

## Position Description

<b>Position</b>	<b>Medical Imaging Technologist (MIT)</b>
<b>Team / Service</b>	Regional Screening Services / Breast Centre
<b>Directorate</b>	Allied Health
<b>District</b>	Capital, Coast & Hutt Valley and Wairarapa Districts
<b>Responsible to</b>	Lead Medical Imaging Technologist (Lead MIT), BSC-Hutt
<b>Children's Act 2014</b>	This position is NOT classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	Regional Screening Service

## 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

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

### Hutt Valley

#### 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.

#### Mission

Working together for health and wellbeing.

#### 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

### Capital and Coast

#### Vision

Keeping our community healthy and well

#### Mission

Together, Improve the Health and Independence of the People of the District

#### Value

Manaakitanga – Respect, caring, kindness  
Kotahitanga – Connection, unity, equity  
Rangatiratanga – Autonomy, integrity, excellence

## District Responsibility

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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

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### Regional Screening Services encompasses:

#### BreastScreen Central (BSC)

- One of 8 providers of the BSA National Breast Screening Programme. BSC covers the greater Wellington region including the Kapiti Coast and Wairarapa. The programme provides 2 yearly mammography screening of women aged 45 - 69 who do not have a current breast problem.

#### Breast Symptomatic Service

- Is the Breast Surgical Outpatient service to women and men within the Hutt Valley region and some Wairarapa patients requiring breast symptomatic diagnosis and care. The service also provides

diagnostic breast imaging for the Hutt Breast surgical outpatient and inpatient services and some GP referrals.

- Team is made up of 13 MIT's a mix of full time/ part-time. Five offsite locations, a hospital car is provided to travel to these sites.

## Purpose of the role

To provide high quality mammography and assessment services for BreastScreen Central, Regional Screening Services/Breast Centre.

