

Position Description

Position Title:	MRI Supervisor
Reports to:	Chief Medical Imaging Technologist
Department:	Medical Imaging
Directorate:	Clinical Operations
Cost centre:	Y2042
Code & classification:	Medical Imaging Technologist, Grade 4 Years 1 - 4 (AF31 - AF34)
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 MRI Supervisor reports directly to the Chief Medical Imaging Technologist (CMIT) within Medical Imaging. The MIT Grade 4 provides operational and business management support through clinical, educational, research and/or administrative and managerial tasks. The incumbent holds extensive specialised knowledge in one or more of ultrasound, general radiography, computed tomography (CT), magnetic resonance imaging (MRI) or Picture Archiving and Communication Systems and Radiology Information Systems (PACS/RIS).

The employee is expected to show initiative and leadership within their area of expertise through

- Supervision, mentoring and training of other MITs and hospital staff;
 - Proactive attention to equipment and maintenance issues;
 - Implementation of best practice strategies;
 - Management of administrative and accreditation needs to achieve strategic targets;
 - Promotion and expansion of service capabilities, including through research programs;
 - Assisting with or leading PACS management.
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RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Maintain & work within scope of practice, actively engaging with the Medical Imaging team, working alongside & supporting other staff
- Remain cognizant of and comply with existing practices.
- Maximise service efficiency and patient flow through coordination of resources.
- Participate in research studies as they present within the Medical Imaging Department, across the hospital and between institutions ensuring compliance with study parameters.

- Comply with the GV Health and relevant professional body Code of Conducts.
- Develop service redundancy through staff training and cross device knowledge so that MITs have the requisite knowledge to work across all devices of the same modality.
- Co-ordinate maintenance and review of a competency-based framework for assessing staff skills.
- Remain abreast of current technological, legislative, regulatory and clinical advances relevant to the specific area of expertise.
- Advise the CMIT of opportunities for service improvement.
- Identify, recommend and promote to the CMIT measures to enhance operational performance and improve patient care.
- Work with the CMIT and Radiologists to achieve strategic, financial and clinical KPIs.
- Ensure correct coding/billing of examinations through staff education and information.
- Comply with and make recommendations for improvement of the Medical Imaging Business Continuity Plan.
- Support compliance with accreditation, training and safety requirements.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
- Liaise with the Quality Officer regarding quality and accreditation requirements.
- Oversee the induction and orientation of new staff and locums to the relevant area they are managing or overseeing.
- Mentor students and supervised practitioners within the clinical environment, providing training, supervision and assessment in consultation with the Tutor MIT.
- Manage equipment, service, consumable or work practice issues as they arise.
- Promote and engage in continuing professional development.
- Escalate unusual or critical pathology to a radiologist for urgent review.
- Maintain a positive, approachable manner to build a cohesive team and promote open communication.
- Always act in the interests of the patient.
- Punctuality during rostered hours and accountability for claimed overtime.
- Efficient use of time, equipment and resources.
- Other duties as requested by the Chief MIT or their delegate within the scope of this position.

Provide quality and safe clinical care for consumers

- Practice safe work practices and maintain a safe work environment.
- Seek advice where justification for irradiation may not be clear.
- Ensure consumers, families/representatives or carers are provided with timely information about the imaging process.
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge.
- Uphold and protect consumer rights and maintain strict confidentiality
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines.
- Lead investigation of consumer feedback and complaints to ensure that issues are resolved and quality and safe clinical care is provided.
- Maintain accurate and current written and digital clinical records meeting professional and legal standards.
- Promptly report vital consumer observations that are outside the normal range.

- Facilitate the effective discharge of patients from hospital through the provision of timely service.
- Monitor image quality to identify and address causes of sub-optimal imaging.
- Consult with clinicians where justification of a request may be in question and where necessary seek radiologist direction to manage accordingly.

Develop and maintain collaborative relationships with all disciplines

- Lead communication with members of the health care team to achieve desired consumer outcomes.
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.
- Participate on committees and working parties as requested by the CMIT or executive.
- Respect the decisions and actions of others.
- Include students and supervised practitioners in department activities.

Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Champion best practice through critical analysis and continuous quality improvement.
- Lead clinical audits, research, process redesign and accreditation against healthcare standard within the area of expertise to ensure ongoing clinical practice improvement and the quality of consumer care.

