

## Position Description

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<b>Position</b>	<b>Clinical Lead – Radiology Services</b>
<b>Team / Service</b>	Radiology, Capital Coast
<b>Directorate</b>	Hospital Operations
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Clinical Director – Hospital Operations
<b>Children’s Act 2014</b>	This position is classified as a children’s worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	This position is expected to work at Wellington and Kenepuru Hospitals

## Health New Zealand

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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

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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

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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.

## Te Mauri o Rongo

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Te Mauri o Rongo recognises our connection to this work, to each other, to the people we serve and to our whakapapa. It speaks to specific behaviours that we will expect from each other guided by the pou of Te Mauri o Rongo:

### Wairuatanga

Working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

### Rangatiratanga

As organisations we support our people to lead. We know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

### Whanaungatanga

We are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. “Whiria te tangāta” – we will weave our people together.

### Te Korowai Āhuru

A cloak which seeks to provide safety and comfort to the workforce.

## District Perspective

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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.

## Group Perspective

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The key areas of focus for the Hospital Operations Group are:

- To ensure effective and efficient patient flow across all sites and regionally
- To implement a productive operating theatre model that captures efficiencies and delivers highest levels of service.
- To provide timely diagnostics and accurate reporting across all Radiology modalities
- To maintain a responsive ED service which strives to meet clinical demands in a timely manner and in accordance with national KPIs
- To deliver high quality ICU services to the local district and the region
- To lead the management of emergency responses.
- To strengthen a quality and patient safety culture through an effective clinical governance model
- To maintain effective administrative support to all clinical areas
- To develop new models of care to manage hospital demand and flow supporting best use of Inpatient bed resources and ensure the safe management of people with complex healthcare needs
- To support clinical efficiencies and the effectiveness of clinical supply use across the whole Directorate
- To lead expanded collaboration across Capital, Coast & Hutt Valley and Wairarapa Districts to establish wider regional clinical services.
- To ensure in the expenditure areas of Nursing Labour, Medical Labour and Management/Administration Labour that we are within benchmark of our peer Districts

## Team/Service Perspective

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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 Service also holds International Accreditation New Zealand (IANZ) accreditation.

## Purpose of the role

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Building and maintaining effective working relationships between management and clinicians is key to achieving quality outcomes for patients and efficient functioning of services. For the Radiology Clinical Leader this means having close communication, good understanding and solid support from their Clinical Director, Group Manager, Operations Manager, Charge Nurse Managers and Allied Health leaders.

You will ensure Radiology services are sustainable, responsive, and meets the requirements of the relevant stakeholders. In addition, you will provide strategic direction, promote training and education, co-ordinate the service priorities and build strategic relationships.

Providing leadership for continuing organisational change and day-to-day issues without overlooking important longer term matters is important in this role. Making good use of forums with other Clinical Leaders can facilitate quicker issue resolution and decision-making.

