

# Position Description

<b>POSITION TITLE: NUCLEAR MEDICINE TECHNOLOGIST GRADE 2</b>	<b>DIVISION: MEDICAL SERVICES</b>
<b>REPORTS TO: CHIEF NUCLEAR MEDICINE &amp; PET TECHNOLOGIST /DIRECTOR OF NUCLEAR MEDICINE</b>	<b>DIRECT REPORTS: Chief Nuclear Medicine Technologist</b>
ENTERPRISE AGREEMENT: <b>Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016 – 2020</b>	<b>CLASSIFICATION: CJ7 – CT7</b>
<b>APPROVED: CHIEF NUCLEAR MEDICINE &amp; PET TECHNOLOGIST</b>	<b>APPROVAL DATE: 29.11.18</b>
<b>PRIMARY OBJECTIVE:</b>	
The Grade 2 Nuclear Medicine Technologist supports the Grades 1, 3 and 4 Nuclear Medicine Technologists in the management of the Nuclear Medicine, Radiopharmacy and PET Service 24/7.	
<b>PRIORITIES</b>	<b>VALUES</b>
<p><b>OUR VISION</b></p> <p><i>BY 2050, EVERYONE IN OUR COMMUNITY ENJOYS THE BEST HEALTH AND WELLBEING IN VICTORIA.</i></p> <p><b>OUR PURPOSE</b></p> <p><i>PROVIDE BEST CARE, EVERY PERSON, EVERY DAY, SO THAT EVERYONE FEELS BETTER.</i></p> <p><b>Strategic Priority 1:</b> Deliver Best Care</p>	<p><b>RESPECT</b></p> <p>We RESPECT the people we connect with</p> <p><b>COMPASSION</b></p> <p>We show COMPASSION for the people we care for and work with</p> <p><b>COMMITMENT</b></p> <p>We are COMMITTED to quality and excellence in everything we do</p>



<p><b>Strategic Priority 2:</b> Invest to improve</p> <p><b>Strategic Priority 3:</b> Ensure Our Future</p>	<p><b>ACCOUNTABILITY</b> We take ACCOUNTABILITY for what we do</p> <p><b>INNOVATION</b> We drive INNOVATION for better care</p>
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<b>POSITION DIMENSION &amp; DECISION MAKING AUTHORITY:</b>	<b>KEY COMMUNICATION CONTACTS (INFORMED):</b>	
<p>Without referral to Manager (RESPONSIBLE, BUT UNDER DIRECT TO INDIRECT SUPERVISION)</p> <ul style="list-style-type: none"> <li>• Deliver advanced practice services to individuals in accordance with defined clinical practice guidelines, recognised best practice standards and relevant code of conduct.</li> <li>• Independently operate all equipment including information systems (RIS/PACS, BOSS and Symphony)</li> <li>• Maintenance of Quality Control Program.</li> <li>• Maintenance of data back up</li> <li>• Ensuring appropriate scheduling protocols for booking of patients</li> <li>• Maintenance of accurate records of procedures performed</li> <li>• Communicate within the Medical Imaging Department with other hospital departments and with referring doctors, patients and other medical staff to ensure that bookings are made appropriately and correct billing is applied.</li> <li>• Filling roles in Nuclear Medicine, PET and On Call as per rostering.</li> <li>• Laboratory work in Nuclear Medicine, including cell labelling procedures, reconstitution of kits and in vitro lab tests, in accordance with the protocol manual.</li> </ul>	<p>Purpose/Frequency of Contact</p> <ul style="list-style-type: none"> <li>• Communication monthly</li> <li>• Daily contact with all clinical areas within the hospital in the provision of patient care.</li> <li>• Fortnightly completion of timesheets and communication regarding pay, staff care and salary packaging</li> <li>• Maintaining up to date registration AHPRA</li> <li>• Maintaining up to date Radiation Use Licence</li> </ul>	<p>Contact/Organisation</p> <ul style="list-style-type: none"> <li>• Monthly staff meetings</li> <li>• Barwon Health – clinical areas</li> <li>• Human Resources</li> <li>• AHPRA</li> <li>• Department of Health, Victoria</li> </ul>



