POSITION DESCRIPTION – Sonographer

Reports to: Service Manager

Direct Reports: N/A

Key Relationships: All clinical and administrative personnel; senior management; external customer groups, contractors and suppliers

CORE Values:

- Integrity - Everything we do is done with the highest standards of professionalism, honesty and trustworthiness. We place the highest emphasis on ethical standards of conduct
- Respect - All individuals, groups and organisations we interact with, both internally and externally, are treated with understanding and courtesy, and in a manner that demonstrates recognition for their concerns. Respect includes listening to each other and acting in a constructive way, being honest and transparent in all our dealings
- Cooperation - Our organisation values cooperation, both internally and externally. We promote open communication as a critical means of achieving cooperation
- Unity - Our organisation works to be inclusive and strives for commonly agreed goals. We stand together and act for the good of the overall business

PURPOSE OF POSITION:

To provide an exceptional ultrasound service producing high quality diagnostic images for our patients and customers whilst also providing excellent patient care. A key part of this role is working closely with the administrative and clinical personnel to ensure our patient's receive an experience that exceeds their expectations.

KEY ACCOUNTABILITIES:

- Achieve a high standard of ultrasound service to patients in accordance with practice protocols, technical protocols and standards, while ensuring a professional, culturally sensitive and caring service is maintained for all patients.
- Ensure Quality Assurance procedures are up to date and consistently maintained.
- Drive the daily schedule to keep on time and adjust bookings accordingly.
- Provide ultrasound support for Radiologists.
- Assist Radiologists during complex ultrasound procedures or interventional procedures.
- Enlist Radiologist support and advice during difficult or unusual examinations.

- Produce diagnostic images ensuring that clinical information and supporting documentation is provided to the Radiologist with enough information for quality diagnostic reporting.
- Be conversant with all aspects of the ultrasound and processing equipment.
- Ensure all patients are greeted with an introduction and treated with courtesy and respect.
- Provide accurate information to patients on examinations and procedures according to practice guidelines.
- Be proactive in helping to keep patient wait times and wait lists to a minimum.
- Maintain patient confidentiality in accordance with the Privacy Act, sonography protocols, and practice protocols
- Ensure that the work area is kept stocked with fresh linen and consumables.
- Ensure equipment faults are reported to Senior Sonographer immediately.
- Ensure all equipment sterilisation is carried out.
- Assist in developing and maintaining practice protocols.
- Assist with training other Sonographers if required.

Continuing Education

It is the joint responsibility of the Technologist and the Company to meet Continuing Professional Development Programme (CPD) requirements. Staff member commitment is an essential part of this process. On-going CPD requirements can be achieved by:

- Attendance at relevant in-house CME as often as possible
- Reading articles / journals
- Peer review
- Discussion of interesting cases with co-workers and Radiologists
- Maintenance of requirements and records for the staff member's CPD is the responsibility of the staff member.
- Maintaining registration standards as required by the registration body

Quality

- Comply with the responsibilities contained in the quality documentation as it applies to the position of Sonographer and as it applies overall to the company.
- Assist with accreditation protocols and the support of the accreditation process.
- Assist with accreditation assessment and internal audit visits.
- Keep management informed of any problems or issues with any practice and submit recommendations for continuous improvement, either related to a problem or new idea.
- Raise 'Fix It' forms to report problems or deficiencies.
- Oversee quality assurance testing and ensure accurate and timely recording of data.
- Conduct regular audits to ensure accreditation protocols continue to be maintained.

Health and Safety

- All tasks are completed with all reasonable care to ensure the safety of staff, visitors, patients, clients and suppliers including complying with all health and safety statutory requirements, policies, procedures, training, guidelines and recommendations provided by the company
- All work related injuries, accidents, near misses and hazards or potential hazards are reported immediately in accordance with company policies and procedures, whether or not the accident took place on the company's premises while completing work duties

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL	GOOD TO HAVE
• Sonographer qualification • Current Annual Practicing Certificate • At least 12 months experience • Computer literate • Privacy Act knowledge applicable to the Health Sector	• At least three years experience

KEY COMPETENCIES:

ACHIEVEMENT	• Works to the standards and targets set by manager. Demonstrates commitment to doing the job well and right. • Checks own work for required quality, striving to do things right first time and meeting quality and performance targets. • Shows a strong commitment to meeting targets and can demonstrate achievement of these. Makes decisions, sets priorities and selects targets that achieve organisational performance requirements. • Demonstrates initiative by identifying or anticipating opportunities and problems up to five years ahead, proactively assessing options and recommending/implementing appropriate responses. Organises work of self and others by managing time, resources and workload to achieve end goals and priorities. Tracks and monitors work performance, taking action to address issues that might undermine achievement of targets. Manages multiple tasks and projects effectively. Helps others in workload and time management.

INFLUENCE & SERVICE	• Creates an impression of professionalism in all dealings with people. Creates positive first and lasting image in all such dealings. • Shows customer & service orientation by ensuring customer service is a priority at all times.
WORKING WITH OTHERS	• Committed to teamwork and collaboration. Participates willingly in helping the whole business perform well and co-operates with others in doing so. • Open and honest in dealings with others, respecting their views, perspectives and concerns, and shaping actions and reactions in a manner that reflects an understanding of these. Able to effectively communicate own perspective to others.
THINKING & UNDERSTANDING	• Uses common sense, past experience and an understanding of procedures to identify and solve day-to-day problems. • Applies conceptual thinking to observed situations, identifying root causes and contributing factors, and shaping responses accordingly.
PERSONAL RESILIENCE	• Shows flexibility by adapting own strategies, goals, approaches and Displays a positive attitude to others and Canopy Imaging as an organisation. • Displays a positice attitude to others and Canopy Imaging as an organisation. • Demonstrates self-control in behaviours and interactions with others, moderating actions and responses so as to maintain and build effective relationships and a positive work environment. • Shows self-confidence in willingness to take on difficult or complex challenges. Expresses own position confidently and clearly. • Shows persistence in dealing with difficult tasks or situations over a long period of time, until successfully completed or a decision is made not to continue. Maintains optimism and positive attitude throughout. • Demonstrates self-control in behaviours and interactions with others, recognising own motivation, demonstrating self-awareness and moderating actions and responses to maintain and build effective relationships. Calms others in stressful situations. Manages own stress effectively.
KNOWLDEGE & SKILLS	• Professional level understanding of radiography and a good understanding of Canopy Imaging requirements. • Clear spoken English, including the ability to communicate effectively with a wide range of people in face-to-face situations.