

Position Title:	BreastScreen Program Manager & Mammography Senior Medical Imaging Technologist
Operationally reports to:	Chief Medical Imaging Technologist
Professionally reports to:	Chief Medical Imaging Technologist
Department:	Medical Imaging
Directorate:	Capital Projects, Infrastructure & Support Services
Cost centre:	Y1106 & Y1107
Code & classification:	Medical Imaging Technologist, Grade 4 (AF31 - AF34)
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2021 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan 2019-23* provides the direction for GV Health with key elements summarised below.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.

 **Compassion**

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.

 **Respect**

- We respect the patient’s voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.

 **Excellence**

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.

 **Accountability**

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don’t compromise on our standards.

 **Teamwork**

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.

 **Ethical behaviour**

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient’s privacy and trust;
- We stand up against unsafe practice.

CREATE Outstanding

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2019-23* to link GV Health's purpose, values and our Culture of Care with fundamental organisational systems and processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.

ROLE STATEMENT:

BreastScreen Australia (BSA) is a national screening service for the early detection of breast cancer. The GV Health BreastScreen (BSVGVH) Reading and Assessment Service (RAS) is the ninth such service in Victoria and was established in 2021. GV Health BreastScreen facilitates screening mammograms performed off-site and assessment services on-site for women with lesions requiring further investigation who live within the catchment area.

GV Health provides a Diagnostic Mammography service for symptomatic patients ineligible for BreastScreen Victoria screening. All imaging, reading and assessment is performed on-site at GV Health.

The BreastScreen Program Manager & Mammography Senior Medical Imaging Technologist holds expert knowledge in BreastScreen and mammography and reports directly to the Chief Medical Imaging Technologist. This role is responsible for all BreastScreen and Diagnostic Mammography services provided by GV Health and provides operational and business management support through operational, clinical, educational, research and/or administrative and managerial tasks. In the first year, the incumbent will be expected to split their time 40% clinical and 60% administration to assist in ensuring clinical competency of clinical staff and develop and embed the quality and administrative processes for the long-term success of both services.

The employee is expected to show initiative and leadership within their area of expertise through:

- Supervision, mentoring and training of other Medical Imaging Technologists and hospital staff
- Proactive attention to equipment and maintenance issues
- Implementation of best practice strategies
- Management of administrative and accreditation needs to achieve strategic targets
- Promotion and expansion of service capabilities, including through research programs
- Minimisation of radiation doses

The accountabilities of the position will be reviewed at the end of the first year.

KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Fulfil the role of clinical supervisor for BreastScreen and Diagnostic Mammography.
- Oversee bookings in consultation with BreastScreen staff and the Office Manager to maximise service efficiency and patient flow.
- Ensure clear delineation between BreastScreen and Diagnostic Mammography workloads paying particular attention to correct coding/billing of examinations, separation of patient data and alignment of reporting requirements with the relevant service category.
- Participate in research studies as they present within Medical Imaging, across the hospital and between institutions ensuring compliance with study parameters.
- Comply with the GV Health and relevant professional body Code of Conducts.
- Develop service redundancy through staff training and cross device knowledge so that Medical Imaging Technologists have the requisite knowledge to work across all devices of the same modality.
- Remain abreast of current technological, legislative, regulatory and clinical advances relevant to the specific area of expertise.



- Promote service expansion in coordination with the Chief Medical Imaging Technologist, Clinical Director – BreastScreen and Clinical Director – Medical Imaging and advise of opportunities for service improvement.
- Identify, recommend and promote to the Chief Medical Imaging Technologist measures to enhance operational performance and improve patient care.
- Work with the Chief Medical Imaging Technologist and Radiologists to achieve strategic, financial and clinical key performance indicators.
- Comply with and make recommendations for improvement of the Medical Imaging Business Continuity Plan.
- Identify and manage risks within BreastScreen and Diagnostic Mammography and report to the Chief Medical Imaging Technologist.
- Actively engage in the BreastScreen Victoria Working Party providing advice, feedback and initiative to ensure realisation of the Working Party goals.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health.
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas.

1. Provide quality and safe clinical care for consumers

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment.
- Maintain a high level of expertise in the operation of equipment.
- Adhere to the requirements of patient identification protocols of the department and hospital.
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure.
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines.
- Address feedback regarding the services promptly, complying with GV Health and/or BreastScreen requirements for resolution including documentation in VHIMS and ensuring that staff understand manage complaints directed to them appropriately.
- Maintain accurate and current clinical records consistent with professional and legal standards.
- Promptly report vital patient observations that are outside the normal range as per clinical guidelines.
- Ensure an effective discharge from hospital or services that reflects the needs of the consumer.

2. Develop and maintain collaborative relationships with all disciplines

- Develop strong relationships with BreastScreen Victoria to and catchment screening providers performing imaging read by GV Health to ensure that the service meets expectations.
- Collaborate and communicate with all members of the health care team to support desired consumer outcomes.
- Participate in BreastScreen Victoria committees as well as working parties as requested by the CMIT and/or Clinical Director – BreastScreen.
- Contribute to other interdisciplinary team meetings and clinical education sessions as required.
- Respect the decisions and actions of others.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Lead clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.

- Champion best practice through critical analysis of existing services and continuous quality improvement for all GV Health Medical Imaging facilities.

