



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Chief Radiographer / Radiology Manager

1.0 FTE



Radiology Manager – Exciting Leadership Opportunity

Swan Hill District Health is seeking an experienced **Radiology Manager** ready to take the next step in their professional career while contributing to the growth and expansion of imaging services.

This role offers a **unique combination of operational management and clinical practice**, providing an opportunity to lead a dedicated team while maintaining a clinical caseload.

Key Responsibilities:

- Oversee the daily operations of the radiology service
- Drive the expansion and enhancement of imaging services
- Maintain a hands-on clinical caseload
- Collaborate with multidisciplinary teams to improve service delivery

Who We're Looking For:

- Passionate about service development and patient care
- Strong operational management skills

How to Apply:

For more information, please contact:

Dr. Rex Prabhu, Executive Director of Medical Services

☎ (03) 5033 9394 / 0452 125 822

✉ rprabhu@shdh.org.au

To express your interest, please forward your application and resume to:

People & Culture

✉ employment@shdh.org.au

We look forward to hearing from you!

Closing Date: 21st February 2025

Position:	Radiology Manager/ Chief Radiographer
Department:	Radiology
Reports to:	Executive Director Medical Services
Position Summary:	<p>The purpose of this position is to lead and be responsible for the day to day performance of the SHDH Radiology Department.</p> <p>The position is responsible for the staff of the Radiology Department including, Radiographer, Sonographer and Nursing staff.</p> <p>The Radiology Department is required to operate effectively as a 24/7 service. In addition to standard business hours, employees appointed to this position may be required to undertake a reasonable amount of weekend duty, on-call duty and/or overtime duty to ensure continuity of service.</p> <p>The Radiology department is undergoing a rebuild, with the addition of MRI services.</p>
Responsibilities:	<p>ROLE SPECIFIC RESPONSIBILITIES:</p> <p>Operation Performance & Responsibilities:</p> <ul style="list-style-type: none"> Plan and manage the daily operations of the department, ensuring workforce requirements and productivity are met through appropriate staffing and effective leave management strategies Supervise and provide direction to radiography, nursing and other staff within the department in accordance with organisation's policies and health care standards Ensure accountability of contractors in the provision of services Perform medical imaging duties on a day-to-day basis, including on-call, in line with qualifications and credentialing Manage, develop and mentor technologist staff and provide clinical guidance within scope of practice in the department Establish and operate within departmental budget on an annual basis Additional duties as requested by the Executive Director Medical Services from time to time. <p>Leadership</p> <ul style="list-style-type: none"> Develop and lead a positive team to produce an efficient and effective model of service delivery to the organisation and greater community Demonstrate excellent communication skills and establish positive rapport with staff, Radiologists, referrers and managers Provide positive and constructive feedback to team members to facilitate professional growth and development Foster an environment of staff recognition, trust and support. <p>Workforce Management</p> <ul style="list-style-type: none"> Develop a workforce plan to meet the demand and needs of service provision to the organisation and greater community. Provide appropriate training and professional development opportunities to staff to ensure an environment of ongoing professional development Ensure appropriate training and supervision is provided to trainee sonographers to ensure that skills are developed in line with university studies Ensure appropriate training and supervision is provided for Radiography intern and student placements.

	<ul style="list-style-type: none"> Establish and operate within departmental budget on an annual basis <p>Clinical Governance, Quality & Risk</p> <ul style="list-style-type: none"> Ensure Radiation compliance and standards are met on an ongoing basis, including continual adaptation of Radiation Safety Plan Maintain compliance of Diagnostic Imaging Accreditation standards Ensure radiation monitoring is maintained and all returned levels are within safe limits Effective implementation of organisational policies and protocols to ensure the timely and effective management of any issues and incidents that arise. Ensure patient care and service is delivered in accordance with legislative requirements, industry codes of practice and hospital policies and procedures. Ensure effective governance and compliance with legal and regulatory obligations. Ensure all equipment is maintained at contracted intervals and maintains accurate records of all maintenance Oversee repairs of equipment faults, stock shortages and any other condition, which affects smooth running of the Radiology Department <p>Safety and Well Being</p> <ul style="list-style-type: none"> Ensure a safe workplace is provided for all employees and other personnel including, contractors, agency staff and students Foster an environment where employees understand regulations and work requirements of the organization and are adequately trained and instructed in safe work procedures and practices Undertake annual My Work Plan with employees Adhere to infection control and personal hygiene precautions
Key Selection Criteria:	<p><i>Essential:</i></p> <ul style="list-style-type: none"> Degree in Medical Radiation Science (or equivalent) Current, unencumbered Registration with the Australian Health Practitioner Regulation Agency (AHPRA) Comprehensive experience in various modalities of imaging. Desirable: including ultrasound or MRI Demonstrated experience in leading a team and managing change Strong attention to detail and a passionate “can-do” attitude towards work Current National Police Check Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.
Salary/Award:	Allied Health Professionals – Public Sector Enterprise Agreement
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Infection Control:	<ul style="list-style-type: none"> Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality	<ul style="list-style-type: none"> Each staff member is expected to demonstrate a commitment to best

Improvement:	<p>practice</p> <ul style="list-style-type: none"> • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
Review:	<p>Completion of My Work Plan on a yearly basis.</p>

Previous Revision dates:	Nov 2022
Current:	Jan 2025
Managers Name:	Dr Rex Prabhu
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for	
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General Information

Name	
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Address	
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Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>
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Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../.....

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? Yes No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585