



Job Description Form

HSS REGISTERED

Chief Medical Imaging Technologist

Health Salaried Officers Agreement: P-5

Position Number: 00005431

BreastScreen WA / Women and Newborn Health Service

Reporting Relationships

Executive Director WNHS
 Position Number:00005575



Medical Director
 AMA Level 16-24
 Position Number: 00005515



This Position



Also reporting to this supervisor:

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Directly reporting to this position:

Title	Classification	FTE
Senior MIT -Training & QA	P4	1.0
Senior MIT	P2	1.0
Screening Services	G4	1.0
TOTAL FTE		3.0

Other positions under control

Category	FTE
P1	23.1
G1/2	13.7
TOTAL FTE	36.8

Prime Function / Key Responsibilities

Responsible for the management, planning and evaluation of the medical imaging component of the state wide mammography screening service in accordance with agreed outcomes that meet community needs and the accreditation standards of the national BreastScreen program. Supports Medical Director by overseeing clinical operations of BreastScreen WA.

Brief Summary of Duties (in order of importance)

1. General

- 1.1 Manages the provision of a State-wide mammography screening service in accordance with BreastScreen Australia Accreditation Standards and relevant legislative requirements.
- 1.2 Supports the Medical Director to oversee clinical management of the Service and represents the program in relevant forums at State and National level.
- 1.3 Manages the allocated budget for Mammography Screening Services and maintains a responsible fiscal approach to the provision of imaging services.
- 1.4 Manages the Human Resource Management requirements of Medical Imaging and Reception staff including training and professional development program.
- 1.5 Provides high level procurement advice and contract management function for major imaging and related equipment. Ensures compliance with statutory guidelines regarding tendering, purchasing and installation of new imaging equipment.
- 1.6 Fulfils the roles and responsibilities of “designated radiographer” for the BreastScreen Program in Western Australia as defined in the Screening Services Accreditation Standards for BreastScreen Australia.
- 1.7 Leads Quality Improvement initiatives for mammography screening including technical procedures and practices, to ensure high standards in accordance with national accreditation standards and other clinical and legislative requirements.
- 1.8 Provides technical and policy advice to the Medical Director and other senior officers on mammography screening service delivery issues and program outcome measures.
- 1.9 Undertakes strategic planning, development and evaluations of Mammography Screening Services.
- 1.10 Contributes to the strategic planning and management of BreastScreen WA, including the developments of clinical policies and procedures.
- 1.11 Establishes and maintains a program for the monitoring and evaluation of satisfaction of customers with the services provided.
- 1.12 Manages Datix CIMS (Clinical Incident Management System) and CFM (Client Feedback Module) as they relate to mammography screening services. Responds to complex queries, complaints and incidents regarding mammography screening.
- 1.13 Promote awareness of and ensure compliance with:
 - clinical and/or corporate governance requirements; and
 - legislative and other regulatory requirements relating to equity and diversity, disability services and occupational safety and health.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Pursuant to Section 27 (2) of the Equal Employment Opportunities Act 1984, the occupant of this position must be female.
2. Tertiary qualification in Medical Imaging and registered with the Medical Radiation Practice Board of Australia and licensing with the Radiological Council of WA.
3. Demonstrated leadership and supervisory skills in a dynamic clinical environment.
4. Demonstrated interpersonal, verbal and written communication skills including report and policy writing, and contract negotiation skills.
5. Extensive and current knowledge of mammography and technical quality assurance relating to mammography.
6. Considerable experience in mammography.
7. Excellent problem solving skills including conceptual and analytical ability.
8. Current "C" or "C.A." class drivers licence.

Desirable Selection Criteria

1. Experience in quality improvement programs and clinical incident management.
2. Demonstrated strategic, contract and financial management skills.
3. Possession of or progress towards Management and Training Qualifications
4. Business planning and management experience in a health services environment.
5. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

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- Evidence of current registration with the Medical Radiation Practice Board of Australia and licensing with the Radiological Council of WA
- Ability to travel interstate for short periods.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Dr Liz Wylie
Signature/HE:HE14586
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date:

Created on:

Last updated on: August 2017

Registered by HSS HE: