

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

POSITION DESCRIPTION

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| Position Title: | Grade 4 CT Radiographer – External sites supervisor, Northern Imaging Victoria |
| Business Unit/Division: | Northern Imaging Victoria, Division of Diagnostic and Outpatient Services |
| Award Agreement: | Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 |
| Classification: | AHP1 – Grade 4 |
| Employment Type: | Full time, ongoing |
| Reports to: | Imaging Manager |
| Date Prepared/Updated: | 31 October 2025 |

ROLE STATEMENT

General Role Statement:

As the External Sites Grade 4 CT radiographer your role will be to oversee our fleet of CT scanners at all external Northern Imaging Victoria sites. This includes Broadmeadows, Craigieburn, Kilmore and Mernda. While you will mostly operate out of the Northern Hospital. Any escalations, quality assurance, and workflow changes will be part of your administrative portfolio. There will be allocated time to make site visits as required. Clinically there is a requirement to provide high quality diagnostic images in a dynamic and fast paced environment with patient care at the forefront, while actively participating in CT service delivery at the Northern Hospital. This role will be required to deal with a complex caseload across multiple Northern Health sites as rostering requires. A wide range of scanning skills are required to fulfil the role, along with strong leadership skills and the ability to work collaboratively with the Northern Hospital CT supervisor in both scanning and service delivery optimisation. Training and guidance of junior staff is an expectation and participation in the on call and rotating roster is a requirement.

This position is responsible for:

- Contributing to the management of the CT department. Ensuring it is running effectively, efficiently and productively, reporting any issues or risks to the Imaging Manager in a timely manner.
- Develop and maintain quality assurance programs to improve delivery of CT services.
- Support the CT supervisor and Clinical Educator in providing training in the CT department
- Maintain a positive and pro-active relationship with colleagues, both within the department and across the organisation.
- Guide and lead clinical staff reporting to this position
- Provide high quality diagnostic imaging services to patients.
- Maintain a high level of patient care and safety.
- Complete management planning and rostering as required
- Handle patient and business information with strict confidentiality.
- Contribute positively to team environment in the department and organisation.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.

- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership/General

- Create and maintain positive working relationships with NIV staff.
- Create an environment that encourages staff to work both autonomously and collaboratively as required.
- Ensure roster deficits are covered appropriately for the site's requirements in conjunction with the Imaging manager
- Assist staff to resolve problems or queries as they arise and escalate to the Image manager for further clarity and resolution.
- Provide necessary supervision, training and support to all staff within CT environment, working closely with the Tutor Radiographer/ Clinical Educator.
- Build effective working relationships with other departments in the organisation to ensure positive patient outcomes.
- Complete annual staff appraisals.
- Actively participate in departmental processes and procedures to ensure effective controls are met.
- Assist in the submission of data to DIAS and NSQHS for accreditation.

Organisation-Wide Contribution

- Comply with all of the By-Laws, Regulations and Policies that are in place at Northern Health including those relating to; Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Equal Opportunity, Bullying and Harassment in the workplace.
- Promote a culture of risk and "safety first" awareness and ensure risk management strategies and processes are embedded into work practices.
- Demonstrate by example, adherence to and role modelling of the Northern Health values and Staff Code of Conduct to support a positive, productive and high performing culture.
- Proactively support Program Directors in the achievement of Northern Health operational and strategic goals.
- Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of duties for which the appointee is employed.
- Act at all times with legal/ethical parameters.

- To take an active part in the recognition and prevention of hazardous situations in the workplace and to initiate preventative action.

Diversity and Inclusion

- Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour.
- Promote diversity and inclusion across Northern Health campuses.
- Contribute to a culture of consumer participation by ensuring that activities within the area of responsibility are inclusive of and responsive to the needs of our consumers.

Innovation and Culture Change

- Promote a culture of risk and safety-first awareness.
- Actively pursue the improvement of quality and processes within the organisation.

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Bachelor of Radiation Science or equivalent recognised degree
- Current registration with AHPRA
- Hold a current radiation use licence with DoH Victoria
- Demonstrated ability to prioritise workload, meet deadlines and complete activities either individually or as part of a team.
- Demonstrated effective interpersonal, written and verbal communication skills with the ability to communicate across all levels within internal and external stakeholders.
- Physical ability to perform all examinations and normal associated tasks (including manual handling skills and experience).
- Adherence to radiation minimisation strategies
- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated professional behaviour and interactions with patients/clients and employees.
- Computer literacy, including RIS-PACS experience, use and understanding.
- Demonstrated attitude of an openness to learn, grow and change.
- Ability to perform complex clinical procedures within your specialist modality with a high degree of competency.
- Ability to problem solve and resolve conflict in a complex environment.
- Current Victorian Driver's licence or equivalent.
- Ability to travel to any of Northern Health's campuses as required.
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Experience

- Previous extensive CT experience within a Medical Imaging department, ideally within a public hospital

Knowledge, Skills and Behaviours

- Proven competency across all CT imaging areas – including but not limited to General, Trauma, CT Angiography, Stroke/Perfusion, Cardiac, Paediatrics.
- Highly developed interpersonal, written and electronic communication skills.
- Open and adaptive to workplace change.
- Cooperates with others and contributes to teamwork to achieve departmental goals.
- Well-developed critical thinking and problem-solving abilities.
- Demonstrated ability to develop professional relationships across a broad range of health workers and consumers.
- Collaborative and self-motivated.
- Demonstrated ability to priorities and meet competing demands.
- High level of attention to detail; excellent professionalism, confidentiality and discretion.
- Versatility, flexibility and enthusiasm with a high level of initiative and approachability.
- Participation in On-call roster and willingness to work weekends.

Employee Declaration

I have read, understood and accept the above Position Description.
(Please print name)

Signature: Date: