

Position Description

Position	CT Charge MIT - Radiology
Team / Service	Radiology Department, Hutt Hospital
Directorate	Medical & Acute Services
District	Capital, Coast & Hutt Valley and Wairarapa Districts
Responsible to	Radiology Manager
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 at Hutt Hospital

Health New Zealand

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 Health New Zealand.

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

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 Radiology Department serves the population of the Hutt Valley and Wairarapa areas. The Department receive a wide variety of clinical referrers, including Regional Plastic Surgery and Rheumatology services as well as referral from 2 Emergency Departments providing X-Rays, ultrasounds, MRI and CT scans.

Mō tō mātou rōpū

The Department are a friendly, professional and dedicated team of approximately 80 staff; with a "Can Do" attitude who ensure the best possible care for our patients. Our team includes: Radiologists, Sonographers, Medical Imaging Technologists, MRI Technologists, Nurses and Health Care Assistants, Administration/Bookings Team and Data/IT/Quality staff.

We offer a supportive workplace culture with a commitment to your on-going professional development and well-being, and we have a strong focus on ongoing quality improvement and constructive relationships with clinical colleagues. The Radiology Department also holds International Accreditation New Zealand (IANZ) accreditation.

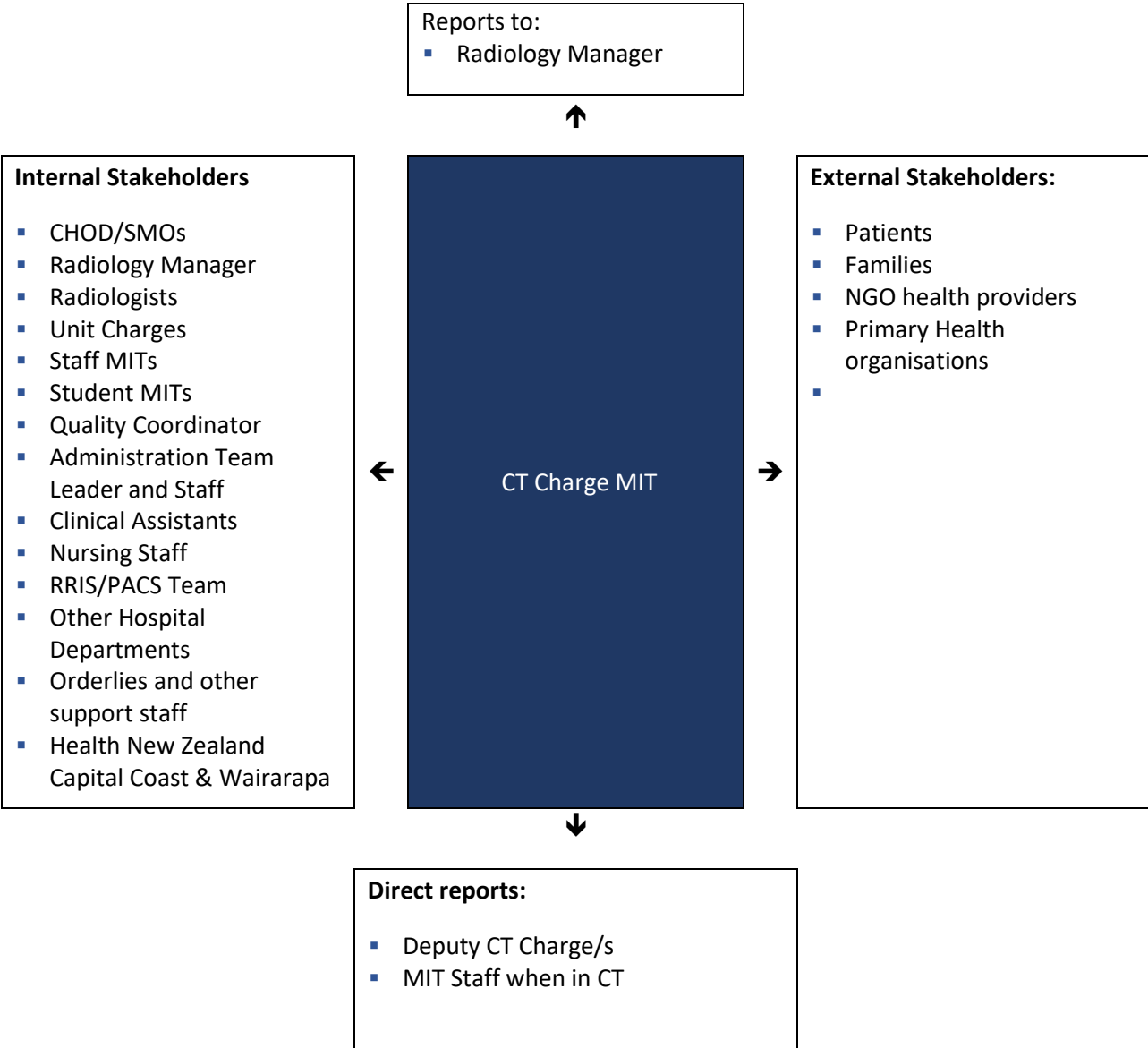
Purpose of the role

The position of CT Charge MIT is to assist the Radiology Manager with the provision of a high quality patient focused service at Hutt Hospital Radiology, Health New Zealand.