## Key Accountabilities

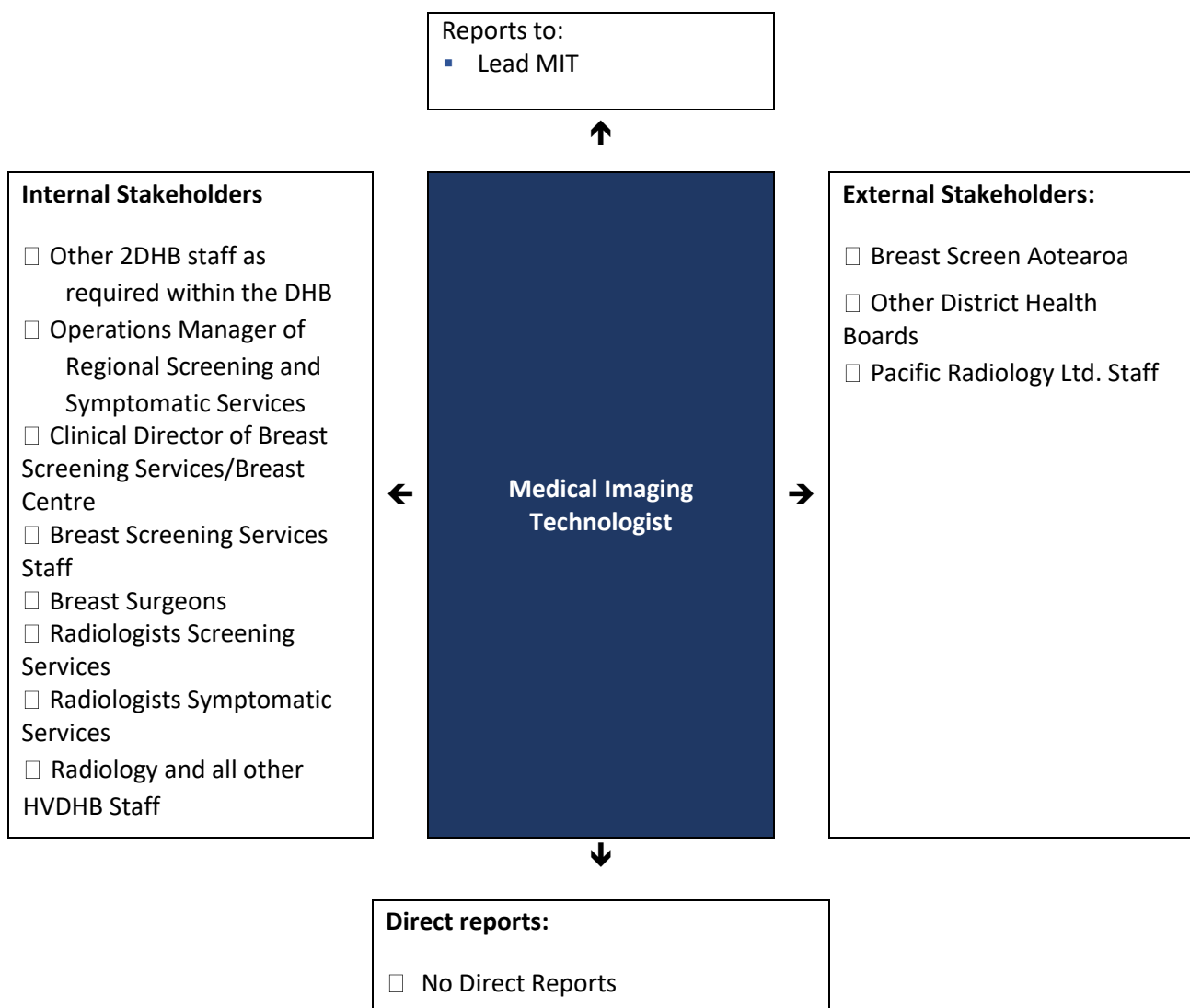
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. <b>To provide a high standard of image quality for mammographic services in the Breast Centre</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Practise mammography within the agreed standards for Medical Radiation Technology as per BSA National Quality and Policy Standards (NPQS).</li> <li><input type="checkbox"/> Ensure clients/patients experience maximum acceptability and minimal anxiety and discomfort during screening and diagnostic processes.</li> <li><input type="checkbox"/> Every reasonable effort is made to ensure that the clients/patients remain comfortable at all times.</li> <li><input type="checkbox"/> Provide service to all clients/patients that is culturally appropriate.</li> <li><input type="checkbox"/> Demonstrate ability to work under pressure with high volume mammography.</li> </ul>
2. <b>Actively participates in quality improvement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Display competence in the full operation of all radiographic equipment, its care and maintenance.</li> <li><input type="checkbox"/> Demonstrate comprehensive knowledge of operating techniques by complying with recommended procedures and NRL Code of Safe Practice.</li> <li><input type="checkbox"/> Ensure equipment faults are reported to the Lead/Charge MIT or nominated deputy for remedial action.</li> <li><input type="checkbox"/> Minimise unnecessary radiation of clients/patients, visitors and staff.</li> <li><input type="checkbox"/> Personal radiation monitoring readings from NRL will be below the safe dose.</li> <li><input type="checkbox"/> Demonstrate knowledge of the service Quality Plan.</li> <li><input type="checkbox"/> Participate in service audits for BSA and HVDHB.</li> <li><input type="checkbox"/> Report and document all non-conformance incidents/events in a timely manner to Team Leader.</li> <li><input type="checkbox"/> Identify opportunities for innovation and improvement.</li> </ul>
3. <b>To ensure a flexible service that provides a high standard of care to clients/patients</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrates flexibility in working hours – some evenings and weekends will be expected on a rotational basis.</li> <li><input type="checkbox"/> Participates in roster on mobile screening unit.</li> <li><input type="checkbox"/> Willingly covers staff absences at subcontractor sites if requested</li> </ul>

<b>4. Client/Patient dignity and privacy will be maintained</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure clients' and patients' right to privacy is respected in all situations and confidentiality is maintained at all times.</li> <li><input type="checkbox"/> Demonstrate understanding of the Privacy Act and the Health and Disability Commission (HDC) Code of Patient's Rights.</li> <li><input type="checkbox"/> Provide a welcoming and friendly environment for those accessing the service.</li> </ul>
<b>5. Communication / Team Work</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Builds and participates in collaborative relationships to accomplish work goals</li> <li><input type="checkbox"/> Treats team members with dignity, respect and honesty</li> <li><input type="checkbox"/> Recognises and appreciates the contributions of others</li> <li><input type="checkbox"/> Offers and accepts assistance as needed</li> <li><input type="checkbox"/> Actively participates in and contributes to department goals and activities</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Displays flexibility to provide cover and support for colleagues as necessary.</li> <li><input type="checkbox"/> Displays a professional approach when dealing with patients/clients, communicating clearly and effectively.</li> <li><input type="checkbox"/> Regularly checks emails to ensure all communication is received in a timely manner.</li> <li><input type="checkbox"/> Attends and participates in staff meetings and decision making where appropriate.</li> </ul>
<b>6. Personal and Professional Development</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain and update own knowledge and skills required for role.</li> <li><input type="checkbox"/> Display a sound working knowledge of current professional practices and developments.</li> <li><input type="checkbox"/> Maintains current Annual Practicing Certificate (APC) and a record of all CPD activities</li> <li><input type="checkbox"/> Assist in the training of new MIT's and assistants, assuming responsibility where needed.</li> <li><input type="checkbox"/> Display a willingness to impart appropriate and accurate knowledge to others.</li> <li><input type="checkbox"/> Comply with relevant legislative requirements.</li> <li><input type="checkbox"/> Participate in own performance appraisal.</li> <li><input type="checkbox"/> Peer review.</li> </ul>
<b>7. Information Technology</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrate ability and working knowledge of commonly used computer packages.</li> <li><input type="checkbox"/> Develop and maintain a working knowledge of Breast Centre databases</li> </ul>
<b>8. Health and Safety</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Display commitment through actively supporting all health and safety initiatives.</li> <li><input type="checkbox"/> Ensure all staff maintain adequate safety standards on the job through consultation, training and supervision.</li> <li><input type="checkbox"/> Ensure own and others safety at all times.</li> <li><input type="checkbox"/> Comply with policies, procedures and safe systems of work.</li> <li><input type="checkbox"/> Report all incidents/accidents, including near misses in a timely fashion.</li> </ul>

