

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services	3. Salary Level: 18-14	4. Division: Radiology Services
2. Position Title: Assistant Radiographer		
5. Reports To: Radiographer Senior Radiographer Chief Radiographer	6. Direct Reports: Charge Radiographer	
7. Primary Objective of the Position: <ul style="list-style-type: none"> • To perform and assist in the actual technical work, involving General radiography, Special radiography, Mobile radiography, C-arm Theater surgical procedures, CT scan procedures, and Ultrasound scan examinations for patient diagnosis results. • Relieving some of the responsibilities of Radiographers and Senior Radiographer with particular emphasis on (but not limited) to duties that ensure fulfillment of the Radiology Quality and Assurance Control, and Radiology Imaging Protocols in order to maintain ALARA radiation principle and to achieve high customer satisfaction. 		

8. Position Overview	
9. Financial: N/A	10. Legal: Medical Services Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Medical Doctors • Director of Hospital Services • Assistant Secretary • Assistant Radiographers (colleagues) • Radiographer • Senior Radiographer • Chief Radiographer • Nurses • Nurse Aides • Receptionist (Medical Imaging) 	12. External Stakeholders: <ul style="list-style-type: none"> • Government/Non-Government • Radpro NZ - Radiation Protection Services Limited • Universities and Educational Institutions • Ministry of Environment, Land and Agriculture Development (MELAD) <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Reading of Radiation monitoring badges for analysis • Advice on chemical waste management procedures

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Prepared by: Tusela Urian (Ag. Chief Radiographer)	Date of Issue: 20 th June 2017
Approved by:	Date:

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- Biomedical Engineers
- Senior/Principal Nursing Officers
- Orderlies
- Cashier (Ministry of Health)

To be referred to Manager:

- Consultation for further supplementary radiographic views for certain radiographic examinations
- Consultation on special guided ultrasound procedures
- Advice on positioning technique/ views for Contrast enhanced radiographic examinations
- Assessment of x-ray images and ultrasound results before dispatch to referring doctor
- Reports of issues concerning equipment
- Reports of issues concerning internal stakeholders
- Initiatives for Departmental development

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA: KPA 3. HEALTH
- MOP Outcome:
 - 1.5 Strengthen initiatives around prevention, detection and management of diabetes and its complications.
 - 1.7 Promote prevention, detection and early treatment in relation to cervical cancer, hypertension, heart disease, chronic lung disease, and their complications.
 - 3.1 Improve the quality of services and care procedures during pregnancy, delivery and the immediate postpartum and for the newborn.
 - 3.2 Improve the skills and capacity of maternal care attendants.
 - 4.1 Strengthen the ongoing delivery and sustainability of the TB Control Programme.
 - 4.4 Revise the National HIV and STI Strategic Plan 2012–2015 with a focus on reversing the spread of STIs through improving prevention, increased testing capacity, and improved treatment services.
 - 4.8 Strengthened activities to reduce antimicrobial resistance
 - 5.1 Improve the effectiveness and efficiency of health service delivery, focusing on addressing gaps in healthcare system and referral

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<i>services.</i>		
Divisional/Departmental/Unit Plan: Medical Imaging Services, MHMS		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>To provide efficient radiology services through cutting edge technology imaging equipment for diagnostic purposes.</p>	<ul style="list-style-type: none"> - Operate X-ray machines: <ul style="list-style-type: none"> o Perform all general radiographic examinations using fixed x-ray units. o Perform mobile x-ray units in carrying out bedside radiography in the Emergency and Wards. o Assist Radiographers in performing C-Arm radiography in special surgical procedures in the Operating Theater o Assist Radiographers and Doctors in performing fluoroscopic radiography in Special/Contrast enhanced radiographic procedures o Perform all general radiography using Computed Radiography (CR) System - Operate Ultrasound Scan machine: <ul style="list-style-type: none"> o Assist Radiographers in performing Obstetric and Abdominal ultrasound scan examinations o Assist Radiographers in performing Small Parts and Vascular ultrasound scan examinations o Assist Radiographer and Doctors in special guided ultrasound procedures - Operate CT Scan machine <ul style="list-style-type: none"> o Assist Radiographers in performing routine CT scan examinations o Assist Radiographers in performing contrast 	<ul style="list-style-type: none"> - Attendance and Punctuality records - Film Reject analysis register - Number of complaints from Doctors for low quality images and from Ward In-Charge and SNO for unattended cases - Incident Reports - Non-documented equipment faults - Inconsistency of ultrasound scan reports

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	<p>enhanced CT scan examinations</p> <ul style="list-style-type: none"> o Assist Radiographers and Doctors in special guided CT scan examinations <ul style="list-style-type: none"> - Responsible for recording and entering patient details and examination details into Patient Information Database when working Afternoon and Night shifts or in absence of Receptionist during normal working hours - Work Shift duties without supervision - Carry out x-ray image processing procedures (darkroom procedures) - Responsible for documenting and verbal reporting of errors/ faults of all imaging equipment 	
<p>To provide best patient care and patient communication during and after each examination</p>	<ul style="list-style-type: none"> - To cross-check individual patients' identity before any examination - To analyze x-ray/ultrasound scan request forms before starting the procedure and to complete all examinations required, as stated per request form. - To liaise with concerned Doctors regarding patient examinations - Responsible for confirming pregnancy status for all females of child-bearing age, before any radiographic examination - To communicate professionally with patients and to provide best patient care during and after each examination 	<ul style="list-style-type: none"> - Repetition of examinations due to errors related to: incomplete examinations, patient movement due to unclear instructions - Complaints from Patients
<p>To provide adequate radiation protection to the public</p>	<ul style="list-style-type: none"> - To use various radiation protection devices to minimize radiation dose to patients and the public. - Responsible for selecting and using radiation exposure as low as reasonably achievable to produce images of 	<ul style="list-style-type: none"> - Non-compliant to radiation protection procedures - Repetition of examinations due to errors related to: exposure factors

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