

SONOGRAPHER

1. PURPOSE OF POSITION

The Sonographer will:

- provide a high standard of ultrasound imaging to clinicians and patients within the Radiology Department of Taranaki Base Hospital;
- contribute to the development and maintenance of a quality service through ongoing audit, quality assurance and evidence-based research;
- Liaise with the Operations Manager in regard to any ultrasound risk management, equipment maintenance, quality improvement or patient safety issues and ensure efficient and effective use of all consumables.

2. ORGANISATIONAL VALUES

The Taranaki District Health Board's (DHB) our mission (Te Kaupapa) is improving, promoting, protecting and caring for the health and well-being of the people of Taranaki. Taranaki DHB's values define who we are as an organisation, the way we work with each other, our patients, whanau and external partners. Our Te Ahu Taranaki DHB values are:

Partnerships	WHANAUNGATANGA	We work together to achieve our goals
Courage	MANAWANUI	We have the courage to do what is right
Empowerment	MANA MOTUHAKE	We support each other to make the best decisions
People Matter	MAHAKITANGA	We value each other, our patients and whanau
Safety	MANAAKITANGA	We provide excellent care in a safe and trusted environment

3. DIMENSIONS

Reports to:	Operations Manager – Radiology Department
Number of people reporting to you	-
Financial limits authority	-
Operating Budget	-

4. WORKING RELATIONSHIPS

External	Internal
Patients and Public GPs Private Specialists	Operations Manager Registered Nurses / Radiographers / Clinical Assistants / Administrative staff

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Radiology Contractors Applications Specialists Midwives	Radiologists Other hospital medical staff Referring clinicians TDHB staff
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5. ACCOUNTABILITIES

Key area of responsibility	Expected outcomes
1. Responsibilities for Patient/Client Care	<ul style="list-style-type: none"> • The provision of highly specialised clinical technical services for accurate ultrasound diagnosis in the fields of obstetric/gynaecology/general abdominal/small parts/musculoskeletal and vascular. • Communication with patients and staff in a friendly, clear, effective and helpful manner. • Accurate assessment, implementation and documentation of examination findings on the applicable worksheet for all procedures in line with departmental protocols and Radiologists. • Ensuring that post-procedure instructions are provided to patients. • Maintenance of good professional and technical standards through continual professional development by independent learning, attending appropriate study days, courses, research and audit.
2. Responsibilities for Financial and Physical Resources	<ul style="list-style-type: none"> • Responsibility for the safe use of all ultrasound equipment. • Identification of medical consumable stock that requires ordering. • Regular performance of basic quality assurance/checks on equipment and documenting in the relevant equipment files. Any faults are reported to the Operations Manager.
3. Responsibilities for Training and Development	<ul style="list-style-type: none"> • Sharing of knowledge and skills with others. • The provision of clinical and technical support for junior members of the team. • Discussion, participation and implementation of clinical audits with Radiology/specialties. Preparation and presentation of audits for clinical audit meetings and external professional meetings. • Assistance in the development of new protocols and review/update existing company protocols in line with the Operations Manager and Radiologists and current best practice. • Training of radiographers and clinicians in ultrasound and the supervision of junior sonographers. • Identification of own training needs and reporting of these

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	to Operations Manager.
4. Responsibilities for Information Resources and Systems	<ul style="list-style-type: none"> • Being fully trained and conversant with the RIS (currently COMRAD II) and Concerto for accessing patient records and accurately inputting visits and coding. • Accurate input of audit data for audits/presentations. • Accurate input and accessing of patient data with ultrasound equipment data base.
5. Responsibilities for Establishing and Maintaining Internal and External Communication and Relationships	<ul style="list-style-type: none"> • Effective communication with orderlies, clerical staff, clinicians, other health care professionals and patients at all times. • Communication of complex scan findings including malignancy and severe foetal abnormalities to Radiologist and Clinicians relating to diagnosis in line with departmental protocols. • Communication of highly sensitive results relating to foetal abnormalities and foetal death to the Radiologist/Referrer to allow for timely patient management. • Use of sympathy, empathy and persuasion in difficult situations with patients who may be aggressive, emotional and demanding. • Maintenance and respect for the patient's rights to confidentiality and privacy. • Adherence to relevant legislation and regulations that is applicable in the ultrasound department.
6. Use of Analytical and Judgemental Skills	<ul style="list-style-type: none"> • Application of analytical skills for interpreting ultrasound images relating to complex findings to Radiologists to proceed for appropriate patient management. • Discussion of atypical scan findings with Radiologists/Clinicians to ensure appropriate and efficient patient management. • Assessment and evaluation of certain situations, application of judgment, sympathy and empathy. • Assistance in the vetting of ultrasound requests for prioritisation of the workload, especially urgent inpatient & obstetric cases.
7. Policy, Service and Organisational Development Responsibilities for Development and Implementation of Policy and/or Services	<ul style="list-style-type: none"> • Observation of the policies and procedures for FRSL and TDHB. • Review and updating of departmental protocols with the Operations Manager/Radiologists/Clinicians – implementation of changes in line with evidence-based practices and regular audits.
8. Responsibilities for Informal and Formal Research Development	<ul style="list-style-type: none"> • Assessment of the service needs with the Operations Manager and Radiologists, and contribution to this.

