

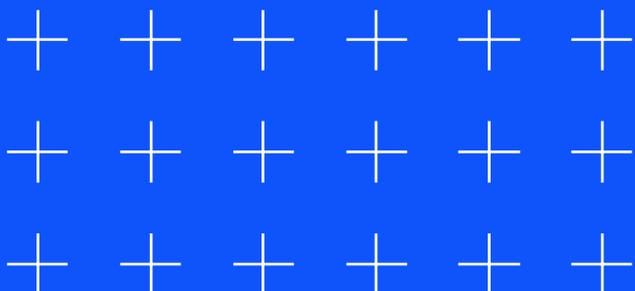


**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
everyday.**

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Grade 1 Radiographer**



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## THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

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## OUR VISION

# Advancing health for everyone, every day.

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## THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

### Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

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## OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**





## KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Respect that the RMH is a smoke-free environment.
- Lead the way with Melbourne Health Values: Excellence together, Leading with Kindness and People first.

## KEY ACCOUNTABILITIES: POSITION SPECIFIC

Key Accountability	Description
<b>Clinical Responsibilities</b>	Perform high-quality imaging examinations while ensuring patient safety and adhering to ALARA principles.
<b>Patient Care &amp; Communication</b>	Provide clear instructions, assist with positioning, ensure patient comfort, and address any concerns with professionalism. Display highly effective communication through sound verbal, non-verbal, and written skills.
<b>Technical &amp; Operational Responsibilities</b>	Operate, maintain, and troubleshoot imaging equipment, ensuring accurate patient identification and adherence to protocols. Monitor imaging equipment performance during examinations and report malfunctions to vendors, Grade 4, Chief, and Deputy Chief Radiographer.
<b>Digital Literacy &amp; Imaging Systems</b>	Use Radiology Information Systems (RIS), Picture Archiving and Communication Systems (PACS), and Electronic Medical Records (EMR) efficiently. Ensure accurate data entry, image management, and adherence to confidentiality protocols.
<b>Quality Assurance &amp; Radiation Safety</b>	Be accountable for the responsible use of ionizing radiation where applicable, including monitoring of all imaging equipment during examinations. Monitor the quality of examinations to maintain appropriate standards.
<b>Professional Development</b>	Stay updated with new imaging techniques, maintain CPD requirements, and follow professional standards (AHPRA, ASMIRT, MRPBA). Attend relevant education meetings, seminars, and conferences (internal and external). Actively engage in and provide professional development, modelling a commitment to lifelong learning and reflective practice.
<b>Mandatory Training Compliance</b>	Ensure completion of all mandatory training, including annual and role-specific requirements, refresher courses, manual handling, and updates on policies, procedures, and regulatory standards, while providing evidence of compliance as needed. Adhere to workplace health and safety training guidelines.
<b>Workplace Efficiency &amp; Organisational Skills</b>	Display strong organisational skills through efficient time management, professional responsibility, and accountability. Maintain a high level of productivity by managing



	patient worklists efficiently. Participate in the department's rotating roster (excluding shifts that attract the night shift allowance and on-call).
<b>Teamwork &amp; Leadership</b>	Work effectively with radiologists, nurses, and other healthcare professionals. Motivate and foster a culture of team building and excellence. Support suggestions for improvement and participate in learning opportunities. Educate referrers on the practices and policies of the Radiology Department. Contribute to organisation-wide and service/division initiatives and activities.
<b>Improving Workplace Culture</b>	Promote a positive, inclusive, and respectful work environment. Support colleagues by providing guidance, encouragement, and recognition. Actively contribute to team discussions, problem-solving, and fostering a culture of open communication. Address conflicts constructively and uphold the hospital's values of professionalism, integrity, and collaboration.
<b>Personal &amp; Career Development</b>	Set personal development goals to attain the highest levels of performance and constantly seek opportunities for growth. Actively support workplace improvement initiatives.
<b>Other Duties</b>	Perform any other duties as requested by the Chief Radiographer.

## KEY RELATIONSHIPS

### Internal

- Director of Imaging
- Operations Director
- Chief Radiographer
- Deputy Chief Radiographers
- Lead Clinical Educator
- Radiologists (Consultants/ Registrars)
- Radiology Nursing and Administration staff
- Modality Supervisors
- Melbourne Health (MH) Site Management
- Support Services Staff
- Other MH Staff
- Medical Physicist and Radiation Safety Officer

### External

- Referrers
- Regulatory authorities (AHPRA & DHHS)
- Patients
- Professional bodies (ASMIRT)
- Accreditation bodies

## KEY SELECTION CRITERIA

### Formal Qualifications:

- Bachelor of Applied Science in Medical Radiations (or equivalent)

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Victorian DOH Radiation user licence
- Awareness of all aspects of radiation safety as they pertain to the practices of Medical Imaging



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- Excellent communication and teamwork-based skills
  - Digital Literacy

**Desirable:**

- Previous experience in a tertiary setting
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**KEY PERFORMANCE INDICATORS**

Your performance will be measured through your successful:

- Demonstration of RMH values
  - Achievement of portfolio specific KPI targets
  - Participation in and satisfactory feedback through the annual performance review process
  - Ability to maintain a safe working environment and ensure compliance with legislative requirements
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**AT THE RMH WE:**

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
  - Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
  - Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
  - Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
  - Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.
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**ACCEPTANCE**

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

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Employee Signature

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Employee Name (please print)

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Date

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