

# POSITION DESCRIPTION



<b>Position</b>	Sonographer – Grade 3
<b>Division</b>	Medical Services
<b>Classification</b>	Grade 3 Years 1 to 4
<b>Enterprise Agreement</b>	Allied Health Professionals (Victorian Public Sector),(Single Interest Employers) Enterprise Agreement
<b>Reports To</b>	Chief Medical Imaging Technologist
<b>Direct Reports</b>	NIL
<b>Infection Control Risk Category:</b>	A

<b>Approved</b>	Chief MIT	<b>Approval Date</b>	September 2023
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<b>PRIMARY OBJECTIVE (or purpose):</b>
The Sonographer is responsible for the effective and efficient provision of ultrasound services. They are to provide clinical expertise and assist in ensuring best practice in all aspects of the service.

<b>PORTLAND DISTRICT HEALTH VALUES</b>			
<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Excellence</b>
<b>PDH CARE GOALS</b>			
<b>Person-centred</b>	People’s values, beliefs and specific needs and circumstances guide the delivery of care and organisational planning.		
<b>Safe</b>	Avoidable harm is eliminated.		
<b>Effective</b>	The right care is delivered in the right way, at the right time with the right outcomes.		
<b>Connected</b>	Staff and consumers work together to achieve shared goals; people experience service and support continuity as they move through the service system.		

<b>KEY ACCOUNTABILITIES</b>		
<b>Key results Area</b>	<b>Key Activities</b>	<b>Performance Measures</b>
Professional Practice Standards	<ul style="list-style-type: none"> <li>The Grade 3 Sonographer is identified as a competent or proficient practitioner.</li> <li>Practice in accordance with the relevant health care or industry standards including ASAR and ASUM.</li> <li>Operate within the scope of practice determined by the requirements of this role, professional qualifications, experience and credentialing requirements</li> <li>Ultrasound skill mix – competent across most areas in ultrasound and can complete normal examinations within designated timeframes.</li> <li>The Grade 3 sonographer adjusts and adapts examinations based on clinical criteria or patient condition</li> <li>Independently operate all ultrasound equipment including information systems (RIS/PACS)</li> <li>Accept complete responsibility for the production of ultrasound images. Such</li> </ul>	<ul style="list-style-type: none"> <li>Professional memberships / registrations / licences / CPD</li> <li>Adherence to clinical practice guidelines and current best-practice responses</li> <li>Excellent time management skills</li> <li>Knowledge, experience and competence as assessed by modality supervisor and Chief Radiographer</li> <li>Results of audit of images and all documentation in RIS/PACS including scanning of request, timeout, worksheets, image production</li> <li>Compliance with ‘4 Step Model for Correct Patient, Correct Site, Correct Procedure’ Policies</li> <li>Participation in out of hours ultrasound</li> <li>Demonstrated expert practitioner</li> </ul>

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	<p>responsibility begins with the acceptance of a proper request for examination and is fulfilled when the complete examination is presented to the radiologist for reporting. Appropriate completion of worksheets for each examination and review of appropriate cases with the reporting radiologist, prior to the customer leaving the department.</p> <ul style="list-style-type: none"> <li>• Work in close co-operation with the radiologist covering ultrasound</li> <li>• Provide ultrasound imaging under the supervision of a qualified radiologist who is responsible for the final report for the examination.</li> <li>• Correct identification of patients using 4 step model consisting of:             <ul style="list-style-type: none"> <li>i. verification of patient information,</li> <li>ii. matching information against request form,</li> <li>iii. timeout,</li> <li>iv. post-procedure confirmation of identification of image including correct presentation (side markers, orientation)</li> </ul> </li> <li>• Participate in the provision of oncall ultrasound service which includes being available for overtime and out of hours recall and shift duty</li> <li>• If still practicing as a radiographer as required under the Radiation Act 2005 the Radiographer / MIT must hold current registration with the Medical Radiation Technologists Board of Australia (MRTBA) under the auspices of AHPRA and a Victorian Government, Department of Health, Radiation 'Use Licence'.</li> </ul>	
Customer Service	<ul style="list-style-type: none"> <li>• Treat all patients with care, compassion, dignity, and respect at all times and without compromise</li> <li>• Communicate health information data to other clinical staff within constraints of the privacy act and maintain accurate health information records as required by the Public Records Office of Victoria</li> <li>• Participate in continuing improvement program. This includes the identification of areas of sonographic practice that can be improved</li> <li>• Provide a high quality and safe service that is accessible and sustainable.</li> <li>• Fosters good public relations and communication with patients, relatives, visitors and the general public</li> </ul>	<ul style="list-style-type: none"> <li>• Always willing to help others</li> <li>• Demonstrate care and compassion when treating patients</li> <li>• Considers the views and opinions of others</li> <li>• Demonstrate an understanding of privacy and confidentiality and implement appropriately in the workforce</li> <li>• Level of compliance with policies and procedures</li> <li>• Outcome of Riskman and consumer complaints and compliments</li> <li>• • Actively contribute to safe quality care</li> <li>• Evidence of good relationships with consumers</li> </ul>

