

Position Description

POSITION TITLE:	MSS Radiographer
REPORTS TO:	Designated Radiographer
EMPLOYMENT TYPE/STATUS:	CASUAL
EMPLOYMENT STATUS:	ONGOING
CLASSIFICATION:	Level 7
DATE REVIEWED:	May 2023

Team Overview

The Quality and Clinical Care Team is responsible for ensuring the delivery of high-quality services across BreastScreen Victoria, in accordance with the Quality Management and Risk Management Frameworks, individual clinical policies and guidelines and the BreastScreen Australia National Accreditation Standards.

This responsibility translates to the following three key functions:

1. Management of direct screening services run by BreastScreen Victoria, including fixed screening sites and the Mobile Screening Service. Direct screening services are staffed by BreastScreen Victoria employees and locum radiographers (where required).
2. Quality management and clinical governance through the provision of advice to BreastScreen Victoria services—including Screening Services, Reading and Assessment Services and the BreastScreen Coordination Unit.
3. Leadership to ensure high-quality standardised practices are delivered state-wide.

Additionally, the Quality and Clinical Care Team is responsible for:

- Development, implementation and review of standard operating procedures
- Strategic planning and implementation
- Stakeholder management
- Management of service partnerships to drive quality improvement
- Monitoring and reporting service performance to KPIs
- Supporting services with state-wide and site-specific projects and/or issues
- Management of feedback, compliments and complaints processes

Role Objective

In conjunction with one other Radiographer, Mammographic Technologist, receptionist, or alone as required, be responsible for the efficient operation of a mobile mammography

screening service that includes the attainment of high standards of mammography quality and client support, as well as care and maintenance of on board equipment.

Through exceptional communication and employment of active listening, provide respectful care addressing the individual womens' culture, beliefs, values, anxiety and personal characteristics, while maintaining high quality breast imaging.

Key Responsibilities – include but not limited to:

Key Responsibility
1) Client Centric Care Provide Client Centric care to all women at each contact point i. Show consideration of client concerns/anxiety. Inform women of what to expect, request client to notify radiographer if experiencing any pain and ensure client is aware of their right to stop screening at any stage. ii. Create a caring and empathetic environment for all clients iii. Communicate in a constructive and diplomatic way iv. Contribute to positive promotion of MSS in local areas in both daily activities and as requested v. Advise Clients as requested of amendments to appointments.
2) Clinical Requirements i. Mammography screening a. Perform screening mammograms as per daily schedule b. Focus on high quality images in accordance with NAS ii. As an experienced Radiographer provide clinical supervision (indirect or direct) of any clinical staff with less experience, providing advice and support relative to; business systems, processes, policies and (at times) complex operation of equipment and/or computers
3) Reception and data management i. Perform reception duties including greeting clients, data entry, assist with form completion and answering queries to ensure women feel comfortable and informed of the processes. ii. Present a polite and sincere manner, be mindful of people's disposition and appreciate the impact emotions may have on people's manner iii. As relative to the Reception & Data role, monitor and coach others with less experience, providing advice and support relative to; data accuracy, business systems, processes, policies and (at times) complex operation of equipment and/or computers
4) Equipment care and QA

<ul style="list-style-type: none"> i. Perform all routine QA procedures, including those specified in the NAS, in accordance with the manufacturer's instructions and service procedures manuals. ii. Immediate notification of equipment faults to key personnel and resolution assistance
<p>5) Van operations</p> <ul style="list-style-type: none"> i. Assist with set-up and pack-down of the van. ii. Provide support to colleagues and clients to assist in ensuring the success of the Mobile Screening Service program. iii. Assist with new staff orientation (including Locums) of MSS and related procedures and protocols iv. Provide logistical support and oversight when requested
<p>6) Professional Development</p> <p>Undertake continuous professional development to ensure compliance with NAS and provision of a high quality screening service.</p>
<p>7) Other duties as required from time to time to grow and develop the MSS client base and support the expected outcomes of the MSS visit.</p>

Level of Supervision and Independence

The Mobile Screening Service operates in various locations throughout Victoria as required by BreastScreen Victoria. The van locations are coordinated logistically by the MSS Coordinator at BCU.

Reporting to the Designated Radiographer for the Mobile Screening service, Radiographers receive additional management support via regular telephone contact and onsite visits as provided by the Designated Radiographer at the Reading and Assessment Service RAS, State Radiographer and MSS Coordinator. Radiographers can be required to practice in isolation from other professionals within their area of expertise and are expected to be competent in the role and require no direct supervision whilst performing in the role.

It is expected that the MSS Radiographers will work effectively both autonomously and within a team. This team may include but is not limited to Mammographic Technologists, Receptionists and other BSV staff. This role may involve monitoring and coaching others in the team with less experience, and providing advice and support relative to business systems, processes and (at times) complex operation of equipment and/or computers.