9. <b>Treaty of Waitangi</b>	<input type="checkbox"/> Service activity, development and implementation is undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection and participation. <input type="checkbox"/> Consultation is undertaken with appropriate Maori communities
10. <b>General Accountabilities:</b>	<input type="checkbox"/> Maintain a strict sense of professional ethics, confidentiality and privacy and abide by the DHB's Code of Conduct <input type="checkbox"/> Respond to the changing needs of the DHB, performing other tasks as required <input type="checkbox"/> Champion equality and diversity in the workplace including the Treaty of Waitangi.

## Key Relationships & Authorities



## 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
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Personable and friendly, relates well to most people. Builds an effective level of rapport with people within a short period of time.</li><li><input type="checkbox"/> Reads situations effectively, and tailors their responses to reflect the needs of the situation.</li><li><input type="checkbox"/> Effectively communicates in situations requiring tact and diplomacy.</li><li><input type="checkbox"/> Able to communicate complex and involved (e.g. technical, medical) ideas to others.</li><li><input type="checkbox"/> Provide a high level of communication and client service delivery by supporting the women through the screening pathway.</li><li><input type="checkbox"/> Explain purpose and process of procedure to clients in clear, concise language while ensuring client confidentiality and privacy is maintained at all times</li><li><input type="checkbox"/> 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.</li><li><input type="checkbox"/> Participates appropriately in staff meetings.</li><li><input type="checkbox"/> Actively participate in Service Development/Coaching in the Breast Centre.</li></ul>
<b>Written Communication Skills:</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Excellent communication skills, both written and verbal.</li><li><input type="checkbox"/> Strong attention to detail.</li><li><input type="checkbox"/> Data is entered into Breast Centre data bases in an accurate and timely manner, along with other appropriate documentation and records.</li><li><input type="checkbox"/> Can communicate with people from a wide range of backgrounds (e.g. team members, internal groups, patients/clients, etc.).</li><li><input type="checkbox"/> Pitch, style, and tone of message is appropriate for context and purpose required.</li></ul>
<b>Technical Expertise:</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Computer literate.</li><li><input type="checkbox"/> Working knowledge of Microsoft</li><li><input type="checkbox"/> Full drivers licence and ideally able to drive a manual car.</li><li><input type="checkbox"/> Commitment to women's health.</li><li><input type="checkbox"/> Experience in the health care sector would be an advantage.</li></ul>



Competency	Behaviours
<b>Excellence Focus:</b>	<input type="checkbox"/> Sets specific goals and targets for themselves <input type="checkbox"/> Is focused on delivering services to a high standard <input type="checkbox"/> Is self-motivated to reach goals and improve efficiency <input type="checkbox"/> Adapts readily to changes at work <input type="checkbox"/> Able to manage time competently, demonstrated by effective prioritisation of tasks and the ability to meet changing work pressures and deadlines. <input type="checkbox"/> Works efficiently through good personal work habits <input type="checkbox"/> Has good organisational and process skills
<b>Problem-Solving:</b>	<input type="checkbox"/> Able to apply guidelines and policy to routine and new situations <input type="checkbox"/> 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). <input type="checkbox"/> Uses common sense and past experiences to identify and solve problems. Learns from experience. <input type="checkbox"/> Considers the wider implications of actions and decisions and is aware that this reflects on the DHB <input type="checkbox"/> Able to apply guidelines and policy to common or routine situations <input type="checkbox"/> Avoids jumping to conclusions - checks the facts before making a decision. <input type="checkbox"/> Can see how what they are doing contributes to the bigger picture <input type="checkbox"/> Able to escalate issues in a timely and appropriate manner

## Experience and Capability

Essential qualifications, skills and experience

### A. 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)
- ☐ 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.