

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 |
| **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. | |
| **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. | |

**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. |
| 1. **Team Work** | * Work collaboratively and collectively with other members of the team. * Participate in the smooth functioning of the Radiology service. |
| 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. |
| 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. |
| 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. |

**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 |

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 |