

## Position Description

<b>POSITION TITLE:</b>	<b>Radiographer South Morang</b>
<b>REPORTS TO:</b>	<b>Designated Radiographer</b>
<b>EMPLOYMENT TYPE/STATUS:</b>	<b>PART TIME</b>
<b>EMPLOYMENT STATUS:</b>	<b>ONGOING</b>
<b>CLASSIFICATION:</b>	<b>Level 6</b>
<b>DATE REVIEWED:</b>	<b>May 2026</b>

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### Team Overview

The Quality and Clinical Care Team is responsible for enabling the delivery of best practice and consistent clinical and client care across BreastScreen Victoria.

This responsibility translates to the following key functions:

1. Facilitate continuous quality improvement and clinical governance through the provision of advice to BreastScreen Victoria services including Screening Services, Reading and Assessment Services and the BreastScreen Coordination Unit.
2. Support and manage screening services directly run by BreastScreen Victoria, including fixed screening sites and the Mobile Screening Service.

The Quality and Client Care Team is responsible for:

- Ensuring services are delivered in accordance with the Quality Management and Risk Management Frameworks, individual clinical policies and guidelines and the BreastScreen Australia National Accreditation Standards.
- Development, implementation and review of standard operating procedures to provide consistency of service.
- Management of service partnerships to drive quality improvement
- Monitoring and reporting service performance to NAS
- Supporting services with state-wide and site-specific projects
- Management of client feedback, compliments and complaints processes

## Role Objective

In conjunction with another Radiographer, Mammographic Technologist, receptionist, or alone as required, be responsible for the efficient operation of a screening service that includes the attainment of high standards of mammography quality and client support, as well as care, maintenance and quality assurance of the mammography equipment.

Support a sustainable business model; perform to achieve target and budget on time and to schedule. Identify any continuous improvement opportunities or potential risks, relative to processes, policies or technologies, which may impact on the Service and/or staff.

Comply with NAS, safety, quality and professional certification requirements at all times as relative to both screening processes and equipment. Work cooperatively with the Reading and Assessment Service (RAS) and BSV staff to facilitate ongoing improvement to service quality.

## Key Responsibilities – Include but not limited to:

	Key Responsibility
1	<p><b>Client Centric Care</b></p> <p>Provide Client Centric care to all women at each contact point</p> <ul style="list-style-type: none"> <li>a) 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.</li> <li>b) Create a caring and empathetic environment for all clients.</li> <li>c) Communicate in a constructive and diplomatic way</li> <li>d) Contribute to positive promotion of BreastScreen in local areas in both daily activities and as requested</li> <li>e) Client contact as requested</li> </ul>
2	<p><b>Clinical Requirements</b></p> <ul style="list-style-type: none"> <li>a) Mammography screening <ul style="list-style-type: none"> <li>• Perform screening mammograms as per daily schedule</li> <li>• Focus on high quality images in accordance with NAS</li> </ul> </li> <li>b) 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.</li> </ul>
3	<p><b>Reception and data management</b></p> <p>Support reception duties; including</p>

	<b>Key Responsibility</b>
	<ul style="list-style-type: none"> <li>a. greeting clients, data entry, assist with form completion and answering queries to ensure women feel comfortable and informed of the processes.</li> <li>b. Present a polite and sincere manner, being mindful of people's disposition and appreciate the impact emotions may have on people's manner</li> <li>c. Monitor and coach receptionists 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.</li> </ul>
4	<p><b>Equipment care and QA</b></p> <ul style="list-style-type: none"> <li>a) Perform all routine QA procedures, including those specified in the NAS, in accordance with the manufacturer's instructions and service procedures manuals.</li> <li>b) Immediate notification of equipment faults to key personnel and resolution assistance</li> </ul>
5	<p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>a) Assist with new staff orientation (including Locums) of the Service and related procedures and protocols</li> <li>b) Seek to support others and use initiative to ensure smooth operation and excellent service delivery to BSV clients.</li> </ul>
6	<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>a) Undertake continuous professional development to ensure compliance with NAS and provision of a high-quality screening service.</li> </ul>
7	Other duties as required from time to time to grow and develop the BreastScreen client base and support the expected outcomes of the Service.

## Level of Supervision and Independence

Reporting to the Designated Radiographer for the Service, Radiographers receive additional management support via regular telephone contact and onsite visits as provided by the Direct Services Program Manager and State Radiographer 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 once trained.

It is expected that Radiographers will work effectively both autonomously and within a team.. This role may involve monitoring, coaching and educating other radiographers and/or others in the team with less experience including providing advice and support on 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 and Values

At BreastScreen Victoria, our values are more than words on a page; they reflect who we are and how we work. Our values inform our everyday decisions. They guide how we interact, solve problems, support clients, and contribute to a strong, unified team.

From the way we support each other to how we welcome and care for our clients, our values of Caring, Respect, Collaboration, Inclusion, and Excellence form the foundation of our workplace culture.

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

<b>Academic Qualifications</b>
<b>ESSENTIAL</b>
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 Mammography Practice (CMP) – or completion within 12 months of commencement. Renewal required every 3 years
Current Radiation User License from Victorian 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	<ul style="list-style-type: none"> <li>Current Victorian driver's license</li> </ul>
Microsoft Office Suite	

Personal Abilities & Behaviours
ESSENTIAL
Commitment to improving performance
<ul style="list-style-type: none"> <li>Demonstrated ability to negotiate and problem solve effectively</li> <li>Highly developed communication skills both written and verbal</li> <li>Excellent organisational and time management skills.</li> <li>Demonstrated capacity to self motivate and find solutions to meet project objectives.</li> <li>Demonstrated ability to work both autonomously or in a team environment where appropriate.</li> <li>Ability to interact and work collaboratively with all levels of the organisation</li> </ul>

## Relationships

INTERNAL	EXTERNAL
IT Service Desk	RAS Designated Radiographer
Quality and Clinical Care Team	Equipment Vendors
	Program managers

## Diversity & Inclusion

We are committed to promoting diversity, inclusivity and accessibility within our workplace, and encourage people from diverse communities and backgrounds to apply for roles at BreastScreen Victoria. This includes (but is not limited to): people from multicultural backgrounds; LGBTIQ+ communities; Aboriginal and Torres Strait Islander peoples; and people with disability.