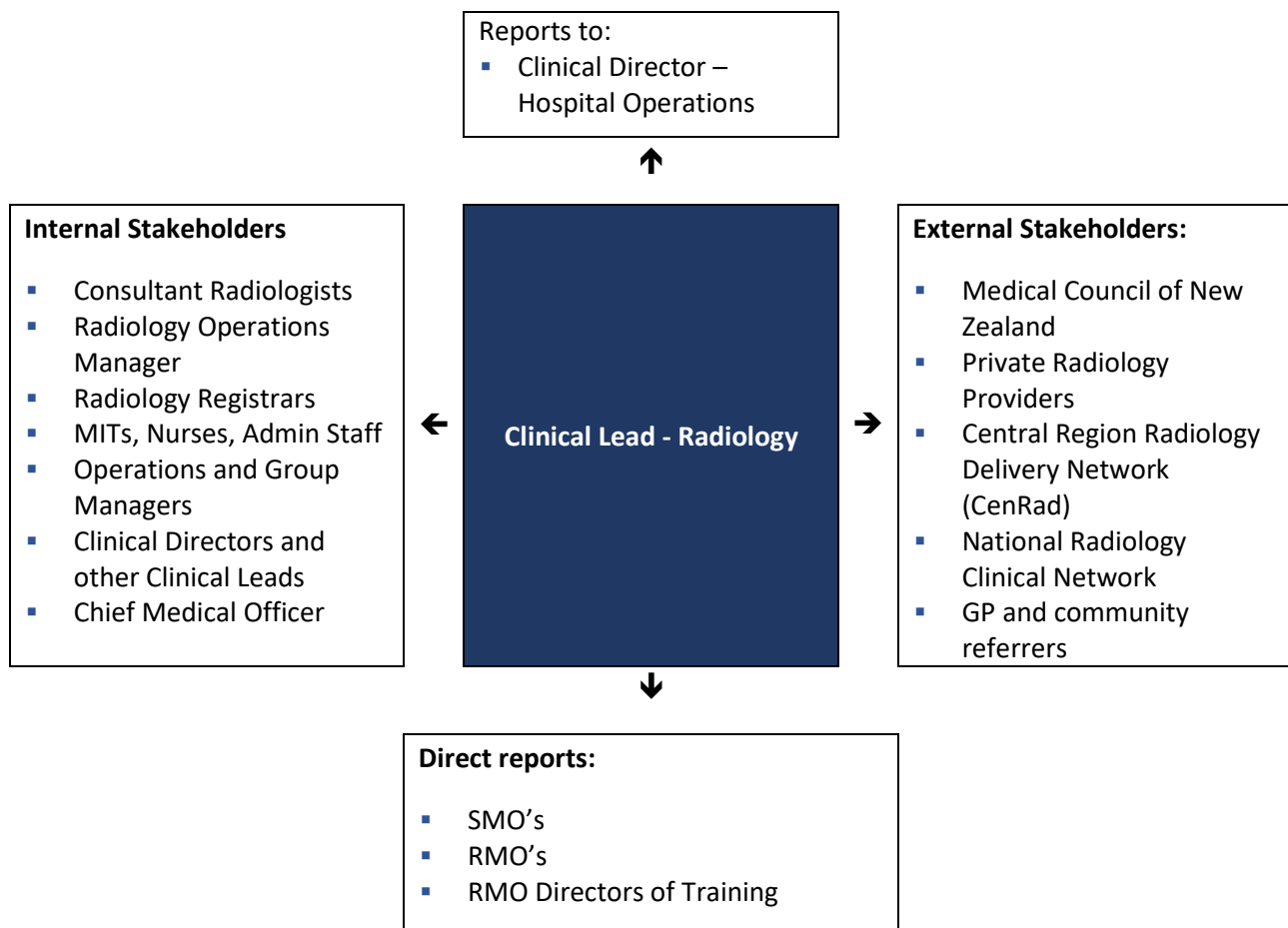
Recruiting and retaining Radiologists and Registered Medical Officers is an area requiring sustained effort and attention. Recruiting experienced Senior Medical Officers is difficult and takes a long time. A close working relationship is also required with the RMO Unit for junior doctor staffing. Medical Staffing Development and growing the next generation of Radiologists requires thought leadership from the post holder in partnership with Operations management.

All this is within the context of multiple demands on Clinical Leaders' time. The nature of Radiology means that the Clinical Leader as clinician must always be responsive to acute needs. Meeting clinical demands and providing service leadership requires excellent time management within the time allocated for clinical leadership responsibilities.

SMO's all have different experience and perspectives which can provide valuable insights for service development. Clinical leaders are well placed to draw on such insights.

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## 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.