The CT Charge MIT:

- Leads and manages services for 2 CT scanners from late 2026
- Provides support for all Hutt Hospital Radiology staff to enable high quality service delivery across the hospital.
- 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 Relationships & Authorities



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.

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

- Ensure that your health and safety practice meets the requirements of health and safety at work legislation, applies Health New Zealand’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 Health New Zealand’s Code of Conduct
- Respond to the changing needs of Health New Zealand, performing other tasks as required
- Champion equality and diversity in the workplace including the Treaty of Waitangi

Key Accountabilities	Deliverables / Outcomes
Manage and perform clinical CT	<ul style="list-style-type: none"> ▪ Ensure CT services are managed and operated optimally ▪ Provide support for all Hutt Hospital Radiology staff to enable high quality service delivery across the hospital/district/region. ▪ Participate in the CT call roster ▪ Anticipate at least 80% of time will be in the clinical environment ▪ Ensure medical imaging standards are set for MITs
Quality Assurance	<ul style="list-style-type: none"> ▪ Ensure all aspects of the Quality Assurance Programme within CT are kept up to date ▪ Ensure all documentation is reviewed on a regular basis ▪ Review scanning protocols in association with the CHOD or relevant radiologist ▪ Follow up on any ongoing corrective actions or recommendations from IANZ ▪ Participate in the development of the programmes and the Hospital Quality plans.
Management of Staff	<ul style="list-style-type: none"> ▪ Assist in recruitment and selection of staff ▪ Orientate new staff to CT modality ▪ Oversee the training of MIT staff in CT modality ▪ Ensure performance appraisals are undertaken and goals and personal development plans are in place for CT staff ▪ Ensure staff issues are brought to the attention of Radiology Manager and addressed promptly and appropriately ▪ Provide all staff with support, guidance and supervision ▪ Demonstrate Team Leadership skills which will result in a cohesive and effective team
Continuing Professional Development	<ul style="list-style-type: none"> ▪ Encourage CPD and record keeping

Administration	<ul style="list-style-type: none"> Ensure statistical data keeping is performed in a timely and accurate manner
Performance Management	<ul style="list-style-type: none"> Identify any personal learning or professional needs and liaise with manager to arrange appropriate training Maintain or extend knowledge and skill bases required for effective performance Ensure all staff have annual performance reviews within policy guidelines
Financial and Business Planning	<ul style="list-style-type: none"> Assist the Radiology Manager in setting of annual financial budgets Collaboratively work with other Charges and Radiology Manager in business planning Ensure all accounts are processed and approved in a timely manner Identify annual CAPEX requirements within the service and brought to the Radiology Managers attention as part of the annual planning process
Equipment operation and maintenance	<ul style="list-style-type: none"> Ensure familiarity with the operation of all equipment within the CT setup, its care and maintenance Ensure all breakdowns are reported and service is returned to normal as soon as possible Ensure scheduled servicing is coordinated around appointments Ensure CT protocols are developed and maintained
To Ensure Patient Care is of a High Standard	<ul style="list-style-type: none"> Maintain a safe working environment at all times, leaving the examination rooms clean and tidy and free from clutter Ensure every reasonable effort has been made to make patient comfortable at all times Monitor and record patient reactions to any treatment Ensure appropriate staff are notified as necessary, firstly with a Nurse or Radiologist and necessary documentation is completed Report complaints from staff or patients in a timely manner
To Ensure the Working Environment is Maintained in a Safe and Workable State	<ul style="list-style-type: none"> Change linen as per department protocols Restock supplies as necessary. The need for reordering of supplies is anticipated and notified to the appropriate person Demonstrate safe hygiene practices by complying with protocols for machine and equipment cleaning as well as effective handwashing
Accreditation	<ul style="list-style-type: none"> Ensure all documentation is reviewed on a regular basis Review protocols in association with the Quality Coordinator Follow up on any ongoing corrective actions or recommendations from IANZ
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
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance Cultural competence is grown across the team, supporting inclusion and partnership.

