

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Specialist Sonographer
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals South – Royal Hobart Hospital Medical Imaging
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	South
<b>Reports to:</b>	Senior Specialist Sonographer - Ultrasound
<b>Effective Date:</b>	November 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Tertiary qualification/program of study approved by the Australian Sonographer Accreditation Registry</p> <p>Accredited with the Australian Sonographer Accreditation Registry and if also practising as a radiographer, registered with the Medical Radiation Practice Board of Australia</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

The Specialist Sonographer is responsible for:

- Providing an effective and efficient Ultrasound imaging service for inpatients and outpatients of Medical Imaging, Royal Hobart Hospital (RHH).
- Assisting the Senior Specialist Sonographer – Ultrasound in providing clinical leadership, professional support and ensuring best practice standards for ultrasound imaging services are provided by the RHH in accordance with organisational policies and the professional code of conduct.

## Duties:

1. Provide clinical expertise in diagnostic and interventional ultrasound procedures for patients referred to the Medical Imaging Department. The work environment will comprise the Medical Imaging Department, Emergency Department, wards including ICU, theatre and neonatal nursery. Caseload may include general abdominal, paediatrics & neo-natal, obstetrics, gynaecology, surgical, small parts, musculoskeletal, emergency, vascular, intensive care examinations and interventional procedures.
2. Assess medical requests, patient status and capabilities, ensuring procedure preparation is adequate and in accordance with correct protocol.
3. Use imaging equipment and associated accessories safely, ensuring patient welfare and standard of care received and avoiding causing hazards to self, other staff, patients and equipment.
4. Assess and monitor quality of images to ensure appropriate standards are maintained; confirm all image demographics and labelling are appropriate and correct; ensure that image archiving is complete, and imaging is available for viewing in PACS as appropriate.
5. Ensure all imaging procedures are documented correctly in the Radiology Information System and by any other relevant work practice or system.
6. Work as an effective member of multidisciplinary teams in achieving patient focused outcomes.
7. Participate in and significantly contribute to the development of policies and procedures and reporting mechanisms for the Ultrasound Unit.
8. Provide clinical leadership and supervision for trainee sonographers, radiography students and work experience students.
9. Maintain contemporary professional knowledge through appropriate continuing professional development activities and contribute to the provision of education programs in Medical Imaging and for staff across the RHH.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

In liaison with the Senior Specialist Sonographer - Ultrasound, the occupant is required to work with minimal supervision and exercise considerable initiative and professional judgment in complex and novel clinical and professional service areas. The Specialist Sonographer is expected to:

- Provide a safe, effective and efficient sonography service as part of a multidisciplinary team.
- Provide professional leadership and support to less experienced sonographers and students in the Department of Medical Imaging.
- Participate in service development and research activities.
- Maintain ongoing 'Accredited Medical Sonographer' status with the Australian Sonographer Accreditation Registry.
- Maintain a contemporary knowledge of the specialty of Ultrasound within Medical Imaging and use this knowledge to assist in the development of policies and procedures for the unit.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Broad knowledge of and competence in conducting a wide range of ultrasound examinations.
2. Ability to work effectively in a team environment including the ability to support team members and to communicate effectively with respect and understanding.
3. Good interpersonal communication skills with the ability to communicate effectively with junior staff, peers, supervisors and managers, patients and the general public.
4. Ability to handle the interactive relationship with the patient with tact, ensuring that the patient's privacy and confidentiality is maintained.
5. Commitment to self-directed continuous professional development to support knowledge of current ultrasound practice including interventional techniques, literature, resources and equipment relevant to the caseload.
6. Awareness of quality management methodology and processes in ultrasound.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).