

# Position Description

## Allied Health Assistant – Molecular Imaging and Therapy

<b>Classification:</b>	Allied Health Assistant Grade 1
<b>Business unit/department:</b>	Department of Molecular Imaging and Therapy
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Full-Time or Part-Time
<b>Hours per week:</b>	As per contract
<b>Reports to:</b>	Chief Nuclear Medicine Technologist
<b>Direct reports:</b>	None
<b>Financial management:</b>	Budget: NIL
<b>Date:</b>	April 2026

### Position purpose

As a member of the Nuclear Medicine Team, the AHA provides clinical and administration support to the Molecular Imaging and Therapy workforce in order to provide an efficient service to the Molecular Imaging and Therapy Department. The AHA will also be responsible for helping to improve and support the patient journey through the Molecular Imaging and Therapy Department.

The AHA will also support the nuclear medicine technologists in compliance through adherence to relevant policy/guidelines/standards.

### About the Directorate/Division/Department

The Department of Molecular Imaging and Therapy has four core service components – NM, PET, BMD and Radionuclide Therapy. The Austin Campus operates with four SPECT/CT gamma cameras, three PET/CT scanners, an 18 MeV cyclotron, state of the art radiochemistry and radiopharmacy laboratories, extensive physics and chemistry support and research facilities. Repatriation Campus has two BMD scanners for the BMD service.

The Department has 2 locations within Austin Health. Nuclear Medicine imaging, radionuclide therapy, and PET services are located at the Austin Campus on Level 1 of the Harold Stokes Building. Bone Densitometry services are located at the Repat Campus on Level 2 of the Centaur Building.

## Position responsibilities

### Role Specific:

- Assist with directing patient travels within the department
- Assist with scintigraphic procedures under the supervision of the NM Technologists in accordance with the Scanning Procedure Manual (SPM) and processing of computer generated data.
- When rostered within PET, under supervision of the NM Technologists, provide some assistance for the provision of clinical PET scans
- Administrative assistance with patient appointments, under supervision of the NM Technologists.
- Assist the NM Technologists to implement Quality Assurance activities to improve service delivery.
- Other duties as required and as directed by supervisors including maintenance of a safe and clean working environment.

## Selection criteria

### Essential skills and experience:

- Demonstrated ability to work within a multi-disciplinary team environment.
- Demonstrated flexibility and ability to adapt constructively within a busy and dynamic working environment
- Demonstrated understanding of, and desire to work in the role
- Demonstrated ability to quickly acquire knowledge relating to the functions the Molecular Imaging and Therapy Department as well as being able to adapt to a changing environment with regard to work processes and managing workloads.
- Demonstrated attributes of care, patience and empathy with patient centered focus
- Demonstrated initiative, effective problem solving skills and a positive attitude.
- Must have flexibility in work ethic. The Department's clinical activities often require staff to work overtime at no notice.
- Must be prepared to work at either Austin or Heidelberg Repatriation Hospitals.



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## Desirable but not essential:

- Medical terminology knowledge
- Previous experience in patient care in a health environment
- Highly desirable to be currently enrolled in an undergraduate degree in Applied Science (Medical Radiations) in Nuclear Medicine Technology or accepted equivalent or Basic Sciences, however applicants outside this criterion will also be considered
- Previous Allied Health Experience

## Professional qualifications and registration requirements

There are no specific qualifications or registration requirements for this role

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: our actions show we care, we bring our best, together we achieve, and we shape the future.
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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## General information

### **Cultural safety**

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### **Equal Opportunity Employer**

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### **Austin Health is a child safe environment**

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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