- Performance of scintigraphic procedures in accordance with the protocol manuals, or as directed by a Nuclear Medicine Physician. Processing of the computer data generated and presentation of results.
- Performance of therapeutic procedures under the direction of a Nuclear Medicine Physician.
- Keep up to date with modern trends, techniques and practices in the fields of Nuclear Medicine and PET/CT and, where necessary in related fields.
- Where necessary, attend conferences, seminars and lectures, either directly pertaining to Nuclear Medicine, or in related fields, or as directed by the Chief Nuclear Medicine Technologist or the Director of Nuclear Medicine.
- Maintain an active interest in all affairs concerning Nuclear Medicine
- Participate in research and other educational programs
- Keep up to date with CPD requirements for registration and ensure registration and licencing are current.

After Consultation with Manager or others (CONSULTED)

- Leave applications – ADO, AL, LSL, PDL, CONF
- Changes to staff rosters including changes to shift or work location
- Maintaining a safe work environment in both PET and Nuclear Medicine by reporting hazards or unsafe practices.
- Ensuring radiation safety for all staff and patients by use of appropriate, correctly calibrated equipment and shielding
- Ensure all practice within the PET and Nuclear Medicine facility is in accordance with the appropriate Radiation Safety legislation and current best practice.
- Attend meetings where such attendance is necessary, or where directed to by either the Chief Nuclear Medicine Technologist or the Director of Nuclear Medicine

Referred to Managers or others (CONSULTED)



<ul style="list-style-type: none"><li>• Purchase orders for equipment consumables</li><li>• Reporting of equipment faults</li><li>• Reporting of consumer complaints</li><li>• Radiation incidents</li><li>• General RISKMAN reports</li><li>• Staff discipline/behaviour issues</li></ul>		
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**KEY ACCOUNTABILITIES:**

Key Result Area	Major Activities	Performance Measures
<p><b><u>Professional Practice Standards</u></b></p>	<ul style="list-style-type: none"> <li>• Deliver advanced practice services to individuals in accordance with defined clinical practice guidelines, recognised best practice standards and relevant codes of conduct.</li> <li>• Practice in accordance with the relevant health care or industry standards</li> <li>• Operate within the scope of practice determined by the requirements of this role, professional qualifications, experience and credentialing requirements</li> <li>• Independently operate all Nuclear Medicine (SPECT/CT), PET/CT and laboratory equipment including information systems(RIS/PACS/BOSS and Symphone)</li> <li>• Independently operate diagnostic CT scanners being competent in performing all CT protocols and all workstation processing as required</li> <li>• Accept complete responsibility for the production and processing of Nuclear Medicine and PET images and correct calculations for all laboratory based tests. Such responsibility begins with the acceptance of a proper request for examination and is fulfilled when the complete examination is presented to the Nuclear Medicine Physicain for reporting.</li> <li>• Correct identification of patients using 4 step model consisting of (i) verification of patient information, (ii) matching information against request form, (iii) timeout/worksheet, (iv) post procedure confirmation of identification of image.</li> <li>• Participate in 24/7 On Call which includes being available for reasonable overtime and out of hours recall.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional memberships/ registrations/ licences / CPD</li> <li>• Adherence to clinical practice guidelines and current best-practict responses</li> <li>• Competency based assessment by supervisor</li> <li>• Results of audit of images and all documentation in RIS/PACS including scanning of request, worksheets/timeout, image production and calculation of results using EXCEL or other methods.</li> <li>• Competency documentation through CT Supervisor</li> <li>• Compliance with '4 Step Model for correct Patient Correct site, correct procedure' Policies</li> <li>• Participation in out of hours On Call Roster</li> </ul>



**Customer Service**

- Treat all patients with care, compassion, dignity and respect at all times and without compromise
- Communicate health information data to other clinical staff within constraints of the privacy act and maintain accurate health information records as required by the Public Records Office of Victoria.
- Provide a high quality and safe service that is accessible and sustainable
- Identify and contribute to improving service quality to all customers
- Fosters good public relations and communication with patients, relatives, visitors and the general public