Key Accountabilities	Deliverables / Outcomes
<b>1. Clinical Leadership</b>	<ul style="list-style-type: none"> <li>Management of SMOs including recruitment and performance evaluation of Registrars and SMOs</li> <li>Developing the medical team using the strengths within the team</li> <li>Facilitating medical engagement with Health New Zealand   Te Whatu Ora initiatives and activities</li> <li>Ensuring a workable and sustainable roster for SMOs</li> <li>Responsible for ensuring the training and support of RMOs. This is usually a delegated responsibility.</li> <li>Expected to represent the service at relevant directorate and District/ Health New Zealand   Te Whatu Ora leadership meetings.</li> <li>Chair monthly departmental meeting</li> <li>Evidence of developmental conversations with medical staff</li> <li>Oversees that performance reviews with all medical staff are done annually</li> </ul>
<b>2. Service Development and Quality Improvement</b>	<ul style="list-style-type: none"> <li>Focus on improving patient safety and outcomes including oversight of Health and Disability Commission investigations.</li> <li>Actively engage with the Quality Improvement and Patient Safety (QIPS) team to improve patient safety</li> <li>Establish and maintain clinical audit and morbidity and mortality reviews</li> <li>Work with consumers, external agencies, other health professionals and services to identify opportunities for improvement</li> </ul>
<b>3. Strategic Direction</b>	<ul style="list-style-type: none"> <li>Work with the Radiology Operations Manager, Clinical Director and Group Manager to develop medium/long term service objectives and set annual plan as part of the budgeting process.</li> <li>Meet regularly with the Clinical Director to track progress</li> <li>Attends and give input at strategic planning sessions</li> </ul>
<b>4. Operational Management</b>	<ul style="list-style-type: none"> <li>Meet regularly with the Operations Manager, Group Manager and other service leaders to track service progress and work together to problem solve emerging issues</li> <li>Meet weekly/fortnightly with the Modality Unit Charges</li> <li>Work with the Group/Operation Managers and Modality Unit Charges to effectively manage budget and resources</li> <li>Development of annual and strategic planning</li> <li>Liaise with the Directors of Training to support the recruitment process of RMO's</li> </ul>
<b>5. Team administration</b>	<ul style="list-style-type: none"> <li>Ensures SMO &amp; RMO rosters are managed and meet requirements for service</li> </ul>

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|  | <ul style="list-style-type: none"><li>▪ Ensures applications for SMO Leave are completed and approved where necessary (or delegate responsibility)</li><li>▪ Seek and give feedback to and from Operations Manager, Modality Unit Charges, Clinical / Operations Directors and Service Leaders</li><li>▪ Liaise with the RMO unit to support the RMO recruitment process to ensure consistency and input where required</li><li>▪ Participate in the recruitment of SMOs.</li></ul> |
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## Capability Profile

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

Competency	Behaviours
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li> <li>Builds appropriate rapport</li> <li>Builds constructive and effective relationships</li> <li>Uses diplomacy and tact</li> <li>Can diffuse even high-tension situations comfortably</li> </ul>
<b>Organising</b>	<ul style="list-style-type: none"> <li>Can marshal resources (people, funding, material, support) to get things done</li> <li>Can orchestrate multiple activities at once to accomplish a goal</li> <li>Uses resources effectively and efficiently</li> <li>Arranges information and files in a useful manner</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>Accurately scopes out length and difficulty of tasks and projects</li> <li>Sets objectives and goals</li> <li>Breaks down work into the process steps</li> <li>Develops schedules and task/people assignments</li> <li>Anticipates and adjusts for problems and roadblocks</li> <li>Measures performance against goals</li> <li>Evaluates results</li> </ul>
<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement</li> <li>Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</li> <li>Sought out by others for advice and solutions</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>Probes all fruitful sources for answers</li> <li>Can see hidden problems'</li> <li>Is excellent at honest analysis</li> <li>Looks beyond the obvious and doesn't stop at the first answer</li> </ul>
<b>Quality &amp; Innovation</b>	<ul style="list-style-type: none"> <li>Provides quality service to those who rely on one's work.</li> <li>Looks for ways to improve work processes - suggests new ideas and approaches.</li> <li>Explores and trials ideas and suggestions for improvement made by others.</li> <li>Shows commitment to continuous learning and performance development.</li> </ul>
<b>Negotiating</b>	<ul style="list-style-type: none"> <li>Can negotiate skilfully in tough situations with both internal and external groups;</li> <li>Can settle differences with minimum noise;</li> <li>Can win concessions without damaging relationships;</li> <li>Can be both direct and forceful as well as diplomatic;</li> <li>Gains trust quickly of other parties to the negotiations;</li> <li>Has a good sense of timing</li> </ul>
<b>Conflict Management</b>	<ul style="list-style-type: none"> <li>Reads situations quickly</li> <li>Good at focused listening</li> </ul>

