Position Description

Position Title:	Allied Health Assistant - Medical Imaging
Reports to:	Chief Medical Imaging Technologist
Department:	Medical Imaging
Directorate:	Capital Projects, Infrastructure and Support Services
Cost centre:	Y2042
Code & classification:	Allied Health Assistant Grade 1 – 3 (IN28 – IN30)
Employment conditions:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Allied Health Assistant reports directly to the Chief Medical Imaging Technologist within Medical Imaging. As a member of a team dedicated to the provision of a high-quality medical imaging service, the Allied Health Assistant is expected to:

- Work under the supervision of a Medical Imaging Allied Health Professional at all times.
- Provide excellent customer service to all patients and clients.
- Assist the Medical Imaging Allied Health Professionals in conducting imaging examinations, optimising service delivery and ensuring centred care.
- Undertake duties related to patient registration, preparation and documentation which contributes to efficient and effective patient flow in line with the accepted policies/procedures and clinical practice guidelines of GV Health.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

- Work under the supervision of the Allied Health Professionals in all Medical Imaging.
- Maintain a high level of expertise in the safe operation of equipment.
- Ensure that the Modality Supervisor is aware of the need for the replacement and/or maintenance of equipment.
- Ensure documentation is accurate, legible and complete and entered in the Radiology Information System (RIS) accurately.
- Adhere to Medical Imaging and GV Health policies and procedures, including patient identification.
- Support patients and respond to their needs as requested with courtesy and dignity.

- Facilitate patient flow by assisting the Allied Health Professionals with patient preparation, including communicating transport arrangements, examination specific preparations and appointment times.
- Coordinate appointments in the Radiology Information System.
- Distribute interim reports as requested by the Allied Health Professional on duty.
- Liaise with orderlies, doctors and nurses under the direction of an Allied Health Professional.
- Assist with chaperone duties.
- Minimise downtime by ensuring that examinations rooms and equipment are cleaned and tidied between patients.
- Adhere to Infection Control and Cleaning policies of the Department and hospital.
- Assist in controlling, checking and ordering stock.
- Restock linen trolley and examination rooms as required.
- Perform Quality Assurance on equipment as per schedule.
- Maintain an awareness of personal responsibilities under the Radiation Management Plan.
- Provide a service to consumers reflecting best practice and adding value to GV Health.
- Perform other duties as requested by the Chief Medical Imaging Technologist or their delegate within the scope of this position

In addition, the Allied Health Assistant Grade 3 will be required to:

- Work with minimum supervision to assist the Allied Health Professionals in providing an efficient service through the provision of effective appointment and document management.
- Organise their own workload and to set work priorities within the program established by an Allied Health Professional.
- Assist in the supervision of the work performed by Grade 1 and 2 Allied Health Assistants and those in training.
- Understand the basic theoretical principles of the work undertaken by the Allied Health Professional whom they are employed to support.
- Identify client circumstances that need additional input from the Allied Health Professional, including suggestions as to appropriate interventions.

KEY SELECTION CRITERIA

Essential:

- Allied Health Assistant Grade 2 will be required to hold successful completion of at least the Certificate III (Allied Health Assistance) from a registered training organisation or its equivalent.
- Allied Health Assistant Grade 3 will be required to hold successful completion of at least the Certificate IV (Allied Health Assistance) from a registered training organisation or its equivalent.
- Excellent customer service and written and verbal communication skills.
- Demonstrable well-developed interpersonal skills, self-motivated and task orientated.
- Demonstrated punctuality with good time management and organisational skills.
- Commitment to a professional work ethic
- Commitment to ongoing professional development and mentoring.
- Ability to follow instructions and take direction and feedback from Allied Health Professionals.
- Ability to work collaboratively as part of an interdisciplinary team.

Desirable:

- Previous Experience working in a Medical Imaging Department

- Knowledge of Medical Imaging workflows and systems (Picture Archiving and Communication System/ Radiology Information System)

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
- Compliance with the Medical Imaging Department protocols and procedures.
- Familiarity and compliance with the GV Health Radiation Management Plan.
- Familiarity and compliance with the Medical Imaging Quality Manual.
- Active participation in the Performance and Development review process.
- Monitor, document and evaluate, agreed upon performance indicators to achieve optimal outcomes across the continuum of care.
- Participate in all shifts as required in order to meet service requirements.
- Attendance and active participation at meetings as required.
- Compliance with directions of the Allied Health Professionals in the area in which work is being undertaken.
- Assist in the maintenance of stock levels, ensuring that adequate supplies are available in work areas
- Assist the Modality Managers and Nurse Clinical Coordinator with the ordering of stores.

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;

- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	**Allied Health Assistant – Medical Imaging**
Reviewed by:	Deputy Chief Medical Imaging Technologist
Issue Date:	November 2026

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: Values and Vision - GV Health

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: Strategic Plan 2024-2026 - GV Health

FOR MORE INFORMATION

Application tips: Application Tips - GV Health
GV Health: https://www.gvhealth.org.au/about/
Child Safety and Wellbeing: Child Safety and Wellbeing - GV Health
Living in Goulburn Valley: Goulburn | Regional Living Victoria
GV Community Connector: Community Connector Program for Businesses