

Position Description

Position	Trainee MRI MIT - Radiology
Team / Service	Radiology Department, Wellington Hospital
Directorate	Hospital Operations
District	Capital, Coast & Hutt Valley
Responsible to	MRI MIT Charge
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work at Wellington Hospital Trainee MRI Technologists may also be rotated through Hutt hospital to gain a full breadth of training

Health New Zealand

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Health New Zealand.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Team/Service Perspective

The Radiology Department serves the population of the Wellington and Kapiti Coast areas. Radiology Services provide a wide range of diagnostic and interventional imaging for CCHV and adjacent regions, including Angiography, CT, Fluoroscopy, Mammography, MRI, Nuclear Medicine, Ultrasound and General Radiography.

Mō tō mātou rōpū

The service is multi-disciplinary, employing Radiologists, Nurses, Administration Support Staff, Medical Imaging Technologists (MITs) and Sonographers. The Radiology department is a training institution for Radiology Registrars, MITs and Sonographers.

We offer a supportive workplace culture with a commitment to your on-going professional development and well-being, and we have a strong focus on ongoing quality improvement and constructive relationships with clinical colleagues. The Radiology Department also holds International Accreditation New Zealand (IANZ) accreditation.

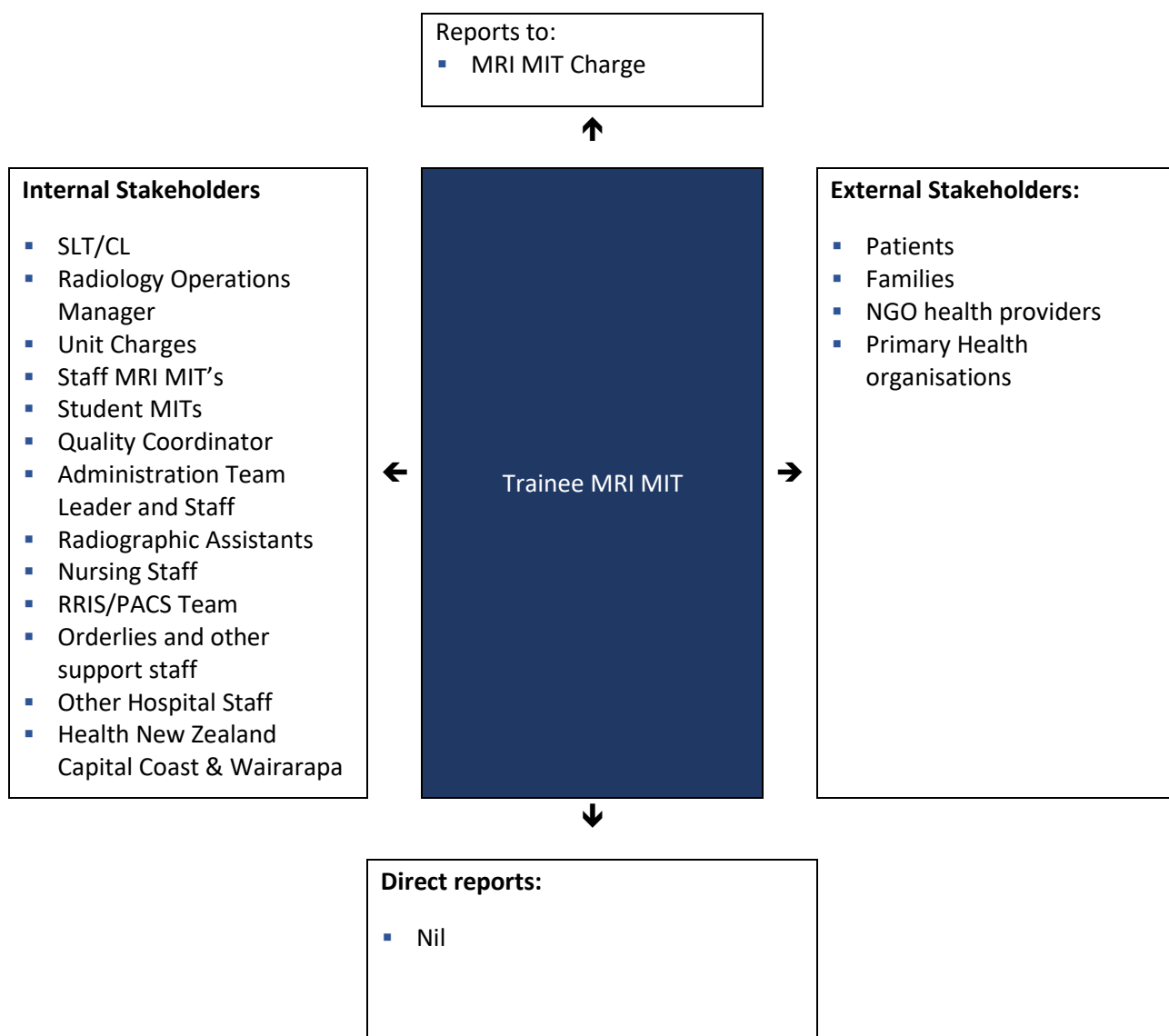
Purpose of the role

The position of Medical Imaging Technologist MRI (MRI MIT) is to assist the Radiology Operations Manager and Unit Charge MRI MIT with the provision of a high quality patient focused service at Wellington Hospital Radiology, Health New Zealand.

