



# CIRCULAR MEMORANDUM NO. 19 OF 2024

**MY REF:** STAFF/GEN/13/09/24 (40) Vol. IV

**FROM:** Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

**TO:** Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: VACANCY NOTICE – RADIOGRAPHER, PLACENCIA POLYCLINIC, SOUTHERN HEALTH REGION, MINISTRY OF HEALTH AND WELLNESS**

**DATE:** 15<sup>th</sup> April 2024

Applications are invited from suitably qualified persons to fill the post of **Radiographer, Placencia Polyclinic, Southern Health Region.**

## **1. ACCOUNTABILITY OBJECTIVE:**

The Radiographer is responsible for the day-to-day managing and coordinating the activities related to performing various radiology tests, including meeting and interviewing patients, interpreting results, and forwarding these to relevant physicians.

The Radiographer is required to develop, implement, and monitor the policies, standards and strategies relating to radiology that guides the overall effective and efficient management of the Unit. Such policies and standards should support the management decision-making process and allow for better coordination of roles and responsibilities of the Radiology Unit. Additionally, the Radiographer leads in performing imaging examinations, such as radiologic, ultrasound and magnetic etc., as required by physicians, explaining procedures to patients, observing, and positioning patients, analyzing and interprets imaging results and ensuring their accuracy and validity, to name a few.

The Radiographer is expected to foster teamwork and display the communication skills required to interact with stakeholders, colleagues and subordinates and is conducive to motivation towards productivity and success in the achievement of set goals and objectives.

## **ANALYSIS OF POSITION**

### **II . Essential Duties and Responsibilities**

1. **PERFORMS** imaging examinations, such as radiologic, ultrasound and magnetic imaging, as required by physicians, at a consistently high technical and professional standard of work, and to evaluate the clinical quality of images produced having first assessed the clinical requirements.
2. **EXPLAINS** procedures to patients, observing and positioning patients, and uses protective devices to ensure safety and comfort during examination, scan and treatment.
3. **COORDINATES** workflow/workload as necessary to ensure timely reporting of results, serves as resource and mentor to less experienced lab staff.

4. **ANALYSES** and interprets imaging results, ensuring their accuracy and validity, in order to make accurate submissions to medical physicians.
5. **ESTABLISHES** a quality control program appropriate for the imaging performed and establishing the parameters for acceptable levels of analytic performance and ensuring that these levels are maintained throughout the entire imaging process from the initial step through to the reporting of results.
6. **REPORTS** and documents imaging test findings and communicates them to physicians or other health care providers, to ensure quality and safety of patient care.
7. **VERIFIES** the data from analysis of the various imaging tests and clinical results that have been entered into record-keeping systems, to ensure accuracy of information, and reports results to medical practitioners and other health professionals.
8. **OPERATES**, calibrates and performs basic maintenance of equipment used in quantitative and qualitative analysis, to ensure continuity of service.
9. **PARTICIPATES** in Quality Improvement Programs essential to ensure that radiology testing is accurate, timely and meets patient's needs.
10. **POSITIONS** imaging or treatment equipment, monitoring video displays and adjusting settings and controls according to technical specifications.
11. **MONITORS** patients' conditions and reaction, so as to be able to reports abnormal signs to medical practitioner, in order to provide quality health service to all patients.
12. **RECORDS**, and leads in the disposal of radioactive materials and also stores radiopharmaceuticals, following radiation safety procedures.
13. **TRAINS** and orientates new entrants in the performance and interpretation of imaging tests, so as to ensure they receive adequate level of training and support.
14. **KEEPS** up to date with the latest developments and innovations in the field of medical imaging technology.
15. **PREPARES** the annual Unit Work Plan by establishing the strategic goals to be achieved and activities to be executed, in consultation with relevant officials to ensure the effective management and delivery of Radiology services.
16. **PERFORMS** other related duties or tasks as assigned.

## **II. QUALIFICATION AND EXPERIENCE**

Recognized Certificate, Diploma or Associate Degree in Radiography.

## **III. COMPETENCIES/SKILLS**

- Specialize Training in use of various imaging and radiology devices and equipment.
- Specialized proficiency in the use of computer applications for Radiology, word processing, spreadsheet development and related.
- Must possess above average written and oral communication skills required for interacting with clients.

## **3. REPORTING RESPONSIBILITY**

The Radiographer will report to the Medical Chief of Staff.

## **4. CONDITIONS OF SERVICE**

The conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

**5. SALARY**

Government of Belize pay scale 10 of \$20,407 x 976 - \$38,951.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> **no later than Monday, 29<sup>th</sup> April 2024.**



**ROLANDO ZETINA (MR)  
CHIEF EXECUTIVE OFFICER**

**c:** *Director, CITO,  
President, Public Service Union of Belize President,  
Association of Public Service Senior Managers*