

Position Description

Tutor Radiographer

Classification:	Medical Imaging Technologist Grade 4
Business unit/department:	Radiology
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Hours per week:	40
Reports to:	Chief Radiographer
Direct reports:	Grade 3 Clinical Educator
Financial management:	Student placement fee invoicing
Date:	October 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The position objective of the Tutor Radiographer is to ensure high clinical practice standards within Radiology by developing examination techniques, policies, supervision models, improvement initiatives, and Continuous Professional Development (CPD) programmes in collaboration with the Chief and Deputy Chief Radiographer.

This role manages educational partnerships and clinical placements, leading the orientation, rostering, training and support of students. Additionally, the Tutor Radiographer and Deputy Chief Radiographer co-lead the Grade 1 and 2 Radiographer Program for onboarding, training, development and credentialling. Both responsibilities are key for creating safe integration, reviewing and maintaining competency, and supporting progression for staff within Radiology.

Through individualised guidance, peer learning, educational promotion, mentoring and recognition of achievements, the Tutor Radiographer fosters a positive culture of professional growth and continuous improvement across the department.

About Radiology

Austin Health's Radiology Department is a tertiary level service, providing a very broad range of diagnostic and interventional services, with current rapid growth in emergency department examinations, complex specialty CT and MRI imaging, and interventional services. The department undertakes approximately 200,000 examinations per year, with services provided across 3 campuses – Austin Hospital, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre.

The Austin Radiology department provides an extensive range of services to inpatient, emergency and outpatient clinics, including a large private referral base. The range of services includes X-ray, Fluoroscopy, Ultrasound, CT, MRI, Theatre, and Angiography.

The Repatriation department provides radiology services to a large volume of outpatient clinics, externally referred patients (from both GPs and Specialist services) and some inpatients. The range of services includes X-ray, Ultrasound, Mammography, CT, Fluoroscopy, Theatre, and minor interventional services.

Royal Talbot Rehabilitation Centre is serviced 2 days per week with general x-ray services.

Position responsibilities

Maintain High Clinical Practice Skills:

- Ensure a high level of clinical practice skills to support effective clinical teaching responsibilities.
- Proficiency in core imaging areas of X-ray, Theatre, and Fluoroscopy, and competency in CT.

Clinical Standards and Quality:

- In collaboration with the Chief and Deputy Chief Radiographer, develop and uphold high standards of clinical practice.
- Understand the principles of safety in the practice of radiography and implement safe practices.
- Provide clinical leadership and local supervision for staff and students.
- Oversee skill credentialling and competency assessments for all new staff and as required.
- Contribute to the development and refinement of examination techniques, policies, and procedures.
- Keep Radiology in alignment with best clinical and evidence-based practices.
- Develop, document, implement and manage the X-ray Quality Assurance programme, and associated performance assessments.
- Co-ordinate the development and implementation of QA programmes for other equipment and performance indicators in collaboration with department/modality and Medical Physics leaders.

Manage Educational Partnerships:

- Oversee the relationships between Austin Health and relevant educational academic institutions.
- In conjunction with the Chief Radiographer and modality leaders, organise, supervise, and provide appropriate clinical placement rotations to meet the educational objectives of student Radiographers.
- Develop procedures and guidelines for students consistent with Austin Health policies, particularly with respect to orientation to Austin Health and privacy requirements.
- Manage agreements between Austin Health and the relevant academic institutions.