- Always willing to help others
- Demonstrate care and compassion when treating patients
- Considers the views and opinions of others
- Demonstrates an understanding of privacy and confidentiality and implement appropriately in the workforce
- Level of compliance with policies and procedures
- Outcome of Riskman and consumer complaints and compliments
- Evidence of good relationships with consumers
- Identification of quality improvement initiatives
- Actively contribute to safe quality care

**Leadership and Management**

- Share the vision, mission statement and values of the organisation with staff
- Display high standards of personal and professional behaviour
- To be familiar with all policies and procedures within Barwon Health including those specific to the Medical Imaging Department
- Provide product and patient preparation for an efficient and timely Nuclear Medicine and PET/CT service 24/7
- Ensure the correct operation of all laboratory equipment and to promptly report any problems
- Ensure the reporting of consumer complaints via Riskman  
Report all incidents through the incident management system

- Display the behaviour consistent with the vision, mission and values
- Level of compliance with policies and procedures. This would include Barwon Health Employee Code of Conduct, Leave policies and local BMI policies.
- Demonstrate a professional manner, flexibility and teamwork at all times
- Communicates well on one to one basis
- Demonstrates good listening skills





	<p>external emergency situation. Be familiar with BMI policies for Code Brown (DISPLAN) and other Codes</p> <ul style="list-style-type: none"> <li>• Report all incidents involving staff and patients on Riskman</li> <li>• Take corrective action to remedy safety hazards or risks</li> </ul>	
<b><u>Equal Employment Opportunity</u></b>	<ul style="list-style-type: none"> <li>• Develop an understanding of Barwon Health EEO policies and procedures</li> <li>• Ensure that own behaviour towards fellow employees is fair, non-discriminatory and free of harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Sound knowledge of Barwon Health EEO policies, procedures</li> <li>• Employees are aware of their obligations and comply with requirements</li> </ul>
<b><u>Other duties</u></b>	<ul style="list-style-type: none"> <li>• Exhibits a commitment towards Barwon Health's Values including team based above and below behaviours</li> <li>• Undertake special projects or reports required by the manager on a wide range of issues</li> <li>• Report all incidents through the incident management system</li> <li>• Practice in accordance with the relevant health care or industry standards</li> <li>• Complete mandatory training and education</li> </ul>	<ul style="list-style-type: none"> <li>• Barwon Health values modelled at all times</li> <li>• Performance Review</li> <li>• Demonstrated use of incident management system</li> <li>• Adherence to applicable health care or industry standards</li> <li>• Demonstrated completion of mandatory training</li> <li>• Adherence with Barwon Health policy and procedures</li> <li>• Active participation in required quality improvement activities</li> </ul>



KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: [Leadership Capabilities - Leading Self](#)