	<ul style="list-style-type: none"> <li>Can find common ground and get cooperation with minimum noise</li> </ul>
<b>Political Savvy</b>	<ul style="list-style-type: none"> <li>Is sensitive to how people and organisations function</li> <li>Views corporate politics as a necessary part of organisational life and works to adjust that reality</li> </ul>
<b>Integrity and Trust</b>	<ul style="list-style-type: none"> <li>Is widely trusted</li> <li>Is seen as a direct, truthful individual</li> </ul>
<b>Composure</b>	<ul style="list-style-type: none"> <li>Is cool under pressure</li> <li>Is not knocked off balance by the unexpected</li> <li>Is a settling influence in a crisis</li> </ul>

## Experience and Capability

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### A. Knowledge, Skills & Experience:

- Senior Clinical role in HNZ or in the private sector
- Experience with and understanding of the health system including funding and planning processes
- Understanding of Te Tiriti o Waitangi and equity in health.
- Knowledge and experience in HR processes, particularly relating to processes relating to RMO and SMO terms and conditions
- Be developing service management skills
- Understand the concept of distributive leadership and be willing and able to delegate decision making
- Experience dealing with the complexities of a large diverse organisation

### B. Essential Professional Qualifications / Accreditations / Registrations:

- Relevant clinical qualification
- Fellowship of RANZCR or equivalent – desired but not essential
- Proven experience in clinical leadership within Radiology - desired but not essential
- Experience in service planning, HR processes, and clinical governance.

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

- Integrity within the organisation
- Open discussion
- Valuing the contribution of individuals
- Pro-active management to achieve outcomes
- Devolution of decision making
- A commitment to contribute at a strategic level within the HHS
- An interest in clinical audit and quality
- Innovation in models of care to improve health outcomes

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

## Position Description

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<b>Team / Service</b>	Radiology Services
<b>Group</b>	Hospital Operations
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Radiology Clinical Leader
<b>Children's Act 2014</b>	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	This position is expected to work from Wellington Hospital

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## Context

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## Te Mauri o Rongo

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Te Mauri o Rongo recognises our connection to this work, to each other, to the people we serve and to our whakapapa. It speaks to specific behaviours that we will expect from each other guided by the pou of Te Mauri o Rongo:

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### Te Korowai Āhuru

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## District Responsibility

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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.

Te Whatu Ora 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.

## Team/Service Perspective

Radiology Services provide a wide range of diagnostic and interventional imaging for Capital, Coast and Hutt Valley district and adjacent regions, including Angiography, CT, Fluoroscopy, Mammography, MRI, Nuclear Medicine, Ultrasound and General Radiography. We have an important and close working relationship in our sub region with the nearby Wairarapa district Radiology departments. Our wider region includes MidCentral, Hawkes Bay, Whanganui and Nelson Marlborough districts.

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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 currently have 26 budgeted Radiology SMO FTE consisting of a team of 23 qualified Radiologists and 11 registrars. The department performs approximately 130,000 examinations per year.

### **Purpose of the role**

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To deliver high quality diagnostic and interventional radiology as part of a multi-disciplinary team.

The Consultant Radiologist is an integral member of a team dedicated to the provision of high quality diagnostic images for patients at Capital, Coast and Hutt Valley and to support the central region as a whole. The role provides for examination reporting, appropriate oversight of Radiology registrars and participation in quality assurance, research and audit activities.

