

<b>Role Title:</b>	<b>Radiology Assistant</b>
<b>Reports To:</b>	<b>Senior Charge MIT/Charge MIT</b>
<b>Directorate:</b>	<b>Surgical Services and Radiology Directorate</b>
<b>Location:</b>	<b>Dunedin/Southland</b>

**ROLE OF THE DISTRICT HEALTH BOARD**

**Our Vision:**

- Better Health, Better Lives, Whanau Ora.

**Our Mission:**

- We work in partnership with people and communities to achieve their optimum health and wellbeing.
- We seek excellence through a culture of learning, enquiry, service and caring.

**Our Values:**

Kind Manaakitanga	Looking after our people: we respect and support each other. Our hospitality and kindness foster better care.
Open Pono	Being sincere: we listen, hear and communicate openly and honestly. Treat people how they would like to be treated.
Positive Whaiwhakaaro	Best action: we are thoughtful, bring a positive attitude and are always looking to do things better.
Community Whanaungatanga	As family: we are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

**Our Statutory Purpose:**

- To improve, promote and protect the health of our population.
- Promote the integration of health services across primary and secondary care services.
- Seek the optimum arrangement for the most effective and efficient delivery of health services.
- Promote effective care or support for those in need of personal health or disability support services. Promote the inclusion and participation in society and the independence of people with disabilities.
- Reduce health disparities by improving health outcomes for Maori and other population groups.
- Foster community participation in health improvement, and in planning for the provision of, and changes to the provision of services.
- Uphold the ethical and quality standards expected of us and to exhibit a sense of social and environmental responsibility.

**PURPOSE OF THE ROLE**

Allied Health, Scientific and Technical (AHS&T) professionals work in health care teams providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the communities they serve.

This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the SDHB in a way that is consistent with the Organisation’s vision and values. This way of working will ultimately benefit all our patients and communities.

## RADIOLOGY ASSISTANT ROLE DESCRIPTOR

### PROFESSIONAL REQUIREMENTS AND ROLE SPECIFIC REQUIREMENTS

#### Purpose of role

To assist in the safe, appropriate and timely delivery of contemporary services to patients offered by the Radiology Department

#### Role specific requirements

- Perform Radiological assistant duties as requested. This may include but not be limited to: Collecting of patients, assisting with undressing and dressing of patients, helping with manual handling of patients, booking of appointments, liaising with other departments, answering the phone cleaning of equipment, stocking of cupboards etc
- Participate in the provision of a 24 hour Radiology service including shifts
- Perform any other duties as required for the efficient and economic running of the department
- Be proficient in the use of Radiology computer systems
- Have the ability to co-operate as part of a team and cope with a busy work environment
- Have the ability to work unsupervised using initiative at all times
- Assist in the training and support of students, trainees and staff
- The position requires the appointee to have good health
- Perform other duties required by the Senior Charge MIT/Charge MIT

### ORGANISATIONAL COMPETENCIES

<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the truth in an appropriate and helpful manner; keeps confidences; admits mistakes
<b>Drive For Results</b>	Can be counted on to reach goals successfully; pushes self and others to achieve results
<b>Managing diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities irrespective of age and gender; supports equal and fair treatment and opportunity for all

### ROLE SPECIFIC COMPETENCIES

<b>Priority Setting</b>	Spends own time and the time of others on what is important; can quickly sense what will help or hinder when seeking to accomplish goals; creates focus	
<b>Problem Solving</b>	Uses logic and established processes to solve problems and achieve effective solutions; can see hidden problems; looks beyond the obvious; doesn't stop at the first answers	
<b>KEY RELATIONSHIPS</b>		
<b>Internal</b> Operational Managers – Senior Charge MRTs & Charge MRTs Multi-disciplinary colleagues Administration staff	<b>External</b> Clients, patients, families, whanau and caregivers Services from the community, funding bodies, student or intern clinical liaison staff Other medical staff Other service providers	
<b>KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED</b>		
<b>Essential criteria</b> <ul style="list-style-type: none"> <li>• A high level of interpersonal and communication skills</li> </ul> <b>Experience/knowledge</b> <ul style="list-style-type: none"> <li>• Ability to work in a supportive and honest manner</li> <li>• Ability to motivate</li> <li>• Able to gain peer credibility and respect</li> <li>• Accept responsibility for own actions</li> <li>• Possess the ability to problem solve and demonstrate initiative</li> </ul>		
<b>KEY ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>	<b>EXAMPLE MEASURES</b>
<b>Clinical Practice</b>		
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Maintain confidentiality of patient information and documentation</li> <li>• Adhere to SDHB's documentation standards</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation is timely, clear, concise and accurate</li> </ul>
<b>Culturally sensitive practice</b>	<ul style="list-style-type: none"> <li>• Practise in a culturally safe manner</li> </ul>	<ul style="list-style-type: none"> <li>• Assists patients to gain appropriate support and representation which reflects their cultural needs and preferences</li> </ul>
<b>Professional Responsibilities</b>		
<b>Working in a collegial manner</b>	<ul style="list-style-type: none"> <li>• Contribute to the support of colleagues and students</li> <li>• Participate in and contribute to the functioning of the team</li> <li>• Establish and maintain an effective working relationship with other staff</li> </ul>	<ul style="list-style-type: none"> <li>• Formal and informal systems in place for supporting colleagues</li> <li>• Participate as a team member to ensure the best outcomes for patients/ people</li> </ul>

<b>Time management</b>	<ul style="list-style-type: none"> <li>• Manage own time adopting a disciplined approach to establishing and following identified role-related priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Tasks are scheduled and completed in a timely manner</li> </ul>
<b>Organisational competencies</b>		
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Support and foster commitment to achieving the highest level of Health and Safety practice</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies and reports hazards</li> <li>• Assists with resolving issues that may cause harm to patients or staff</li> <li>• Works safely at all times</li> </ul>
<b>Quality and Performance</b>	<ul style="list-style-type: none"> <li>• Maintain professional and Organisational quality standards</li> <li>• Continually seek to identify quality improvement opportunities in order to perform role in an effective and efficient manner</li> </ul>	<ul style="list-style-type: none"> <li>• Performance aligns with appropriate quality audit standards, Organisational requirements and professional standards</li> </ul>
<b>Treaty of Waitangi Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• The Southern District Health Board is committed to its obligations under the Treaty of Waitangi. Employees are required to adhere to the principles of the Treaty of Waitangi - Partnership, Participation and Protection</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in appropriate training</li> <li>• Maintain cultural competence</li> </ul>

*Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion and development as required to meet the needs of the Service.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_