

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

18 May 2023

Health New Zealand Waitaha is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Staff Sonographer Ultrasound	
Reports to:	Team Leader Ultrasound	
Key Relationships:	Internal: <ul style="list-style-type: none"> ▪ Team ▪ Radiology staff ▪ HNZ clinicians and other staff ▪ Quality team ▪ Maintenance staff ▪ Medical Physics and Bioengineering 	External: <ul style="list-style-type: none"> ▪ Patients and their support people ▪ Vendors ▪ Professional bodies ▪ Health providers
Organisational Vision:	Our vision is to promote, enhance and facilitate the health and well being of the people of the Canterbury District.	
Organisational Values & Philosophy:	<p>Health New Zealand Canterbury is committed to being an excellent and caring funder / provider of health and hospital services. Integral to the achieving our vision, goals and objectives of the DHB are the values of the organisation:</p> <ul style="list-style-type: none"> ▪ Care & respect for others ▪ Integrity in all we do ▪ Responsibility for outcomes 	
Role Purpose:	<p>The Staff Sonographer is responsible for delivering the best quality medical imaging service within available resources to meets the requirements and standards of the Radiology Service, Canterbury District Health Board, for the people of Canterbury</p> <p>The key deliverables are –</p> <ul style="list-style-type: none"> - An efficient and effective Canterbury DHB US imaging service - The highly functional US medical imaging team integrated with the wider Radiology Service - Patient is the focus of the service, with a best for patient, best for system approach 	
Complexity:	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none"> - Managing daily, weekly workload - Meeting patient needs within agreed triaged referral timeframes - Ensuring standardised, quality and consistent imaging and patient care provided at all times across all locations - Ongoing commitment to continuous quality improvement in the delivery of US imaging services within the context of the wider radiology service 	

KEY ACCOUNTABILITIES:

The Staff Sonographer will be successful when he/she:

1. Is responsible, with the other sonographers, radiology registrars and radiologists, for the operation of ultrasound units and associated equipment at Christchurch and Christchurch Women's Hospitals, Burwood and Ashburton Hospital. Will participate of shift, on call and weekend roster.

- Ultrasound units operate efficiently and effectively
- Ultrasound examinations are performed according to policies, procedures and standards as set out in department protocols and the recognised professional standards such as the policies and statements of the ASUM.
- Judgement is exercised in a manner which is consistent with the individual sonographer's skills, experience and qualifications. Appropriate consultation is undertaken to ensure that the patient receives the most appropriate type of examination.

2. Ensures that the ultrasound service is patient focused.

- The sonographer must make a positive ID of each patient using available information, and ensure all patient images have the correct patient ID associated with them.
- The sonographer must make appropriate decisions to obtain the required information about a patient's condition which will be used to ensure the correct and most suitable technique is used.
- The sonographer must explain all examinations to the patient and ensure informed consent has been given if applicable.
- The sonographer must have knowledge of emergency protocols and know the whereabouts of all emergency equipment. The sonographer must be able to initiate, then implement emergency procedures until help arrives.
- The sonographer must understand and preserve the need for patient's privacy and confidentiality at all times.
- The sonographer must show sensitivity to patients' needs, demonstrating cultural awareness.

3. Assists in the supervision and clinical training of student sonographers.

- Student sonographers will perform examinations appropriate for their level of experience and competence.
- Student sonographers will be supervised by a qualified sonographer, radiologist and radiology registrar at all times. The degree of supervision will be appropriate for the level of experience and competence the student has for the particular applications of ultrasound.
- Clinical experience is integrated with whatever academic instruction the service is able to provide.
- Student sonographers are appraised regularly, both formally and informally.
- Student sonographers are competent in care, monitoring and adjustment of ultrasound equipment.
- Student sonographers understand and adhere to safety procedures.

4. Assists in the supervision and clinical training of MRT students from Christchurch Polytechnic.

- Ensure students gain exposure to all applications of ultrasound and have access to protocols in the area.
- Be aware of the clinical objectives for the student in the area.
- Report to and liaise with the clinical tutor about any issues relevant to the student.