It is expected that Radiographers have the capacity to resolve problems that require a degree of original and independent thinking and may be required to handle difficult work situations with the necessary skills to produce effective outcomes for BSV. Professional skills, knowledge and a proficiency in a specialised field gained through formal qualifications and experience, is required to perform in the role effectively and to assist in providing technical advice to others.

The employee must be able to work collaboratively with colleagues at all levels of the organisation. Well-developed interpersonal and negotiating skills, excellent communication abilities and a high degree of personal accountability are essential for the role.

Key Behaviours

BreastScreen Victoria provides positive guidelines around key behaviours and values to ensure the work of all employees is effective, respectful and contributes to the positive culture of our organisation. Adherence to the BSV Performance Behaviours Dictionary, Code of Conduct and other relevant organisational policies and procedures is an ongoing requirement of the role.

Key Selection Criteria

Academic Qualifications	
ESSENTIAL	DESIRABLE
Tertiary qualifications acceptable to the Professional Accreditation and Education Board of the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT)	
Registration from the Medical Radiation Practice Board of Australia to practice in the state of Victoria in accordance with the Health (Medical Radiation Technologists) Regulations of 1997. Supported through AHPRA	
Certificate of Mammography Practice (CMP)– or willingness to work towards. Renewal required every 3 years	
Current Radiation User License from Department of Health	

Technical Abilities & Skills	
ESSENTIAL	DESIRABLE
Previous experience working in mammography	Hologic platform experience
Commitment to complete appropriate continuing professional development to achieve/maintain accreditation in mammography	Proficiency in Microsoft products
Current Victorian driver's license	
Clinical Quality and Safety	
Maintain clinical registration and any required indemnity cover	
Always work within approved scope of practice	
Take personal responsibility for the quality and safety of work undertaken	
Take all necessary care and precautions when undertaking clinical procedures	
Maintain skills and knowledge necessary to safely and skilfully undertake clinical work	
Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner	
Collaborate and clearly communicate with clients	
Personal Abilities & Behaviours	
ESSENTIAL	DESIRABLE
Excellent organisational and time management skills.	
Demonstrated capacity to self motivate and find solutions to meet project objectives.	
Demonstrated ability to work both autonomously or in a team environment where appropriate.	
Ability to interact and work collaboratively with all levels of the organisation	
Other	
ESSENTIAL	DESIRABLE
Commitment to improving performance	
Demonstrated ability to negotiate and problem solve effectively	
Highly developed communication skills both written and verbal	

Relationships

INTERNAL	EXTERNAL
Well-developed interpersonal skills and able to communicate with women from diverse backgrounds in a courteous and effective manner	
Reliable, self-motivated, flexible and demonstrates integrity.	
A positive 'can do' attitude. Adaptable and receptive to change.	
Able to work cooperatively and effectively within a team environment, able to provide and accept feedback in a constructive manner.	
Able to navigate internal and external systems and processes remotely, identifying and actioning issues for escalation efficiently	

About BreastScreen Victoria

Our Program

BreastScreen Victoria reduces the impact of breast cancer and saves lives through early detection. We are a population screening program, which means we offer our service to the eligible group in the community proven to benefit most from breast screening.

Breast screening is known to be most effective by reducing breast cancer deaths and the impact of treatment among women in the 50-74 age group. The uptake of the program has led to better health outcomes and a reduction of the disease in Victoria and across Australia.



The target population is women* (including trans women, trans men and non-binary people who fit the eligibility criteria).

50-74

Breast screening is targeted to women aged 50-74 (where the evidence of benefit is strongest), but is available to women over 40.

2 YRS

A breast screen is recommended every two years, or annually for some clients identified by BreastScreen.



Where the breast screen shows indications of breast cancer, further tests (assessment) are undertaken.



BreastScreen is not a program for women with breast symptoms.

These women should see their doctor, who may request a diagnostic mammogram. This is supported by Medicare and not part of the BreastScreen program.

Our Services

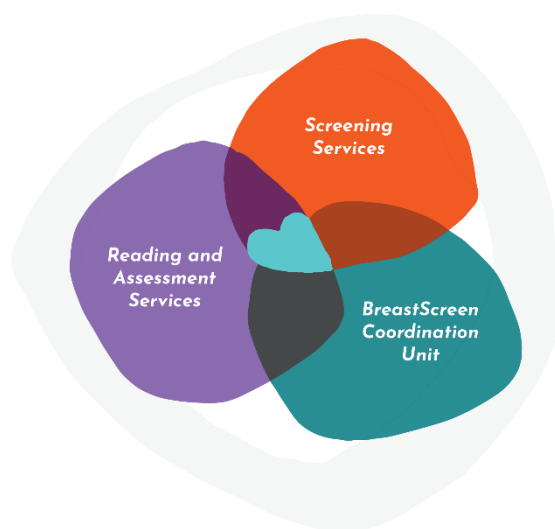
At each of our 46 Screening Services, eight Reading and Assessment Services, two mobile screening vans and at the BreastScreen Coordination Unit—we work together as **One BreastScreen Victoria Team** to put clients at the heart of the work we do to reduce the impact of breast cancer and save lives through early detection.