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	<ul style="list-style-type: none"> <li>• Responsible for all aspects of quality assurance including quality control and audit of ultrasound examinations, room cleanliness etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Identification of quality improvement initiatives</li> </ul>
Leadership and Team work	<ul style="list-style-type: none"> <li>• Ensure the vision, mission and values of the organisation are understood and integrated into daily practice</li> <li>• Demonstrate a professional responsibility for work performed by staff placed under your responsibility</li> <li>• Actively participate in the PDH Consumer Engagement strategy to ensure person-centred practice.</li> <li>• Develop and maintain positive working relationships with members of PDH staff</li> <li>• Demonstrate agreed behaviours and communicate effectively whilst engaging with the multidisciplinary team</li> <li>• Role model a professional approach to education, interpersonal relationships, teamwork and communication for department/unit staff</li> <li>• Provide an efficient and timely ultrasound service 24/7.</li> <li>• Ensure the correct operation of all ultrasound equipment and to promptly report any problems</li> <li>• The Grade 3 sonographer is expected to participate in CPD as required by the ASAR (Australia Sonographer Accreditation Registry)</li> <li>• Involvement and support of research where appropriate and practical</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in annual staff appraisal</li> <li>• Staff satisfaction</li> <li>• 100% Compliance with mandatory competencies</li> <li>• Demonstrated willingness to teach and train colleagues and other staff including Deakin University students</li> </ul>
Supervision of Staff	<ul style="list-style-type: none"> <li>• Assist with on-going practical supervision and tuition of students, interns and Grade 1 Radiographers (trainee sonographers) and 2 Sonographers.</li> <li>• The Grade 3 sonographer must possess or be developing specialised skills across a number of areas (e.g. MSK, O&amp;G, Vascular) and are expected to provide tuition to their sonographer colleagues, radiology registrars and students</li> <li>• Liaise with tutor sonographer to ensure that sonographers and trainees receive appropriate guidance and support</li> </ul>	<ul style="list-style-type: none"> <li>• Performance and capability of subordinate staff</li> <li>• Evidence of appropriate supervision and training</li> <li>• Evidence of teamwork and effective working relationships within functional area and with other staff</li> <li>• Holds team members accountable for what they should be doing</li> </ul>
Professional Development and Scope of Practice	<ul style="list-style-type: none"> <li>• Demonstrate continual professional development and learning</li> <li>• Shares knowledge willingly</li> <li>• Complete mandatory training and education</li> </ul>	<ul style="list-style-type: none"> <li>• 100% Compliance with mandatory competencies</li> <li>• Participation in annual staff appraisal</li> </ul>

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<p>Quality and Safety</p>	<ul style="list-style-type: none"> <li>• Work collaboratively with the Quality Team to implement improvement plans</li> <li>• Conduct audits as required and contribute to the development and implementation of actions to address deficits</li> <li>• Contribute to quality improvement activities within the department, in accordance with PDH policies to ensuring a high level of work quality</li> <li>• Maintain a safe and high quality environment at all times in accordance with PDH policies</li> <li>• Reports all incidents through Riskman</li> <li>• Ensuring staff follow PDH Infection Control policies, procedures and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Completes relevant audits and initiates actions</li> <li>• Contribution to Quality Improvement/Progress reports</li> <li>• Demonstrated use of the incident management system</li> </ul>
<p>Information Management</p>	<ul style="list-style-type: none"> <li>• Display and promote correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained</li> <li>• Abide by the PDH's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department</li> <li>• Ensure consumer information is accurate and only released in line with the Health Records Act requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures all information management meets the legislative requirements and organisational standards</li> </ul>
<p>Occupational Health and Safety</p>	<ul style="list-style-type: none"> <li>• Is familiar with and ensure that all appropriate actions are taken to implement OH&amp;S policy and procedures and that legislative requirements are met within the service</li> <li>• Report any incidents or potential hazards in accordance with PDH policies and procedures including effective reporting via Riskman</li> <li>• Assist in the planning, development and implementation of OH&amp;S measures</li> <li>• Demonstrate a commitment to health and safety in line with PDH's OHS policies, procedures, training requirements and legislative/regulatory requirements, driving a high standard for others to follow</li> <li>• Knows what to do in an emergency relevant to role</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in team meetings where key OH&amp;S issues are discussed and resolved</li> <li>• Evidence of hazard and incident reporting using Riskman</li> <li>• Maintains compliance with mandatory OHS training requirements for both self and team</li> </ul>
<p><b>OTHER DUTIES</b></p>		
	<ul style="list-style-type: none"> <li>• Exhibits a commitment to PDH Values including team based above and below behaviours</li> <li>• Monitors own day to day performance against operational targets and strategic goals</li> </ul>	<ul style="list-style-type: none"> <li>• PDH values modelled at all times</li> <li>• Demonstrated use of incident management system</li> <li>• Adherence to applicable health care or industry standards</li> </ul>