The Trainee MRI MIT:

- Provides support for all Wellington Hospital Radiology staff to enable high quality service delivery across the hospital
- Supports the establishment of a culture of continuous improvement that links Wellington Hospital Radiology service activities to overall hospital operational strategies
- Fosters excellence in operational standards and professional conduct for the Service
- Supports new and innovative ideas which improve patient experience and outcomes
- Identifies emerging issues, risks, threats and opportunities early and mitigates these

Key Relationships & Authorities



Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

The following expected results are provided as a guide for performance standards. The annual performance measurements will be discussed and agreed between the position holder and manager as part of annual performance planning and development.

- Ensure that your health and safety practice meets the requirements of health and safety at work legislation, applies Health New Zealand's policies and processes and contributes to a culture of safe practice
- Maintain a strict sense of professional ethics, confidentiality and privacy and abide by Health New Zealand's Code of Conduct
- Respond to the changing needs of the hospital, performing other tasks as required
- Champion equality and diversity in the workplace including the Treaty of Waitangi

Key Accountabilities	Deliverables / Outcomes
Assist with the coordination of the MRI Service	<ul style="list-style-type: none"> ▪ Be part of the overall service ensuring that it is effective, efficient, timely and safe ▪ To ensure all duties/tasks completed ▪ To assist with adequate normal and out of normal working hours covered is ensured as appropriate ▪ Patients are treated with respect and sensitivity for their well-being, comfort and privacy when in this area ▪ Assist with patient bookings and modifications in the system to meet changes in demand
Training in MRI	<ul style="list-style-type: none"> ▪ To be actively involved in training and improving your own professional expertise and knowledge in the specialty of MRI ▪ Bring any concerns regarding training to the attention of the Unit Charge MRI MIT ▪ To be supervised and evaluated in accordance with Auckland University and NZ MRTB guidelines
Assist with the responsibility for maintaining protocol records for procedures performed within the MRI department	<ul style="list-style-type: none"> ▪ Liaise with the SMO & RMO Radiologists responsible for MRI regarding changes in examination protocols and standards for procedures ▪ Quality Assurance programme is maintained in modality
Patient care	<ul style="list-style-type: none"> ▪ Ensure patient care standards are optimal ▪ Maintain a safe working environment at all times ▪ Ensure examination room is always clean and tidy ▪ Ensure patient remains comfortable at all times while in Radiology

Training staff working in this area regarding equipment use	<ul style="list-style-type: none"> ▪ To actively be involved in the training of MRI MIT trainees providing professional expertise and knowledge so to develop the skills of the trainee ▪ Bring any concerns to the attention of the Unit Charge MRI MIT ▪ MIT students will be supervised & evaluated in accordance with Polytechnic guidelines when they are rostered in this area ▪ Give tutorials/ lectures on specific techniques as requested
The equipment in the MRI unit is used safely within recognised recommendations	<ul style="list-style-type: none"> ▪ Possess a superior working knowledge of all equipment in modality ▪ Ensure preventative maintenance programme is adhered to Ensure 'break downs' are reported immediately and action take immediately ▪ All staff working in the unit will be trained in safe working procedures in this area ▪ Supervision & oversight to maintain high standards of expertise for rostered MRI MITs
Maintaining a high degree of personal expertise and professionalism	<ul style="list-style-type: none"> ▪ Compliance with Health Practitioners Competence Assurance Act 2003 ▪ Assume responsibility for professional and personal development for self and staff ▪ Compliance with CSP5 ▪ Compliance with MRT Board Code of Ethics ▪ Display a superior level of knowledge of current professional practice and developments ▪ Build and maintain links with colleagues/ peers and external agencies as required ▪ Maintain patient privacy and confidentiality at all times ▪ Participation in annual performance review and achieving performance goals ▪ Knowledge and compliance with all governing legislation ▪ Maintain a superior level of knowledge of current best practice
To Ensure the Working Environment is Maintained in a Safe and Workable State	<ul style="list-style-type: none"> ▪ Linen is changed as per department protocols ▪ Supplies are restocked as necessary. The need for reordering of supplies is anticipated and notified to the appropriate person ▪ Safe hygiene practices are demonstrated by complying with protocols for machine and equipment cleaning as well as effective handwashing
Communication	<ul style="list-style-type: none"> ▪ All communication is clear, effective and appropriate ▪ Attend and actively participate in meetings and other forums as required
Supplies	<ul style="list-style-type: none"> ▪ Ensure all necessary supplies are held and ordered
Support General Radiography service	<ul style="list-style-type: none"> ▪ Displays competence in the full operation of all general radiographic equipment, its care and maintenance ▪ Demonstrates flexibility and willingness to relieve in the general radiology service where necessary

