

August 2017

**The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

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| **Position Title:** | Staff Medical Imaging Technologist |
| **Reports to:** | Radiology Team Leader |
| **Key Relationships:** | Internal:* Other MITs
* Clerical Staff
* Visiting Radiologists
* CDHB Radiology
* Medical staff
* Other clerical staff at WCDHB
 | External:* CRG Staff
* GPs and Medial Practices
* Other Referrers
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| **Role Purpose:** | The Staff MIT is responsible for providing a professional and comprehensive imaging service for the Radiology Department. The key deliverables are – * To perform imaging duties in all areas (X-ray, CT etc.) to a standard acceptable to Team Leader.
* Assist with preparation of patient for X-ray examinations.
* Correct patient information on patient records.
* Be familiar with clerical and office functions and assist in area when required.
* Follow protocols with full awareness of radiation protection and patient care.
* Participate fully in department on call roster to ensure 24 hour per day coverage.
* Participate with Radiology Dept QA as and when required by Team Leader.
* Must be prepared to work in Westport (on relieving basis), if required.
* To assist in all functions of the department including general cleaning, assisting with Radiologist procedures and any other duties, as from time to time may be directed by the Team Leader.
* Must be prepared to roster through CDHB Radiology, occasionally, if required - as part of personal/professional development
* Participate in Team environment
* Comply with legislative obligations.
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| **Complexity:** | Most challenging duties typically undertaken or most complex problems solved:* Will demonstrate the ability to process incoming requests and undertake appropriate imaging, seeking guidance where required.
* Will be able to work unsupervised and make decisions based on protocols.
* Will undertake CT Scanning including IV cannulation and contrast administration on CT patients.
* Will demonstrate ability to work on call and manage workload and self to maintain 24/7 cover of X-ray and CT Scanning.
* Will be responsible for his/her own safety and will ensure that no action or inaction on his/her part will cause harm to any other person.
* Be culturally sensitive, with an understanding of the Principles and Articles of the Treaty of Waitangi.
* Able to work under pressure and meet deadlines.
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**KEY ACCOUNTABILITIES:**

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| **The Staff MIT** **Support** **is responsible for:** | **The Staff MIT will be successful when**  |
| 1. **Legislative Requirements**
 | * Will become aware and comply with relevant legislation that applies to their daily work, e.g. Privacy Act 1993, Health & Disability Act 1994.
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| 1. **Team Work**
 | * Work collaboratively and collectively with other members of the team.
* Participate in the smooth functioning of the Radiology service.
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| 1. **General Duties additional to above**
 | * Supervise and be involved in the teaching of Student MITs
* Perform General Radiographic imaging, including X-ray, Fluoroscopy, theatre, mobiles.
* Restock and refill clinical consumables.
* Perform other such general duties as may be required to assist others in performance of their duties.
* Care will be taken to ensure all inputted information is accurate.
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| 1. **Health and Safety**

 Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards. | * The Staff MIT will be responsible for his/her own safety and will ensure that no action or inaction on his/her part will cause harm to any other person.
* He/she will abide by the Organisations Health and Safety Plan and will participate in plan development and Health and Safety Training as appropriate. He/she will bring health and safety issues to the attention of the Team Leader in time for consideration during the preparation of plans and budgets.
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| 1. **Quality**

 Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement. | * It is expected the Staff MIT will participate in the development of quality activities.
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**PERSON SPECIFICATION:**

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| **Qualifications & Experience**  |
| **Essential*** Have current registration with MRTB and hold a relevant qualification in clinical Radiography
* Be able to maintain confidentiality
* Possess ability to work cooperatively and efficiently.
* Possess a high level of initiative.
* Have well developed interpersonal skills including the ability to be comfortable with people of all social standards, cultures and abilities.
* Commitment to on-going self-development.
* Have a mature outlook
 | **Desirable*** Previous experience with Comrad Radiology Information System and IntelePacs
* CT Scanning experience
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The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

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| Signed on behalf of West Coast District Health Board |  | I accept the terms and conditions as outlined in this Position Description |
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| Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_West Coast District Health Board |  | **Social Worker**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_West Coast District Health Board |