## 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.

### Clinical Duties

<i>Key Accountability</i>	<i>Deliverables / Outcomes</i>	<i>KPI</i>
<b>Examination reporting</b>	<ul style="list-style-type: none"> <li>Participates in inpatient and outpatient radiology</li> <li>Participation in the departmental general in-hours roster.</li> </ul>	<ul style="list-style-type: none"> <li>Follows CCHV Radiology Service policy regarding Examination Reporting</li> <li>Reports examinations and authorises reports promptly</li> <li>Provides appropriate oversight and supervision of Radiology Registrars</li> </ul>
<b>Plain film reading sessions</b>	<ul style="list-style-type: none"> <li>all types of IP and OP plain film reporting</li> </ul>	<ul style="list-style-type: none"> <li>Follows CCHV Radiology Service policy regarding Examination Reporting</li> <li>Reports examinations and authorises reports promptly</li> <li>Provides appropriate oversight and supervision of Radiology Registrars</li> </ul>
<b>Routine Clinical lists</b>	<ul style="list-style-type: none"> <li>Including CT, MRI, Ultrasound, Fluoroscopy and Duty Radiology (DR) as rostered</li> </ul>	<ul style="list-style-type: none"> <li>Follows CCHV Radiology Service policy regarding Examination Reporting</li> <li>Reports examinations and authorises reports promptly</li> <li>Provides appropriate oversight and supervision of Radiology Registrars</li> <li>Provides appropriate imaging advice and recommendations to referring clinical teams, as needed, within current resource</li> </ul>
<b>Nuclear medicine</b>	<ul style="list-style-type: none"> <li>Where appropriately qualified</li> </ul>	<ul style="list-style-type: none"> <li>Follows CCHV Radiology Service policy regarding Examination Reporting</li> <li>Reports examinations and authorises reports promptly</li> <li>Provides appropriate oversight and supervision of Radiology Registrars</li> </ul>
<b>Angiography lists</b>	<ul style="list-style-type: none"> <li>Where appropriately qualified</li> <li>Including Interventional angiography</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate self-audit for complications/adverse outcomes</li> <li>Follows CCHV Radiology Service policy regarding Examination Reporting, including prompt authorisation of reports</li> </ul>

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>	<b>KPI</b>
<b>Cardio-thoracic</b>	<ul style="list-style-type: none"> <li>Where appropriately qualified</li> <li>Including interventional lung biopsy and pleural procedures</li> </ul>	<ul style="list-style-type: none"> <li>Follows CCHV Radiology Service policy regarding Examination Reporting</li> <li>Reports examinations and authorises reports promptly</li> <li>Provides appropriate oversight and supervision of Radiology Registrars</li> <li>Provides appropriate imaging advice and recommendations to referring Respiratory and Cardio-thoracic teams; weekly district lung MDM and respiratory meetings, as needed, within current resource</li> </ul>
<b>Musculoskeletal (MSK)</b>	<ul style="list-style-type: none"> <li>Where appropriately qualified</li> <li>Including interventional MSK specific lists including CT, MRI, Ultrasound &amp; Fluoroscopy as rostered</li> </ul>	<ul style="list-style-type: none"> <li>Follows CCHV Radiology Service policy regarding Examination Reporting</li> <li>Reports examinations and authorises reports promptly</li> <li>Provides appropriate oversight and supervision of Radiology Registrars during MSK run</li> <li>Provides appropriate imaging advice and recommendations to referring MSK and other MDM clinical teams, as needed, within current resource</li> </ul>
<b>Biopsy and drainage procedures</b>	<ul style="list-style-type: none"> <li>Including Tier A and Tier B body intervention, where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate self-audit for complications/adverse outcomes</li> <li>Follows CCHV Radiology Service policy regarding Examination Reporting, including prompt authorisation of reports</li> <li>Participates in wider Service and/or Regional/National audit programmes, where applicable</li> </ul>
<b>Pre-procedure preparation and consent</b>	<ul style="list-style-type: none"> <li>Ensuring appropriate consent has been obtained and documented, where needed</li> <li>Explaining procedures appropriately, including answering questions asked by patient or family/whanau</li> </ul>	<ul style="list-style-type: none"> <li>Documents written and verbal consents appropriately according to CCHV policy</li> <li>Follows CCHV Radiology Service policy on pre-procedure non-vascular interventional checklists where needed</li> </ul>
<b>Post procedure orders</b>	<ul style="list-style-type: none"> <li>Provides adequate information for nursing staff post intervention</li> </ul>	<ul style="list-style-type: none"> <li>Writing clear post-procedure nursing instructions</li> </ul>
<b>On-call duties</b>	<ul style="list-style-type: none"> <li>Must be available for on call</li> </ul>	<ul style="list-style-type: none"> <li>Follows CCHV policy regarding availability for on call consultation</li> <li>Follows CCHV policy regarding supervision of on-call Radiology RMOs, including review and sign off of afterhours reporting by RMOs.</li> </ul>