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- Utilise Placeright (or equivalent) to document student placement activity and facilitate student placement fee invoicing.
- Coordinate, supervise and support student placements, including student roster, student preceptor allocation, preceptor support, placement documentation

Lead Grade 1 & 2 Radiographer Orientation and Training:

- In conjunction with the Deputy Chief Radiographer, lead the development, implementation and maintenance of the orientation and training program for Grade 1 Radiographers, in collaboration with Grade 4 Modality Supervisors.
- New Grade 1 and Grade 2 staff member baseline competency assessments – minimum skillset (X-ray, Theatre, Fluoroscopy, +/- supervision etc.) upon commencement
- Provide ongoing support and evaluation to ensure successful transition and development of new and junior staff – e.g. competency monitoring, mentoring/advice, involvement in probation period reviews, conduct Performance Review and Development (PRD) discussions.
- Organise and/or deliver teaching where appropriate and develop and maintain a library of teaching and reference material.
- Perform and uphold credentialling processes and skill assessments for periodic review of Grade 1 and Grade 2 staff capabilities.
- Contribute to reviews and discussions relating to staff reclassification requests, and staff opportunities to undertake specialist modalities training,

Professional Leadership and Development:

- Coordinate and facilitate the Radiographer Team Education Programme (calendar, events, specialty workshops)
- Lead and support staff in the preparation of presentations and publications.
- Encourage and facilitate participation in professional educational activities.
- Actively maintain a programme of continuing personal professional development (CPD) and to undertake or assist with research activities.
- Provide staff with a mechanism to plan and record their professional development activities and give advice regarding achievement of any required level of professional development activities.
- Active membership with the Radiology Research Committee to foster and support research by radiographers and contribute to departmental research directions.

Supporting Career Pathways and Team Excellence

Act as a mentor for all qualified staff, fostering a culture of continuous learning and professional growth.

- **Individualised Guidance:** Provide tailored mentorship to staff, offering support in their professional development and helping them navigate career pathways within the organisation.
- **Skill Enhancement:** Facilitate opportunities for qualified staff to enhance their clinical skills through workshops, peer-to-peer learning sessions, and hands-on training.
- **Feedback and Development:** Regularly engage in constructive feedback sessions, promoting a safe environment for staff to discuss challenges and seek advice on clinical practices and professional development.
- **Promote Collaboration:** Encourage collaboration among staff to share knowledge and experiences, strengthen team dynamics, and enhance overall clinical performance.
- **Recognition of Achievements:** Recognise and celebrate the accomplishments of qualified staff to motivate ongoing professional engagement and excellence in practice.
- **Performance Improvement:** Contribute to staff performance improvement through participation in Austin Health's Performance Review & Development and quality improvement programs.



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People Management Roles

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives.
- Ensure incident management systems are applied, and a response to local issues and performance improvement occurs.
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements.

Selection criteria

Essential skills and experience:

- Demonstrated excellent communication and interpersonal skills in the clinical environment and when dealing with peers and students.
- Demonstrated ability to accept significant administrative responsibility.
- Excellent knowledge of medical imaging techniques and equipment and a high standard of practice, as demonstrated by previous performance, publications and presentations
- Demonstrated planning, supervision, and negotiation skills as a basis for the development, implementation and management of the required programmes.
- High level of teaching skills and passion for excellence.
- Demonstrated understanding of the role of medical imaging procedures as they relate to medical practice and the ability to make the required clinical judgements.
- Leadership regarding stimulating development of staff and maintaining performance at a high level.
- Ability to design and document protocols and procedures.
- Ability to provide and maintain ongoing education and training programmes.
- Extensive radiographic skills and experience in the hospital setting.
- Strong desire and ability to foster a supportive and positive environment.
- Evidence of appropriate CPD involvement and encouragement.

Desirable but not essential:

- Postgraduate qualifications relevant to radiography, education, or management.
- Experience developing and/or implementing teaching programs.
- A record of successful involvement in Quality Improvement and clinical research activities
- Practical experience with various Digital Radiography, PACS, RIS and other digital system platforms.
- Specialist modality experience (eg DSA, Mammography, MRI)
- Knowledge of applicable regulations affecting practice and qualification for registration in Victoria

Professional qualifications and registration requirements



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- Possession of Medical Radiation Practitioner registration by the Australian Health Practitioner Regulation Agency (AHPRA) or hold a qualification and have the clinical experience necessary to be eligible for such registration.
- Have a current radiation use licence with the Victorian Department of Health or hold a qualification and have the clinical experience necessary to be eligible for such a licence.

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.

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



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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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