Commit to ongoing professional development of self, other employees and the profession

- Keep up to date with recent developments in medical imaging, particularly those relevant to the area of specific knowledge under which the position is justified under the Key Responsibilities.
- Undertake credentialing and review of scope of practice and work within these.
- Engage in ongoing professional development and skills expansion through participation in industry relevant training activities.
- Complete mandatory training as defined by GV Health.
- Seek feedback, set goals and participate in annual performance reviews to broaden clinical competency.
- Act as a role model and knowledge resource for other staff and trainees.
- Practice self-reflection to develop greater self-awareness and better situational responses.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- At least 10 years' experience as a full MRPBA registrant
- Current MRPBA registration, Victorian Radiation Use Licence and driver's licence
- ASMIRT Level 1 MRI accreditation

Essential:

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Bachelor of Applied Science in Medical Radiations or equivalent.
- Current MRPBA registration with AHPRA to practice as a Medical Imaging Technologist and a current Victorian Department of Health Use Licence.
- Postgraduate qualification in a relevant discipline, system or educational theory.
- A minimum of ten years post graduate experience.
- Experience as a senior Medical Imaging Technologist with extensive specialised knowledge of medical imaging techniques in at least one of the ionising and/or non-ionising modalities.
- Demonstrated capability to work autonomously and to lead and encourage a team.
- Initiative, strong interpersonal and conflict management skills.
- Knowledge of accreditation, quality improvement and document control processes.
- Willingness to participate in a seven-day rotating roster, including on-call.
- Experience in protocol and procedure development, optimisation, review and implementation.
- Evidence of CPD in line with registration requirements.
- For staff performing ultrasound, completion of an accredited qualification or Certificate of Clinical Proficiency as determined by the Australian Sonographers Association, supported by current registration with ASAR to practice as a Sonographer.
- For MITs working in MRI, attainment & retention of the ASMIRT Level One Accreditation within 12 months of commencing work in the unit.
- Australian driver's licence.
- Satisfactory National History Criminal Check prior to commencement of employment.
- Satisfactory Working with Children Check prior to commencement of employment.
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

Desirable:

- Industry recognised accreditation demonstrating extensive specialised knowledge of a particular imaging modality or system.
- Evidence of administrative or management studies.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Registration & licencing maintained to comply with regulations for practice as a MIT in Victoria.
- Maintenance of scope of practice and willingness to participate in afterhours rosters.
- Compliance with Medical Imaging protocols and procedures.
- Demonstrated accuracy of imaging with infrequent recall rates, detailed and correctly documented findings and high-quality imaging.
- Assist the Chief MIT in the development and monitoring of budget and finances.

- Manage conflicts and communicate to maintain a safe environment for patients, staff and visitors.
- Coordinate and conduct or assist in annual performance reviews as delegated by the CMIT.
- Model professional clinical practice for students, supervised practitioners and junior staff.
- Proven efficiency completing imaging within allotted timeframes and maximising workflow.
- Independent trouble shooting capabilities to resolve clinical concerns.
- Compliance with the GV Health and relevant professional body Code of Conducts.
- Compliance with the GV Health Radiation Management Plan, MRI Safety Plan and Medical Imaging Quality Manual.
- Model professional clinical practice through adherence to GV Health's values.
- Promote patient safety through effective communication and use of appropriate equipment and aids.
- Adherence to the ALARA principles, quality & risk management strategies and effective infection control practices.
- Bring concerns regarding clinical skills issues of qualified staff to the attention of the CMIT and assist in directing remedial skills development.
- Submit monthly reports to the Medical Imaging and Shepparton Nuclear Medicine Meeting outlining progress with students and supervised practitioners and developments in relationships with academic institutions and the registration board.
- Maintain a professional appearance, wearing the Medical Imaging uniform and replacing as they become damaged as per Medical Imaging Department Uniform Protocol.
- Use a personalised set of markers with initials when performing radiographic work.
- Attendance and active participation at meetings as scheduled.
- Compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
- Participate in department shifts and modalities as required in order to meet service requirements.
- Compliance with hospital policies regarding leave entitlements, including ADOs.
- Maintain current mandatory training as defined by GV Health.
- Active participation in the Performance and Development Review process.

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, 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;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health 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;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- 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 the 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;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of 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 Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children’s check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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 The 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

MRI Supervisor

Reviewed by:

Chief Medical Imaging Technologist

Issue Date:

12/05/2026

ABOUT US

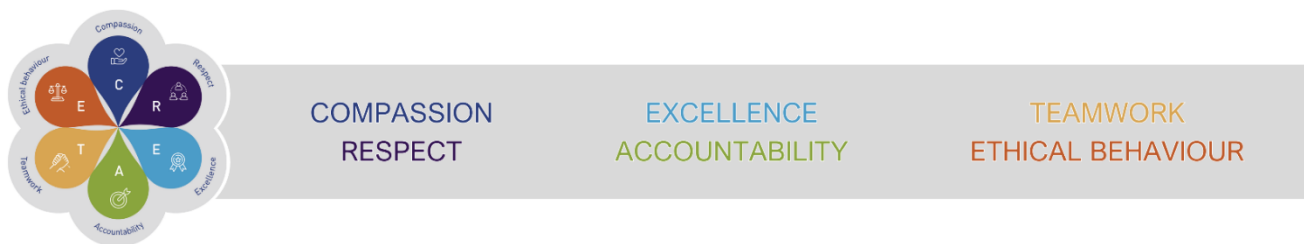
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also 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](#)