BreastScreen Victoria is committed to ensuring our services are inclusive and accessible to all eligible Victorians. This means understanding and addressing the barriers that can stop certain communities from accessing breast screening.

We run targeted programs to increase breast screening in eligible Victorians who are Aboriginal and Torres Strait Islander, culturally and linguistically diverse, sexuality and gender diverse, have a disability, from low socio-economic areas and from remote and rural areas.

Delivering and improving our service is made possible through consumer engagement and client feedback. We gather feedback through surveys, focus groups, behavioural research and meaningful conversations with our Consumer Network.

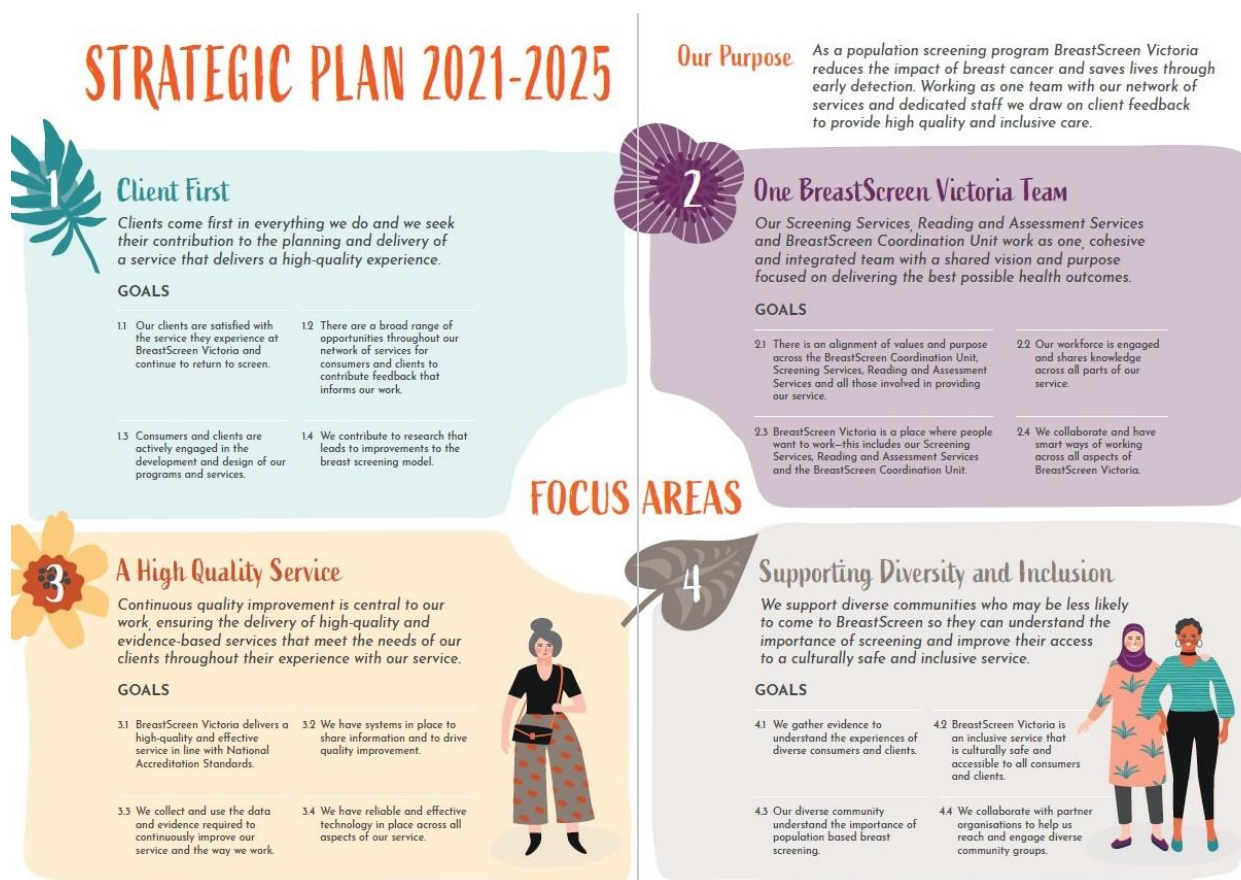
We are contracted by the Victorian Department of Health to deliver breast screening in Victoria as part of the national breast cancer screening program, BreastScreen Australia (BSA), funded jointly by the Australian State and Territory Governments.



Strategic Plan 2021-2025

Our clients are at the heart of everything we do. Working as one team with our network of services and dedicated staff we draw on client feedback to provide high-quality and inclusive care.

Through our Screening clinics, Reading and Assessment Services, Mobile Screening vans and BreastScreen Coordination Unit we aim to reduce the impact of breast cancer and save lives through early detection. BreastScreen Victoria's purpose and focus areas are set out in our Strategic Plan 2021-2025:



Understanding and acceptance of Position Description

Employee Signature: _____ Date: _____

Employee Name: _____

Manager Signature: _____ Date: _____

Manager Name: _____