Other duties	<ul style="list-style-type: none"> Perform other duties relevant to the position as may from time to time be required by the Radiology Operations Manager
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance Cultural competence is grown across the team, supporting inclusion and partnership.
Health & Safety	<ul style="list-style-type: none"> Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. Maintain a proactive culture of Health & Safety supported by systems. Ensure providers are aware of and have processes to comply with their health and safety responsibilities

Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Leading and Motivating	<ul style="list-style-type: none"> Promotes a positive attitude towards change Encourages teamwork and co-operation between staff Promotes and models a strong customer focus
Managing People	<ul style="list-style-type: none"> Communicates often with staff about their performance and progress Personally put time into coaching and mentoring staff To be given the opportunities and freedom to develop
Communication	<ul style="list-style-type: none"> Promotes a credible image and inspires confidence Actively shares information, ideas and experience with others Works to building trusting relationships with customers and key stakeholders Communicates sensitive messages or disagreements with tact and diplomacy Treats people with respect and courtesy Brings conflict into the open and facilitates resolution Encourages the expression of differing and opposing views
Business Decision Making	<ul style="list-style-type: none"> Confronts problems early, before they get out of hand Be aware of the chain of command, even in the absence of the Unit Charge MRI MIT

Competency	Behaviours
	<ul style="list-style-type: none"> Discusses the situation and looks at problems from many angles before making decisions with approval of Unit Charge MRI MIT
Taking Accountability	<ul style="list-style-type: none"> Takes personal responsibility for making things happen Reinforces the values of Health New Zealand – Capital, Coast and Hutt Valley with others and leads by example Supports and advocates the position of Health New Zealand – CCHV on all issues Acts ethically and with integrity Is open and honest with others Actively pursues self-learning and development
Interpersonal Savvy	<ul style="list-style-type: none"> Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation Builds appropriate rapport Builds constructive and effective relationships Uses diplomacy and tact Can diffuse even high-tension situations comfortably
Problem Solving	<ul style="list-style-type: none"> Uses rigorous logic and methods to solve difficult problems with effective solutions Probes all fruitful sources for answers Can see hidden problems' Is excellent at honest analysis Looks beyond the obvious and doesn't stop at the first answer
Quality & Innovation	<ul style="list-style-type: none"> Provides quality service to those who rely on one's work. Looks for ways to improve work processes - suggests new ideas and approaches. Explores and trials ideas and suggestions for improvement made by others. Shows commitment to continuous learning and performance development.
Negotiating	<ul style="list-style-type: none"> Can negotiate skilfully in tough situations with both internal and external groups; Can settle differences with minimum noise; Can win concessions without damaging relationships; Can be both direct and forceful as well as diplomatic; Gains trust quickly of other parties to the negotiations; Has a good sense of timing

Experience and Capability

A. Knowledge, Skills & Experience:

- Computing skills
- Excellent customer service skills, skilled at listening to customers to assess their needs, communicating effectively with a wide range of customers and managing customer expectations
- Planning and organising skills, ability to manage a range of tasks at one time and carry them through to completion
- Good communication skills, ability to establish and maintain professional working relationships, communicate effectively with others and express ideas and/or information clearly – both verbally and in writing
- High level of interpersonal skills, able to communicate effectively with a wide range of people from diverse backgrounds, able to assert oneself confidently and tactfully
- Ability to manage a high degree of confidentiality and manage sensitive information

B. Essential Professional Qualifications / Accreditations / Registrations:

- To have a post graduate qualification in MRI (or working towards one), or be registered with the NZ Medical Radiation Technologist Board as an MRI
- Knowledge and confidence in profession and own professional role
- Competent using computer
- Is prepared to and has the ability to learn new web based clinical applications, e.g. IBA, Concerto, Comrad, RIS/PACS, required for the role. Undertakes training if required

C. Someone well-suited to the role will place a high value on the following:

- Being a good team player; able to work with others to achieve team goals
- Able to work independently without supervision, using initiative
- Able to work under pressure
- Flexible, positive attitude to work
- Accurate and efficient work practices

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Health New Zealand is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Date Effective _____

**Radiology Operations Manager's
Name &
Signature** _____

**Employee's Name &
Signature** _____