

POSITION DESCRIPTION

July 2017

This Position Description is a guide and will vary from time to time and
between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well-being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Cardiac sonographer

REPORTS TO (Title):

Section Head Echo

REPORTS ON A DAILY BASIS TO:

Section Head Echo

PRINCIPAL OBJECTIVES

To perform tasks with a high level skill.
To maintain this level of skill by attending training, and ongoing reading.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Patients undergoing Cardiac Echo Procedures or Tests
2	Other Cardiac Sonographers, Cardiac Physiologists and Technicians
3	Cardiologists
4	Cardiology Diagnostic & Interventional Manager
5	Advanced Registrars, Cardiology
6	Cardiology Day Unit and Cardiology Out-patient Nursing Staff
7	Secretarial staff, Cardiology
8	Telephonists for "on call" roster
9	Maintenance Personnel
10	Technical Officers, Cardiology

EXTERNALLY:

1	Technical and Medical Staff from other Hospitals
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QUALIFICATIONS:

- Current Practising Certificate
- Membership with SCT
- BSc in Physiology or equivalent
- Post Graduate Diploma in Cardiac Ultrasound or equivalent

KEY PERFORMANCE OBJECTIVES:

Task	The cardiac sonographer must perform clinical procedures
Expected Result	<ul style="list-style-type: none">• Be involved in clinical procedures and tests in the Echo Department• Be available during the normal working hours for all required work and demonstrate time management skills in unrostered time• Be well prepared and organised for tests, and consistently produce good quality results• Participate in planned/unplanned overtime as requested• Participate in “on call” services• Understand the need for patients’ privacy and confidentiality at all times• Show sensitivity to patients’ needs, demonstrating cultural sensitivity• Observe professional ethics, and demonstrate professional responsibility and accountability
Task	The cardiac sonographer must develop departmental skills and standards
Expected Result	<ul style="list-style-type: none">• Maintain adequate knowledge and sufficient training to carry out clinical procedures – both by keeping up skill levels, individual study, and attending training programmes• Communicate pertinent issues that have arisen within the department with appropriate staff• Maintain annual practising certificate and take responsibility for own CPD• Record data and results in an accurate, complete and timely manner as required by relevant protocols/procedures• Ensure equipment safety checks are current and any problems or malfunctions are reported to the Section Head of Echocardiography• Attend and actively participate in staff meetings

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

PERSONAL ATTRIBUTES:**MANDATORY****Key Behaviours:**

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Commitment to continuous learning and performance development
- Develops and maintains positive relationships and works in partnership with other team members
- Is proactive and motivated and responds positively to new challenges and opportunities
- Focuses on quality improvement and customer satisfaction

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.