Health & Safety	<ul style="list-style-type: none"> ▪ Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature ▪ Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. ▪ Maintain a proactive culture of Health & Safety supported by systems. ▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities
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Capability Profile

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

Competency	Behaviours
Communication	<ul style="list-style-type: none"> ▪ Promote a credible image and inspires confidence ▪ Actively share information, ideas and experience with others ▪ Work to build trusting relationships with customers and key stakeholders ▪ Communicate sensitive messages or disagreements with tact and diplomacy ▪ Treat people with respect and courtesy ▪ Bring conflict into the open and facilitates resolution ▪ Encourage the expression of differing and opposing views
Business Decision Making	<ul style="list-style-type: none"> ▪ Confront problems early, before they get out of hand ▪ Take a stand and resolves important issues ▪ Make tough, pragmatic decisions when necessary ▪ Read the situation and looks at problems from many angles before making decisions
Taking Accountability	<ul style="list-style-type: none"> ▪ Take personal responsibility for making things happen ▪ Reinforce the values of Health New Zealand – Hutt Valley with others and leads by example ▪ Support and advocates the position of Health New Zealand – Hutt Valley on all issues ▪ Demonstrate personal ownership of decisions made by the management team ▪ Act ethically and with integrity ▪ Be open and honest with others ▪ Actively pursue self-learning and development
Interpersonal Savvy	<ul style="list-style-type: none"> ▪ Personable and friendly, can relate well to most people. Able to build and effective level of rapport with people within a short period of time ▪ Effectively reads situations and tailors response to reflect the needs of the situation ▪ Communicate effectively in situations requiring tact and diplomacy ▪ Communicate complex and involved (e.g. technical, medical) ideas to others

Competency	Behaviours
	<ul style="list-style-type: none"> ▪ Able to identify and proactively manage tension between people. Brings conflict into the open and facilitates resolution ▪ Able to work in a multidisciplinary team ▪ Is professional in approach when dealing with patients, visitors and other staff ▪ People are treated with respect and courtesy
Problem Solving	<ul style="list-style-type: none"> ▪ Use rigorous logic and methods to solve difficult problems with effective solutions ▪ Probes all fruitful sources for answers ▪ Can see hidden problems' ▪ Is excellent at honest analysis ▪ Can look beyond the obvious and doesn't stop at the first answer
Quality & Innovation	<ul style="list-style-type: none"> ▪ Provide quality service to those who rely on one's work. ▪ Look for ways to improve work processes - suggests new ideas and approaches. ▪ Explore and trials ideas and suggestions for improvement made by others. ▪ Show commitment to continuous learning and performance development.
Excellence Focus	<ul style="list-style-type: none"> ▪ Strive for excellence in everything we do ▪ Set specific goals and targets for themselves ▪ Work efficiently through good personal work habits ▪ Open to changing technology and techniques ▪ Manages conflicting demands proactively and on time ▪ Assertive and stand firm on issues when appropriate ▪ Open to feedback about own strengths and weaknesses, and suggestions for improvement
Fit with Health New Zealand's Values	<ul style="list-style-type: none"> ▪ Has a 'Can do' attitude ▪ Is positive about demonstrating respect for other staff, clients and community group members ▪ Respect the rights of individuals ▪ Understand the need for confidentiality, and is prepared to keep information (e.g. about clients and/or staff) confidential ▪ Aware that own actions reflect on employing organisation, and interacts with others (e.g. team members, patients/clients, community) accordingly ▪ Understand the basis of the Treaty of Waitangi ▪ Is positive about working in a team environment ▪ Trust through openness, honesty, respect and integrity in everything we do
Negotiating	<ul style="list-style-type: none"> ▪ Can negotiate skilfully in tough situations with both internal and external groups; ▪ Can settle differences with minimum noise; ▪ Can win concessions without damaging relationships; ▪ Can be both direct and forceful as well as diplomatic; ▪ Gains trust quickly of other parties to the negotiations; ▪ Has a good sense of timing

Experience and Capability

A. Knowledge, Skills & Experience:

- Computing skills
- Excellent customer service skills, skilled at listening to customers to assess their needs, communicating effectively with a wide range of customers and managing customer expectations
- Planning and organising skills, ability to manage a range of tasks at one time and carry them through to completion
- Good communication skills, ability to establish and maintain professional working relationships, communicate effectively with others and express ideas and/or information clearly – both verbally and in writing
- High level of interpersonal skills, able to communicate effectively with a wide range of people from diverse backgrounds, able to assert oneself confidently and tactfully
- Ability to manage a high degree of confidentiality and manage sensitive information

B. Essential Professional Qualifications / Accreditations / Registrations:

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

C. Someone well-suited to the role will place a high value on the following:

- Being a good team player; able to work with others to achieve team goals
- Able to work independently without supervision, using initiative
- Able to work under pressure
- Flexible, positive attitude to work
- Accurate and efficient work practices

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

Health New Zealand 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.

Date Effective _____

Manager's Name & Signature _____

Employee's Name & Signature _____