<i>Key Accountability</i>	<i>Deliverables / Outcomes</i>	<i>KPI</i>
<b>High standard of patient care</b>	<ul style="list-style-type: none"> <li>• Ensure patient care standards are optimal and justifiable complaints are negligible.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a safe working environment at all</li> <li>• Adhere to NRL C5 guidelines regarding safe use of X-Rays</li> <li>• Ensure patient confidentiality and privacy is maintained at all times</li> <li>• Regular self-audit</li> </ul>
<b>Clinical Case Conferences</b>	<ul style="list-style-type: none"> <li>• Participation in MDT's and radiology clinic meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Prompt attendance</li> <li>• Clear presentation and discussion of cases</li> <li>• Adequate preparation or follow-up of cases, when needed</li> <li>• Appropriate advice given regarding Additional investigations, as needed</li> <li>• Arranging cover or cancelling the meeting if away or otherwise unable to attend</li> </ul>

## Non-Clinical Duties

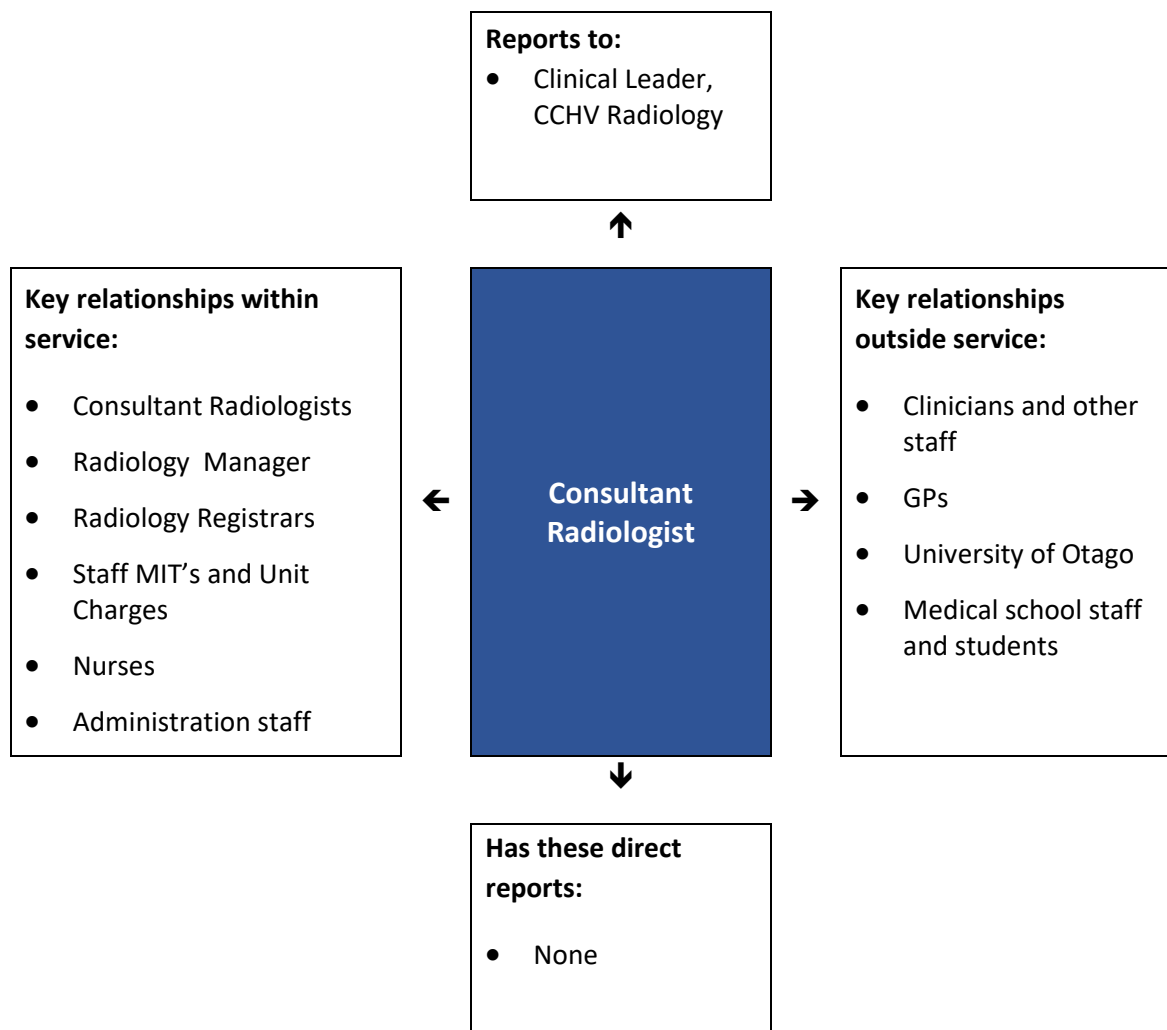
Key Accountability	Deliverables / Outcomes	KPI
<b>CME</b>	<ul style="list-style-type: none"> <li>Is enrolled in recognised Continuing Medical Education (CME) program</li> <li>Keeps up to date with requirements of the program (RANZCR CPD program is preferred)</li> </ul>	<ul style="list-style-type: none"> <li>Supplies a copy of yearly CME record from that program for Department personal record</li> <li>Participates in yearly Pharmacology -update relevant for Radiologists as developed in conjunction with Simulation Centre</li> <li>Supplies an updated personal CV for Department personal record</li> <li>Undergoes annual appraisal</li> </ul>
<b>CPR</b>	<ul style="list-style-type: none"> <li>Up to date with CPR training</li> </ul>	<ul style="list-style-type: none"> <li>Participates in yearly CCDHB training</li> </ul>
<b>Research</b>	<ul style="list-style-type: none"> <li>Participates in department research, as able</li> <li>Participates in research projects outside of the department, as opportunity presents</li> </ul>	<ul style="list-style-type: none"> <li>Presents research at Departmental Education and Review mornings</li> <li>Supports RMO projects</li> </ul>