5. Has knowledge of administrative procedures.

- Must have skills in the use of Comrad.
- Must code all examinations at the end of each procedure and must check periodically that coding is up to date.
- Demonstrate knowledge of ultrasound booking requirements.
- Liaise with booking clerks about patient appointments, booking procedures and protocols.

6. Assists in the instruction and supervision of Radiology registrars working in ultrasound.

- Radiology registrars will be aware of the necessary competencies required to perform ultrasound examinations.

KEY ACCOUNTABILITIES:

- Radiology registrars will be aware of the requirements for care, monitoring and adjustment of ultrasound equipment.
- As required, give tutorial instruction on particular ultrasound techniques.
- Radiology registrars are aware of safety procedures.

7. Participates in ongoing liaison with other team members and health professionals.

- Liaise with sonographers, Radiographic assistants, clerical staff, registrars, radiologists and Radiologist in Charge of Ultrasound with regard to assessment of protocols, prioritising of requisitions, and daily decisions regarding workload.
- Involvement in orientation of new team members.
- Liaise with nursing and medical staff from other wards and departments for the safe management of patients having ultrasound procedures and encourage these staff members to visit the area.
- Attendance at fortnightly staff meetings.
- Attendance at fortnightly sonographer CME meeting.
- Attendance at combined CME meetings

8. Actively participates in ongoing education and staff development.

- Involvement in staff development programmes.
- Enrolled in an approved CPD programme and maintains records of CPD activity in accordance to MRTB guidelines
- Sonographer skills are maintained and updated.
- Demonstration of new skills and techniques to sonographers and other staff.

9. Participates in other departmental duties.

- May be asked to perform other duties by the Team Leader Ultrasound to assist the smooth running of the department in general.

10. Quality – participates in the establishment of audit and quality assurance programmes

- Conduct as required the regular Quality control tests.
- Actively involved in staff appraisal system
- Will promote health and safety of staff and patients, and liaise regularly with the Radiology H & S and Infection Control committees.
- Will record any safety-related problems according to departmental protocols, e.g. contrast media reactions during his/her duty.
- Participate in a co-ordinated equipment quality assurance programme, including fault reporting.
- Comply with the MRTB Code of Ethics.

Every staff member within HNZ 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

11. Health and Safety

All Health New Zealand Canterbury safe work procedures and instructions are observed

- Own safety and that of others is ensured
- All hazards or potential hazards are immediately reported
- Protective equipment is used when appropriate and protective clothing is worn when required
- Unsafe work situations are made safe or, if they cannot, the supervisor or manager is informed
- Workplace hazards and employees health is monitored
- All accidents or incidents are promptly reported to your manager
- The Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work, is activated when required
- Advice is sought from your manager if you are unsure of any work practice
- Have appropriate vaccinations as per ministry of health guidelines

KEY ACCOUNTABILITIES:

PERSON SPECIFICATION:

Leadership Capabilities (as per the Leadership Capability Framework)	
Level 2	
Dimension	Description
Display self-knowledge	Actively seeks feedback and opportunities to improve
Think and act strategically	Identifies short term opportunities
Communicate a vision and sense of purpose	Lead others to achieve agreed visions and goals
Stimulate innovation and create immediate wins	Model and cultivate innovation and creative practices
Consolidate and continuously improve on strategic change	Consolidate improvements and remove barriers to change
Fosters a positive culture	Promote collaborative and ethical decision making
Qualifications & Experience (indicate years of experience required and level of learning)	
<p>Essential</p> <ul style="list-style-type: none">- A New Zealand registered MIT holding a sonography qualification recognised by the MRTB.- Proficient verbal communication skills and an ability to communicate to a wide variety of people in a manner appropriate to the individual- Be committed to their personal and professional development, and to the provision patient focused services- Demonstrate a team approach to work and a collaborative working relationship with the management team- Ability to “work together” in a truthful and helpful manner- Ability to “work smarter” by being innovative and proactive- Accepts responsibility for actions- Time management and organisational skills and an ability to prioritise work.- Ability to work under pressure- Ability to work well in a multidisciplinary team and be accustomed to working in a team environment- Have a genuine empathy with patients, the general public and staff at all levels- Be an innovative thinker, who can adapt to changes in service delivery <p>Desired</p> <p>The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified</p>	