

Position Description

POSITION TITLE:	MSS Radiographer
REPORTS TO:	Designated Radiographer
EMPLOYMENT TYPE/STATUS:	Full-time
EMPLOYMENT STATUS:	Fixed Term
CLASSIFICATION:	Level 6
DATE REVIEWED:	February 2025

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 one other Radiographer, Mammographic Technologist, receptionist, or alone as required, be responsible for the efficient operation of a mobile mammography BreastScreen Victoria Position description: MSS Rad Casual (May 2023) 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 women's 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 relate 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 Receptionist and 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

- i. Perform all routine Q&A 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.

5. Van operations

- 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.

6. Professional Development

Undertake continuous professional development to ensure compliance with NAS and provision of a high-quality screening service.

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.

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 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

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.

Technical Abilities & Skills

Current Victorian driver's license.	
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Clinical Quality and Safety

Maintain clinical registration and any required indemnity cover	
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Always work within approved scope of practice	
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Take personal responsibility for the quality and safety of work undertaken	
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Take all necessary care and precautions when undertaking clinical procedures.	
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Maintain skills and knowledge necessary to safely and skilfully undertake clinical work.	
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Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner.	
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Collaborate and clearly communicate with clients.	
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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.	

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

BreastScreen Victoria operates a population-based breast cancer screening program that aims to reduce the impact of breast cancer and save lives through early detection. We provide free breast screens (mammograms) to women and the trans and gender diverse community aged 40 and over without breast symptoms, targeting those aged 50 to 74 years who are proven to benefit the most from population-based screening.

We are contracted by the Victorian Department of Health to deliver breast screening in Victoria as part of the national BreastScreen Australia 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.

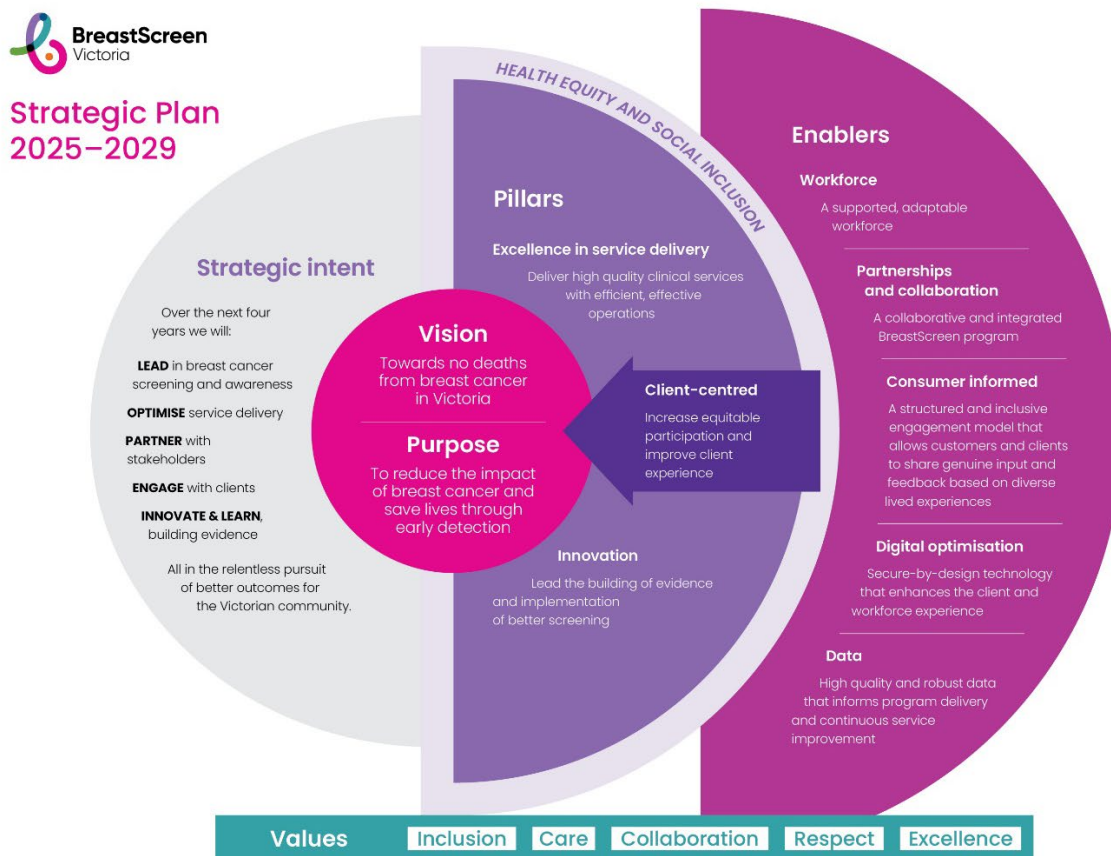
Strategic Plan 2025–2029

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: _____