<b>Audit</b>	<ul style="list-style-type: none"> <li>Participates in regular departmental and sub speciality audit</li> </ul>	<ul style="list-style-type: none"> <li>Attends Dept Audit meetings</li> <li>Participates in one Audit project per calendar year</li> <li>Supplies a brief report of that Audit for Dept Audit record</li> <li>Presents Audit project, as required, at Dept Audit meetings</li> <li>Supervision and oversight of other staff</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>Strives to maintain high standard of personal and departmental work</li> </ul>	<ul style="list-style-type: none"> <li>Justifiable reportable events are minimised</li> <li>participates in relevant quality projects, where appropriate</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Performs required administrative functions, such as responding to letters, preparation of Coroner's, police, ACC and similar reports when required</li> <li>Performs other departmental delegated administrative functions promptly, as requested</li> </ul>	
<b>Department meetings</b>	<ul style="list-style-type: none"> <li>Attends Consultant and General Staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>Attendance record</li> </ul>

<i>Key Accountability</i>	<i>Deliverables / Outcomes</i>	<i>KPI</i>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>Participates in teaching sessions for Radiology Registrars routinely</li> <li>Participates in teaching sessions for other RMO and Medical students, when requested</li> <li>Participates in In-Service education (CPD) sessions for Nursing, Paramedical and MIT staff when requested</li> </ul>	<ul style="list-style-type: none"> <li>Activity is reflected on the weekly Radiology Roster</li> </ul>
<b>Grand Rounds</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Active and passive participation</li> </ul>
<b>Telephone and other ad hoc consultation</b>	<ul style="list-style-type: none"> <li>Available for additional consultation to other CCDHB staff, including staff from outside the hospital (e.g. GPs or Doctors from other DHBs)</li> </ul>	<ul style="list-style-type: none"> <li>regular rostered in-hours Duty Radiologist sessions are attended promptly</li> <li>follows CCHV Radiology department processes relevant to the Duty Radiologist role</li> </ul>