BreastScreen Victoria have a number of policies, procedures and systems that promote inclusive behaviours throughout our workforce. They are all key indicators for successful performance in this role.

## About BreastScreen Victoria

### Our Program

BreastScreen Victoria operates across a network of permanent and mobile screening clinics and assessment services to provide high-quality and inclusive care for the Victorian community.

Our program is client-focused, embedding client input and feedback at every stage. Our services are quality assured and accredited under the BreastScreen Australia National Accreditation program, and our performance is measured against the National Accreditation Standards.

### Our program



The BreastScreen Victoria program is for women, including eligible trans and gender diverse people.



The program is for women with no breast symptoms.

**50-74**

BreastScreen Victoria invites women aged 50-74 to get a breast screen (mammogram), based on evidence that screening is most effective in this age group. The program is also open to women over 40.



A breast screen is recommended every two years.



Clients may be called back for further tests. This does not mean breast cancer is present; however, more tests may be necessary.

# How we deliver our program



The BreastScreen Victoria program is free.



A breast screen takes just 10 minutes.



No Medicare or doctor's referral is needed.



All breast screens are conducted by experienced woman radiographers.



Breast screening and assessment services are available across Victoria. Two mobile screening services provide screens in rural and regional communities.

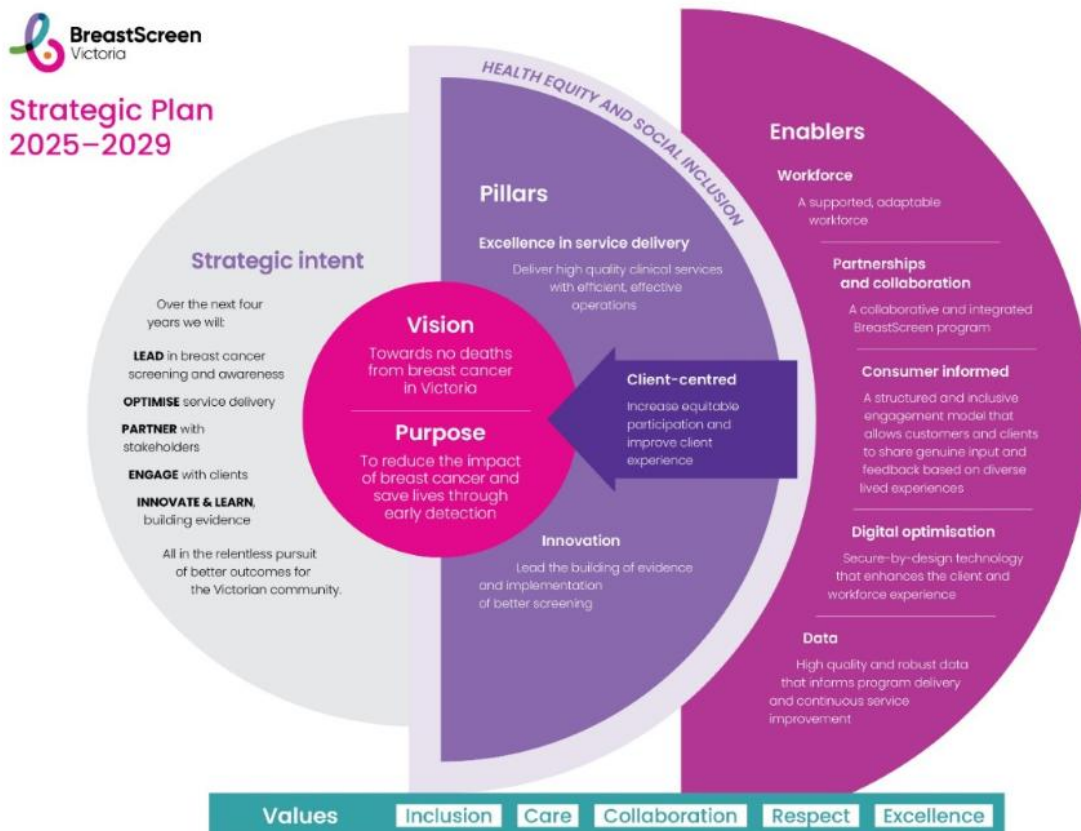
# Strategic Plan 2025–2029

Our Strategic Plan for 2025–2029 sets a bold vision and purpose, guiding our organisation toward a future of no deaths from breast cancer in Victoria.

This Plan is closely aligned with the [Victorian Cancer Plan](#) and the [Australian Cancer Plan](#), both of which emphasise inclusive participation in breast cancer screening and enhancing outcomes across priority populations.

Our people are at the heart of everything we do. This Plan highlights the focus and investment needed to build a supported, adaptable workforce, with strong program and clinical leadership and new capabilities, both now and into the future.

Developed through extensive consultation with consumers, service providers, staff, partner organisations, and government stakeholders, this Plan reflects a shared commitment to delivering equitable, high-quality breast screening services for all.



## Understanding and acceptance of Position Description

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_