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9. Use of Planning and Organisational Skills	<ul style="list-style-type: none"> • Organisation and prioritisation of workload for designated scan rooms. • Reporting of all equipment faults and high risk situations to the Operations Manager to ensure the smooth-running of the workflow.
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Organisational Accountabilities	Expected Outcome for all Employees
Health Equity	<p>The TDHB strives to eliminate health inequalities and achieve health equity for the Taranaki population. In practical terms this means all staff are required to implement relevant health equity policies, procedures, approaches and guidelines issued from time to time including:</p> <ul style="list-style-type: none"> • the Pae Ora Framework which requires: <ul style="list-style-type: none"> ○ Demonstrating the principles of Tino Rangatiratanga, Equity, Active Protection, Options and Partnership under the Te Tiriti o Waitangi; ○ improving understanding of the determinants of ethnic inequalities in health, in particular the “Drivers of ethnic inequalities in health” and the “Pathways to Inequalities” both of which are referenced in the TDHB Pae Ora Framework, Appendix 1; ○ Ensuring Health Equity assessment is embedded into your practise where services, policies or programmes are expected to improve outcomes for Māori; ○ Effectively implementing health equity approaches outlined for Health Professionals in “Equity of Health Care for Maori: A Framework” published by the Ministry of Health to support He Korowai Oranga Refresh 2014, national Maori Health Strategy; ○ Ensuring appropriate health literacy responses are used for effective engagement with Māori; • You must ensure accurate ethnicity data is collected or held for patients and clients you interact with by following the TDHB Ethnicity Data Collection Policy and procedures; • You must attend the Cultural Competency training provided by and for staff of the TDHB including Treaty of Waitangi workshop, General/Clinical Refreshers, Engaging Effectively with Maori and any other training identified as essential for staff.
Health and Safety	<ul style="list-style-type: none"> • Maintains a safe and healthy environment • Complies with health & safety policies and procedures • Carries out work in a way that does not adversely affect their health and safety or that of other workers • Complies with procedures and correctly use personal protective equipment and safety devices provided • Contributes to hazard identification and management process • Reports accurately near misses/incidents/accidents in a

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Organisational Accountabilities	Expected Outcome for all Employees
	timely manner <ul style="list-style-type: none"> Participates in health and safety matters
Personal Development	<ul style="list-style-type: none"> Fully contributes to the individual's team performance and is committed to identify and pursue opportunities for developing new knowledge and skills. Participates in the performance appraisal process where personal performance and development is reviewed. Willing to accept new responsibilities, acquire and demonstrate relevant new knowledge.

6. VARIATION TO DUTIES

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.

7. CAPABILITY REQUIREMENTS

Capabilities are the behaviours demonstrated by a person performing the job. Capabilities identify what makes a person most effective in a role. Those listed below are expected for the **Fulford Radiology** team roles in the organisation. The required capabilities can change as the organisation develops and the roles change.

Capability
<p>Effective Communication</p> <p>Shares well thought out, concise and timely information with others using appropriate mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making</p>
<p>Decision Making/Problem Solving</p> <p>Demonstrates effective and timely decision making/problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilizing available resources. Is proactive and effective when problem solving is required.</p>
<p>Innovation/Initiative</p> <p>Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution.</p>
<p>Resilience/Flexibility</p> <p>Articulates differing perspectives on a problem and will see the merit of alternative points of view. Will change or modify own opinions and will switch to other strategies when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.</p>

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Capability
Cultural Safety Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues. Manages cultural ambiguity and conflicting priorities well. Understands concepts of whanaungatanga and manaakitanga and Maori cultural orientation to whanau, hapu and iwi.
Teamwork Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams success

8. EDUCATION

MRTB qualification as a registered Sonographer with a current APC.

9. SKILLS

Excellent interpersonal skills: communication, team effectiveness, conflict resolution and ability to work collaboratively.
Excellent time management skills, including initiative and flexibility.
Computer literacy with RIS/PACS programmes.
A sound knowledge of Quality Assurance and accreditation principles.
Demonstrated ability to maintain confidentiality.

10. EXPERIENCE

Experience working as a Sonographer.
Ability to work unaccompanied and the ability to make sound clinical decisions.