

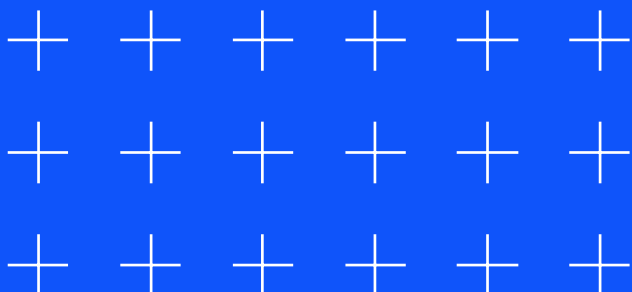


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Grade 3 – CT Clinical Educator

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.

Advancing health for everyone, every day.

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.

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



Position Description

Position Title:	Grade 3 – CT Clinical Educator
Service:	Imaging
Location:	Melbourne Health – based at RMH City Campus, supporting CT educational objectives in RMH
Reports To:	Chief Radiographer
Enterprise Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021–2026
Classification:	AT6 – AT9
Employment Status:	Full Time
Immunisation Risk Category:	Category A
Date of Review:	November 2025

POSITION SUMMARY

The Grade 3 CT Clinical Educator position is a senior appointment within the Radiology Department and is required to assist with the daily operation of CT imaging services include the training, supervision, and wellbeing of the imaging staff in conjunction with the Grade 4s within this area. In addition, the Grade 3 CT Clinical Educator is designed to facilitate education and training of qualified and undergraduate radiographers in CT. This is a clinical leadership role that would suit an enthusiastic team leader. The successful applicant will have a proven passion for providing education and training within CT. Proven communication skills are essential for this role. This role may assume higher duties where applicable.

This role is clinical and the Grade 3 CT Clinical Educator will;

- Support the Grade 4 CT Supervisors and Lead Clinical Educator in the management of education delivery and training of CT
 - Provide clinical leadership, education and supervision to all staff and students that work in CT, ensuring compliance with departmental protocols and quality standards.
 - Report all relevant matters that influence service delivery to the Grade 4 CT Supervisors, Director of CT, Chief/ Deputy Chief Radiographers and Operations Manager.
 - Support the Grade 4 CT Supervisors in implementing business strategic goals, meeting operational targets and setting the highest standards for service quality.
 - Participate in the department's out of hours and on call roster
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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.
- Respect that the RMH is a smoke-free environment.
- Ensure direct reports receive regular feedback.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- 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.
- To motivate and foster a culture of team building and excellence
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.

KEY ACCOUNTABILITIES – ROLE SPECIFIC

- Participation in Quality activities that directly impact on the ability of the department to gain NATA/DIAS and ACHS accreditation
- To be accountable for the responsible use of ionising radiation where applicable including the monitoring of all imaging equipment during examinations
- To ensure that principles of Radiation Safety are adhered to and that staff comply with safety guidelines
- Monitor performance of imaging equipment during examinations and report any malfunction to vendor, Grade 4s, Chief and Deputy Chief Radiographers
- In conjunction with other senior Radiographers, to maintain suitable protocols and guidelines for examinations and workflow
- A high level of productivity through efficient patient worklist management
- Support and implement changes aimed at improving performance
- Actively support suggestions for improvement and participate in learning opportunities
- To ensure the completion of high-level diagnostic studies
- Participation in programs and initiatives that enhance community awareness of the Imaging department
- Participation in networking opportunities with other clinical educators
- Embrace new technologies and service improvements to manage predicted growth and demand for Imaging Services
- Ensure training needs of direct reports are identified and undertaken.
- To oversee and participate in the initial and ongoing training of undergraduate Radiographers
- Participation in the training of Radiography staff to ensure that technical knowledge and clinical ability remain a strength of staff in CT
- Attendance and presentations at relevant education meetings, seminars and conferences both internal and external to Melbourne Health
- Actively encourage the participation of others in further education
- An ability to educate referrers to the practices and policies of the Radiology Department
- Ability to critically evaluate the performance and technical competency of trainees within CT
- Participation in departmental in-service education programs
- Strive to continuously improve the quality and safety of our services
- Ensure current and future clinical placements in CT are always appropriate, well supervised, safe and supportive



KEY RELATIONSHIPS

Internal

- Internal (MH) - Imaging staff and referring units
- Undergraduate radiographers
- Grade 4 CT radiographers
- Lead Clinical Educator and other senior imaging education staff
- Other allied health or radiology clinical education networks

External

- Education providers
 - Regulatory authorities (AHPRA & DOH)
 - Professional bodies (ASMIRT)
 - Accreditation bodies (RANZCR)
 - Allied Health Clinical Education Network (AHCEN)
 - Department of Health – Allied Health Workforce Branch
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KEY SELECTION CRITERIA

Formal Qualifications

- Qualified radiographer holding a Bachelor of Radiography and Medical Imaging degree (or equivalent)

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Current AHPRA registration through MPRBA as a Medical Radiation Practitioner
- Current Radiation Use License (Victorian Department of Health)
- High level of specialist radiographic knowledge in CT
- A passion for continued professional development (CPD)
- An ability and willingness to educate, train, supervise and mentor students, interns, trainees and colleagues in accordance with respective university and work place requirements
- Excellent communication and teamwork skills
- Digital Literacy
- Demonstrated evidence of clinical education delivery and supervision of learners
- An ability to communicate clearly, accurately and effectively to other team members so that they can perform their job effectively
- Minimum 7 years experience in CT

Desirable:

- Postgraduate CT qualification
 - Further education in clinical education, leadership and management
 - An understanding of how the Grade 3 role contributes, influences and champions organisational change in the education stream
 - An ability to use past experience and knowledge to develop alternative approaches to work
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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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- 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, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- 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.

- As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.

- We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

- RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

- We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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.

Date _____