AWARENESS OF SELF	COMMUNICATE	RELATIONSHIPS	RESULTS
<p><b>Builds and maintains resilience:</b></p> <ul style="list-style-type: none"> <li>Persists and focuses on achieving objectives, even in difficult circumstances</li> <li>Encourages others to take a resilient and optimistic approach at work</li> </ul>	<p><b>Communicates clearly:</b></p> <ul style="list-style-type: none"> <li>Uses non-threatening language to address and defuse challenging situations before they escalate</li> <li>Provides rationale for decisions</li> <li>Shares information and keeps others informed and up-to-date about what is happening</li> <li>Explains complex information using language appropriate for the audience</li> </ul>	<p><b>Works in teams:</b></p> <ul style="list-style-type: none"> <li>Gains trust and support of others</li> <li>Implements formal and informal team-building activities</li> <li>Fosters teamwork and rewards cooperative and collaborative behaviour</li> <li>Resolves team conflict using appropriate and respectful strategies</li> </ul>	<p><b>Supports a shared purpose and direction:</b></p> <ul style="list-style-type: none"> <li>Shows personal commitment to the <b><u>mission, vision and values of Barwon Health</u></b></li> <li>Provides direction to others regarding the purpose and importance of their work aligned with the <b><u>mission, vision and values of Barwon Health</u></b></li> </ul>
<p><b>Demonstrates commitment to personal development:</b></p> <ul style="list-style-type: none"> <li>Critically analyses own performance</li> <li>Is open to feedback and is responsive in adjusting behaviour</li> </ul>	<p><b>Listens, understands and adapt to others:</b></p> <ul style="list-style-type: none"> <li>Assesses the emotions of others and then adapts words, tone, and gestures accordingly</li> <li>Encourages others to share their view point and ideas</li> </ul>	<p><b>Develops others:</b></p> <ul style="list-style-type: none"> <li>Takes time to understand the career objectives of team members</li> <li>Provides coaching, training opportunities for team members</li> <li>Promptly identifies and constructively addresses under-performance</li> <li>Attracts and selects new staff that live the <b><u>Barwon Health Values</u></b></li> </ul>	<p><b>Displays openness to change:</b></p> <ul style="list-style-type: none"> <li>Encourages others to be flexible and understand the impact of and benefits of change</li> <li>Recognises and reinforces the behaviours of those who embrace change</li> </ul>
<p><b>Exemplifies personal integrity and professionalism:</b></p> <ul style="list-style-type: none"> <li>Models the <b><u>Barwon Health Values</u></b> and <b><u>Code of Conduct</u></b>,</li> <li>Confronts and deals with inappropriate behaviours in alignment with the <b><u>Barwon Health Values</u></b> and <b><u>Code of Conduct</u></b></li> <li>Demonstrates consistency between words and actions</li> </ul>	<p><b>Influences positive outcomes:</b></p> <ul style="list-style-type: none"> <li>Establishes credibility</li> <li>Listens to and evaluates differing ideas</li> <li>Discusses issues credibly and thoughtfully</li> </ul>	<p><b>Values individual differences and diversity:</b></p> <ul style="list-style-type: none"> <li>Encourages the exploration of diverse views</li> <li>Creates inclusive teams in which a diversity of people feel they are valued and respected</li> <li>Discerns the differing and preferred working styles of individuals and uses this information to enhance the operation of teams</li> </ul>	<p><b>Takes accountability for achieving quality and excellence:</b></p> <ul style="list-style-type: none"> <li>Challenges self and the team to achieve high quality results aligned with <b><u>mission, vision and values of Barwon Health</u></b></li> <li>Looks for new or better ways of doing things and takes action</li> </ul>



## KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:

### QUALIFICATIONS -

#### ESSENTIAL:

- Tertiary qualification recognised by the Australian and New Zealand Society of Nuclear Medicine – e.g. Bachelor of Applied Science in Medical Radiations (RMIT)
- As required under the Radiation Act 2005 the Nuclear Medicine Technologist must hold current registration with AHPRA and a Victorian Government, Department of Health, Radiation 'Use Licence'.
- Completion of an approved course for CT (diagnostic CT) and recognised on Radiation Use Licence
- Demonstrate a broad range of knowledge, experience and competency in all routine Nuclear Medicine procedures, including all routine radiopharmacy laboratory procedures.

#### DESIRABLE:

- Demonstrate a broad range of knowledge, experience and competency in routine PET examinations
- Diagnostic CT qualifications needed within Bafwon Health for Nuclear Medicine Technologists are those gained from completing either the VSNMT CT course OR any University Medical Radiations degree that contains a minimum of 3 weeks of clinical practice within a Diagnostic CT Department. A further 3 weeks of training within Barwon Health will be conducted in our CT department before any Nuclear Medicine Technologist can participate in diagnostic CT within the Nuclear Medicine Department.

### EXPERIENCE and/or SPECIALIST KNOWLEDGE -

#### ESSENTIAL:

- Relevant experience and knowledge relating to the field of general Nuclear Medicine and PET





**OUR VALUES** / RESPECT / COMPASSION / COMMITMENT / ACCOUNTABILITY / INNOVATION