## Other

<i>Key Accountability</i>	<i>Deliverables / Outcomes</i>	<i>KPI</i>
<b>Occupational Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Complies with responsibilities under the Health &amp; Safety at Work Act 2015</li> </ul>	<ul style="list-style-type: none"> <li>Has read and understood the Health &amp; Safety policy and procedures.</li> <li>Actively supports and complies with Health &amp; Safety policy and procedures.</li> <li>Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury.</li> </ul>

## Key Relationships & Authorities



## Capability Profile

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

Competency	Behaviours
<b>Commitment to Health and Independence Improvement Goals</b>	<ul style="list-style-type: none"> <li>Is committed to the values and goals of CCHV and the sub-region.</li> <li>Is committed to continuous learning and performance development.</li> <li>Encourages the development of all team members.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Develops and maintains positive relationships and works in partnership with other team members.</li> <li>Develops rapport and builds networks of constructive working relationships with key people.</li> <li>Effectively uses team dynamics and individual operating styles to build team processes and strengths.</li> <li>Shares knowledge and works cohesively with the team.</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>Is innovative in the development of business initiatives and projects.</li> <li>Is proactive and motivated and responds positively to new challenges and opportunities.</li> <li>Develops new and/or more effective work processes and systems through lateral thinking and creativity.</li> </ul>
<b>Quality and Innovation</b>	<ul style="list-style-type: none"> <li>Provides quality service.</li> <li>Looks for ways to improve work processes - suggests new ideas and approaches.</li> <li>Explores and trials ideas and suggestions for improvement made by others.</li> <li>Shows commitment to continuous learning and performance development</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Listens with a preparedness to understand.</li> <li>Is confident and appropriately assertive in dealing with others.</li> <li>Deals effectively and positively with conflict.</li> </ul>
<b>Commitment to Health and Independence Improvement Goals</b>	<ul style="list-style-type: none"> <li>Is committed to the values and goals of CCDHB and the 3DHB sub-region.</li> <li>Is committed to continuous learning and performance development.</li> <li>Encourages the development of all team members.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Develops and maintains positive relationships and works in partnership with other team members.</li> <li>Develops rapport and builds networks of constructive working relationships with key people.</li> <li>Effectively uses team dynamics and individual operating styles to build team processes and strengths.</li> <li>Shares knowledge and works cohesively with the team.</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>Is innovative in the development of business initiatives and projects.</li> <li>Is proactive and motivated and responds positively to new challenges and opportunities.</li> <li>Develops new and/or more effective work processes and systems through lateral thinking and creativity.</li> </ul>

## Experience and Capability

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Essential qualifications, skills and experience

### a. Knowledge and Experience:

The individual is required to undertake clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:

- The New Zealand Medical Association
- The Royal Australia and New Zealand College of Radiologists
- The New Zealand Medical Council
- The Health & Disability Commissioner
- IANZ

### b. Essential Professional Qualifications / Accreditations / Registrations:

- Vocational registration with the New Zealand Medical Council.
- Appropriate membership in Professional Bodies (ie ORS, The Royal Australia and New Zealand College of Radiologists (RANZCR), Medical indemnity insurance etc.)

### c. Valuing the work

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

- A customer and service orientated approach.
- Effective written and verbal communication skills.
- Good organisational ability and willingness to contribute to departmental projects and initiatives.
- Flexible in approach.
- Interpersonal skills that support Radiology Services interaction with both internal and external customers.
- Able to work in pressure situations and prioritise work appropriately
- Willing to be part of a high performance team and to be involved in on call duties.
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*The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.*

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

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