wide range of information
- Is logical when thinking through issues
- Able to apply guidelines and policy to common or routine situations
- Able to problem solve and adapt radiographic skills to suit varying situations

Technical Expertise

- Relevant Diagnostic Medical Imaging Technologist qualification
- Current registration and practicing certificate with Medical Imaging Technologists Board
- Current CPD in line with appropriate professional standards
- Well-developed general radiographic skills including emergency, ward, outpatient, theatre and mobile work
- Ability to work with a range of radiographic equipment

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

Health and Safety

- Displays commitment through actively supporting all health and safety initiatives
- Ensures all staff maintains 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

Date Effective:

Manager's Name &
Signature:

Employee's Name &
Signature:

Our shared values and behaviours @ Hutt Valley DHB

WE WILL...		WE WON'T...
ALWAYS CARING		
Respectful	<ul style="list-style-type: none">Value differences, treat everyone as an individualProtect people's privacy and dignity. Be culturally safeRespect other people's time	<ul style="list-style-type: none">Disrespect people, their views or cultureDisrespect privacy, gossip, talk behind people's backsWaste people's time, keep people waiting unnecessarily
Kind	<ul style="list-style-type: none">Show kindness, empathy and compassion for othersBe mana enhancing in every contact with every person	<ul style="list-style-type: none">Be rude, aggressive, shout, intimidate or bullyBe abrupt, belittling, or create stress and anxiety
Helpful	<ul style="list-style-type: none">Be supportive and attentive to the needs of othersBe willing to go the extra mile to make a difference	<ul style="list-style-type: none">Fail to take notice and leave others to struggleResist looking for ways to make things better for others
CAN DO		
Positive	<ul style="list-style-type: none">Bring a positive attitude to workEncourage and enable othersLook for solutions, have an 'it's up to us' attitude	<ul style="list-style-type: none">Be grumpy, moaning, moody, have a negative attitudeComplain but not act to change things
Learning and growing	<ul style="list-style-type: none">Always learn and develop ourselves & othersSeek out, welcome and give feedback to others	<ul style="list-style-type: none">Be closed to new ideas and restrict developmentReject feedback from others, give a 'telling off'
Appreciative	<ul style="list-style-type: none">Say 'thank you' and value people's contributionsShare and celebrate success and achievements	<ul style="list-style-type: none">Nit pick, criticise, undermine or pass blameMake people feel undervalued or inadequate
IN PARTNERSHIP		
Welcoming	<ul style="list-style-type: none">Be welcoming, friendly, smile, introduce ourselvesAcknowledge people	<ul style="list-style-type: none">Be closed, cold, make people feel a nuisanceIgnore people
Listens	<ul style="list-style-type: none">Listen to people, hear and value their viewsTake time to answer questions and to clarify	<ul style="list-style-type: none">'Tell', dictate to others and dismiss their viewsFail to allow time for / value people's questions
Communicates	<ul style="list-style-type: none">Explain clearly in ways people can understandUpdate people on what's happening now and next	<ul style="list-style-type: none">Use language / jargon people don't understandLeave people not knowing what's happening
Involves	<ul style="list-style-type: none">Trust others and act to create trust in ourselvesInvolve people in decisions that affect them	<ul style="list-style-type: none">Be judgmental, make assumptions, ignore peopleExclude people, withhold info, micromanage
BEING OUR BEST		
Innovating	<ul style="list-style-type: none">Look for new and better ways to do thingsBe curious and courageous, embracing change	<ul style="list-style-type: none">Be resistant to exploring new ideas and ways of workingCriticise or ignore others with different ways of thinking
Professional	<ul style="list-style-type: none">Be calm, patient and make time for peopleTake 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-practiceSpeak 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