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	<ul style="list-style-type: none"><li>• Practice in accordance with the relevant health care or industry standards</li><li>• Complies with family violence risk assessment and management activities aligned to the Multi-Agency Risk Assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS) legislative requirements and related PDH procedures.</li><li>• Comply with all relevant PDH policies and procedures</li><li>• Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness</li></ul>	<ul style="list-style-type: none"><li>• Demonstrated completion of mandatory training</li><li>• Adherence with PDH policy and procedures</li></ul>
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## KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

### QUALIFICATIONS -

#### ESSENTIAL:

- Sonographers must have successfully completed a post graduate qualification in ultrasound (e.g. DMU or university graduate diploma)
- Sonographers including trainees must be registered with the Australian Sonographer Association Registry (ASAR)
- A tertiary qualification, Certificate, Registration, Licence

### EXPERIENCE and/or SPECIALIST KNOWLEDGE -

#### ESSENTIAL:

- The Grade 3 Sonographer must demonstrate competency and expertise across an agreed number of areas of ultrasound
- Excellent time management, communication skills, teach and professionalism

#### DESIRABLE:

- Previous similar experience
- Qualification

#### Other requirements:

- Current employee police check
- Current Working with Children Check
- Current evidence of immunisation history and serology results
- Current Victorian Drivers Licence

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Portland District Health's discretion and activities may be added, removed or amended at any time.*



## JOB DEMANDS CHECKLIST

Portland District Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions	
<b>I = Infrequent</b>	Activity may be required very infrequently
<b>O = Occasional</b>	Activity required occasionally, not necessarily all shifts
<b>F = Frequent</b>	Activity required most shifts, up to 50% of the time
<b>C = Constant</b>	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
<b>N/A = Not Applicable</b>	Activity not performed

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks			✓		
Standing	Remain standing to perform tasks			✓		
Walking	Periods of walking required to perform tasks			✓		
Bending	Forward bending from waist to perform tasks	✓				
Kneeling	Remain in a kneeling position to perform tasks	✓				
Lifting/Carrying	Light lifting and carrying	✓				
	Moderate lifting and carrying	✓				
	Assisted lifting (mechanical, equipment, person assist)	✓				
Climbing/Working at heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing/Pulling	Moving objects (eg: trolleys, beds, wheelchairs, diagnostic equipment, cleaning equipment)	✓				
Reaching	Arms fully extended forward or raised above shoulder to perform tasks	✓				
Crouching	Adopting a crouching posture to perform tasks	✓				
Foot movement	Use of leg and/or foot to operate equipment (or machinery)		✓			
Head postures	Holding head in a position other than neutral (facing forward) to perform tasks			✓		
Fingers/Hand/Arm movement	Repetitive movements of fingers, hands and arms (eg: computer keyboard, computer mouse, touch screens)			✓		
Grasping/Fine manipulation	Gripping, holding, clasping with fingers or hands				✓	

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Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Driving	Operating a motor powered vehicle (eg: use of hospital cars to undertake duties, making deliveries, ride on mower, forklift, bus etc.)	✓				

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Psychosocial Demands</b>						
Shift work	Rotation of shifts on a rostered basis including day, afternoon or night					✓
Distressed people	Highly emotional people crying, upset, unhappy (eg: emergency or grief situations)		✓			
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing (eg: people affected by drugs or alcohol, dementia, mental illness)		✓			
Exposure to distressing situations	(eg: Child abuse, delivering bad news, viewing extreme injuries, viewing deceased)		✓			
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE					✓
Noise	Prolonged and frequent periods of background noise levels which necessitates people raising their voices to be heard					✓
Biological hazards	Exposure to body fluids, bacteria, infectious diseases requiring PPE					✓
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					✓
Radiation						✓

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## Acknowledgement:

I acknowledge that I have received a copy of this position description and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the job demands checklist as attached, understand its content, and agree to work in accordance with the requirements of this position.

I accept that the position description as stated above may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

EMPLOYEE NAME:		
EMPLOYEE'S SIGNATURE:		DATE:
MANAGER'S NAME:	[please complete]	
MANAGER'S SIGNATURE:	[please complete]	DATE: