



Governance Policy

Introduction

- The Safety and Quality Governance Standard has been developed to align with the intent of the Governance for Safety and Quality in the Health Organisations Standard, Standard 1 of the National Safety and Quality Health Service Standards (NSQHS) developed by the Australian Commission on Safety and Quality in Healthcare (ACSQH).

Objectives

- To ensure the best quality of clinical care and prevent avoidable harm to patients from treatment. To have safe, effective and integrated corporate and clinical governance that includes safety and quality systems in place for managing the treatment and care of patients.

Policy

- *Aged Care imaging* is committed to being transparent, accountable and effective, with clear lines of authority and decision-making. Our practice is committed to ensuring patient safety at all times and maintaining a safe working environment for staff, patients, and visitors.
- *Aged Care imaging* complies with the Practice Accreditation Standards of the Department of Health (DoH) Diagnostic Imaging Accreditation Scheme (2015).
- The Practice Principal or nominated delegate of *Aged Care imaging* is responsible for the overall quality and safety compliance of the practice to Federal, State and Territory governance in Occupational Health and Safety (including Infection Control), employment and industrial relations, privacy and clinical health legislation, related registrations and policies.
- The Practice Principal or nominated delegate of *Aged Care imaging* is responsible for the appointment of the following positions: Medical Radiation Practitioner, Allied Health Practitioner, Sonographer, Nurse and Administration Manager/Practice Manager.
- Employees in these positions will report directly to *Aged Care imaging* Practice Principal or nominated delegate. They will be responsible for all staff who directly report to them on a daily basis.
- Position descriptions detailing roles, responsibilities, tasks, supervisor/manager and accountability for all medical, technical and administrative staff are in place.
- A Practice Manual containing information on *Aged Care imaging* organisational structure, management, authorities, delegations, and reporting structure is available to all employees.



Practice Details

This Practice is owned and operated by *Aged Care Imaging (Victoria) Pty Ltd*

This Practice is a member of a Corporate Group: *Aged Care Imaging*

Business Name: *Aged Care Imaging*

Registered on: *03/10/2011* in the state of *Victoria*

ABN: *83 153 531 572*

ACN: *153 531 572*

Registered office and principal place of business:

34 John Street, Eltham, Victoria, 3095

Managing Director: *Simon Shay*

Practice Principal: *John Nagorcka*

Our insurance broker is *Bendigo Insurance Brokers*. Certificates of currency are held by the Practice Principal or delegate including:

- Workers Compensation to the amount required by law,
- Public Liability, and
- Professional Indemnity / Medical Malpractice

Roles and Responsibilities

Aged Care imaging is committed to ensuring staff are qualified and competent to do the work assigned to them.

Only the Practice Principal or the nominated delegate has authorisation to review and modify job descriptions where deemed necessary.



The Practice Principal or the nominated delegate of *Aged Care imaging* will have a medical degree and qualifications relevant in their speciality, have Fellowship of the relevant college and be a registered medical practitioner according to Federal, State and Territory legislation.

The Practice Principal or the nominated delegate must comply with all requirements of the mandatory Continuing Professional Development (CPD) Program.

The Practice Principal or the nominated delegate of *Aged Care imaging* will be responsible for the imaging quality and reporting standards of all diagnostic imaging procedures.

The Diagnostic Radiographer/Medical Imaging Technologist will be an accredited Diagnostic Radiographer/Medical Imaging Technologist who has completed a degree in diagnostic imaging and has a current State or Territory Radiation Operator's Licence. Continuing Professional Development (CPD) participation and compliance is also a requirement of this position.

Where applicable, the Medical Radiation Practitioners will report directly to *Aged Care Imaging's* Practice Principal or the nominated delegate and is responsible for the supervision and co-ordination of all diagnostic imaging staff, development of protocols and procedures for diagnostic imaging and ensuring imaging equipment is serviced and maintained according to manufacturer's service agreements.

The Sonographers will have an accredited ASAR (Australian Sonographer Accreditation Registry) qualification and be registered with the ASAR as a sonographer. Continuing Professional Development (CPD) participation and compliance is also a requirement of this position.

Where applicable, the Sonographer will report directly to *Aged Care Imaging's* Practice Principal or the nominated delegate and is responsible for the supervision and co-ordination of all sonography staff, development of all protocols and procedures for ultrasound and will liaise and co-ordinate all service and maintenance of ultrasound equipment with the Medical Radiation Practitioners.

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| Reference documents: | Department of Health Practice Accreditation Standards 3 rd edition: 1.1 Other: National Safety and Quality Health Service Standards (NSQHS), |
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