4. Commit to ongoing professional development of self, other employees and the profession

- Demonstrate clinical skills and competencies by undertaking professional development.
- Demonstrate reflective practice through seeking feedback, setting goals and active participation in the Annual Performance Development Review process.
- Demonstrate initiative in managing knowledge limitations, seeking feedback, accepting guidance, and pursuing further education when required.
- Support the development of others by acting as a resource to colleagues, participating in orientation, mentoring new employees and supervising students.
- Provide supervision to less experienced employees and constructive feedback to direct professional development.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:

- Participate in the design and implementation of a structured program for students and interns as per training requirements relevant to each overseeing institution and as advised by the Tutor Medical Imaging Technologist.
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times.
- Comply with the principles of Patient and Family Centred Care.
- Promote GV Health as a quality regional health care provider.

KEY PERFORMANCE INDICATORS:

- Maintenance of registration in the relevant discipline(s) and working within scope of practice.
- Align GV Health policies and protocols with management and administrative requirements set out in BreastScreen Australia's National Accreditation Standards. Alert the Chief Medical Imaging Technologist to any problems with such implementation.
- Ensure that supervision and quality assurance activities are consistent with the requirements of BreastScreen Victoria, Diagnostic Imaging Accreditation Scheme and GV Health.
- Ensure timely preparation of reports for both services.
- Liaise with and advise upon key appointments to standing committees of GV Health BreastScreen and convene regular meetings of key groups in the service.
- Liaise with the Chief Medical Imaging Technologist regarding the development of the budget and finances for both services.
- Coordinate and conduct or assist in annual performance reviews as delegated by the Chief Medical Imaging Technologist.

- Work to ensure positive relations with the community, with the objective of maximising the participation of eligible women in the screening program.
- Successful accreditation under both the BreastScreen National Accreditation Standards and Diagnostic Imaging Accreditation Scheme.
- Compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
- Demonstrated ability to complete imaging within allotted timeframes and maximise patient throughput.
- Demonstrated accuracy of imaging with infrequent recall rates, detailed and correctly documented findings and high-quality imaging.
- Orientate and train staff new to the service, including providing a continuous education program.
- Oversee radiation protection and management and preventative maintenance of all radiographic equipment.
- Develop and maintain a BreastScreen & Mammography Quality Manual.
- Monitor, document and evaluate industry and organisational performance indicators to drive quality and service improvement, including undertaking quarterly formal reviews of mammographic equipment in conjunction with the Clinical Director – BreastScreen.
- Liaise with a medical physicist or equivalent assigned by the Chief Medical Imaging Technologist.
- Develop, implement, and review a competency-based framework for assessing staff skills and address shortfalls to ensure patient safety.
- Model professional clinical practice for all staff and trainees through adherence to GV Health’s CREATE values.
- Manage team training and bringing concerns regarding performance issues to the attention of the Medical Imaging Technologist.
- Submit monthly reports to the Medical Imaging Technologist outlining operational efficiency, addressing causes of downtime and variation from budgets and engage in the Department of Medical Imaging and Shepparton Nuclear Medicine Meeting.
- Use personalised radiographic side markers with initials when performing general radiography.
- Attendance and active participation at meetings as scheduled.
- Participate in all BreastScreen and mammography shifts as required in order to meet service requirements.

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

KEY SELECTION CRITERIA:

Mandatory

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Bachelor of Applied Science (Medical Radiations) or equivalent and Graduate Diploma of Mammography or equivalent.
- Current AHPRA registration as a Medical Radiation Practitioner and a current Victorian Radiation Use Licence, may have current registration with ASAR to practice as a Sonographer
- Hold or be eligible to hold Certificate of Clinical Proficiency in Mammography or equivalent.

- Minimum of 6 years relevant postgraduate experience.
- Demonstrated expertise as a Senior Medical Imaging Technologist/ Mammographer in a BreastScreen Victoria program.
- Demonstrated knowledge of the Diagnostic Imaging Accreditation Scheme, BreastScreen National Accreditation Standards, quality improvement and document control processes.
- Ability to interact and communicate effectively with a diverse range of people at all levels.
- Evidence of leadership attributes that support staff engagement, develop team stability and encourage professional growth.
- Excellent interpersonal, communication skills and instructional skills to deliver education and encourage innovation and build positive relationships with consumers and staff.
- Experience in protocol and procedure development, optimisation, review and implementation with flexibility to operate in an environment of change and continuous improvement.
- Sound knowledge of information technology systems and the software applications of Microsoft Office Suite.
- Demonstrated initiative in working independently to resolve day-to-day operational conflicts.
- Satisfactory National Criminal History Check prior to commencement of employment.
- Satisfactory Working with Children Check prior to commencement of employment.
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

Desirable

- Minimum of 10 years relevant postgraduate experience
- Evidence of postgraduate studies through a program of study in a Medical Imaging relevant discipline or modality that meets Australian standards.
- Working knowledge of Picture Archive and Communication System and Radiology Information System functionality and integration.
- Evidence of administrative or management studies.

Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

Consumer Care Role	
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general consumer handling and clinical duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ working alone ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ operating equipment ▪ handling general and infectious waste ▪ participating in shift work and on-call 	<ul style="list-style-type: none"> ▪ Exposure to substances and hazardous materials ▪ working at other locations may be required ▪ dealing with anxious or upset consumers or members of the public ▪ driving a motor vehicle



CREATE. Outstanding.

Reviewed by	Chief Medical Imaging Technologist
Issued	June 2021
Reviewed	June 2022

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____ /_____/_____

 (Print Name)