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## SA Health Job Pack

Job Title	Specialist Sonographer
Eligibility	Open to Everyone
Job Number	690184
Applications Closing Date	26/04/2019
Region / Division	SA Health - Central Adelaide Local Health Network
Health Service	SA Medical Imaging
Location	Adelaide
Classification	AHP3
Job Status	Part time, temporary
Total Indicative Remuneration	\$106,477 - \$114,282

## Contact Details

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## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Immunisation

**Risk Category A (direct contact with blood or body substances)**

- *This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)*

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Specialist Sonographer		
<b>Classification Code:</b>	AHP3	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Royal Adelaide Hospital		
<b>Division:</b>	SA Medical Imaging		
<b>Department/Section / Unit/ Ward:</b>	Medical Imaging		
<b>Role reports to:</b>	Head Ultrasound		
<b>Role Created/ Reviewed Date:</b>			
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
<b>Immunisation Risk Category:</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<p>The Specialist Sonographer is responsible for the provision of Ultrasound procedures using specialised equipment to perform complex medical imaging examinations for clients across a range of clinical specialities with a high level of professional independence.</p> <p>The incumbent continues to obtain specialist Ultrasound knowledge, contribute to developing professional knowledge of other staff and contributes to professional Ultrasound standards.</p> <p>The incumbent undertakes routine research programs and may coordinate Ultrasound quality assurance programs.</p>
<b>Direct Reports:</b>
N/A
<b>Key Relationships/ Interactions:</b>
<u>Internal</u> <ul style="list-style-type: none"><li>Accountable to the Radiology Campus Operations Manager</li></ul>

- Responsible to the Chief Radiographer through the Head of Modality fluoroscopy and interventional Radiography.
- Liaises closely with other sonographers, radiographers, medical officers, radiologists, nursing and clerical staff.
- Provides professional supervision to other sonographers
- Receives professional direction for new Ultrasound imaging procedures from the Head of Ultrasound

External

N/A

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Adaptation to the implementation of the Enterprise System for Medical Imaging (ESMI)
- Working in an environment of change in relation to Distributive Imaging Model
- Working in an environment of change in relation to the new Royal Adelaide Hospital
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### Delegations:

**Delegated Level** N/A in accordance with CALHN's Delegation of Authority Document

**Staff supervised:**                      0 Direct                      0 Indirect

### Special Conditions:

- Variable starting and finishing times may be necessary.
- Participation in a 24/7 shift roster may be required.
- Out of hours (including weekend and public holidays), overtime and on call work may be required.
- May be required to rotate through section/modality areas, as rostered
- May be required to travel to other agencies to attend relevant educational programs or provide professional advice.
- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children and Young People (Safety) Act*

2017 or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (Cth)*.

- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.*
- *Relevant Australian Standards.*
- *Duty to maintain confidentiality.*
- *Smoke Free Workplace.*
- *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

### Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

### **Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### **White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

### **Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

### **Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p><b><i>Ensures that a high quality imaging service for radiological diagnosis and clinical management is provided to the clients of Ultrasound by:</i></b></p>	<ul style="list-style-type: none"> <li>• Performing a wide range of Ultrasound imaging procedures, including specialist and complex procedures, applying professional knowledge in selecting and adapting methods best suited, with a high level of professional independence.</li> <li>• Ensuring that resultant imaging provides a complete representation of all relevant clinical information to enable accurate clinical diagnosis</li> <li>• Contributing to innovative and novel Ultrasound imaging procedures and assisting with the development and implementation of improved techniques and standards.</li> <li>• Assessing the condition of the patient and modifying and developing techniques accordingly to achieve acceptable diagnostic outcomes.</li> <li>• Documenting clinical findings of the Ultrasound imaging procedure which the Radiologist will rely on, together with the images to form the basis of a report which is then available to the referring clinician.</li> <li>• Liaising directly with the Radiologist if, based on their examination, they judge that a different type of imaging procedure or technique will provide more complete results.</li> <li>• Liaising with medical officers and nursing staff to ensure effective monitoring of client's condition is achieved.</li> <li>• Contributing to the development of departmental safety protocols for all patients, staff and others during and within the vicinity of the Ultrasound imaging service and adhering to same</li> <li>• Using significant initiative to identify opportunities to develop or progress the impact and effectiveness of Ultrasound within the hospital.</li> <li>• Providing technical advice to radiologists, sonographers and radiographers to ensure effective outcomes for the client</li> <li>• Submitting details as may be required to ensure the integrity of the PACS and RIS systems.</li> <li>• Attending relevant clinical meetings to provide specialty Ultrasound advice to influence clinical management of patients</li> <li>• Undertaking research projects that supplement existing specialised knowledge and may contribute to the development of new or improved Ultrasound methods and policy.</li> <li>• Contributing to providing a professional advice and consultancy service to management, other agencies and external groups/agencies relating to Ultrasound.</li> <li>• Maintaining standards of own work by being actively involved in a recognised professional development program and monitoring and reviewing recent advances in Ultrasound.</li> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Undertaking a rostered clinical role in Ultrasound.</li> <li>• Contributing to the development of policies and the</li> </ul>

<p><b><i>Ensure the effective and efficient operation of Ultrasound by:</i></b></p>	<p>maintenance of procedure manuals for Ultrasound including participating in formal annual reviews ensuring implementation of quality control and equipment performance standards including equipment compliance with radiation protection standards</p> <ul style="list-style-type: none"> <li>• Conducting training sessions for staff when new equipment or protocols are introduced</li> <li>• Undertaking clinical trials of equipment, in conjunction with the Head Ultrasound</li> <li>• Liaising with service engineers with respect to equipment performance, in consultation with the Head Ultrasound</li> <li>• Effectively utilising resources by using facilities, equipment and supplies in the most efficient manner</li> </ul>
<p><b><i>Contributes to the provision of professional development activities in the department, by</i></b></p>	<ul style="list-style-type: none"> <li>• Providing professional support to other sonographers as an experienced sonographer in the selection and modification of complex imaging procedures</li> <li>• Contributing to developing, reviewing and implementing training programs for sonographers and students in Ultrasound.</li> <li>• Providing professional support to work experience students and medical radiation students on clinical placement as an experienced sonographer, providing feedback to the Clinical Supervisor about progress and development of the students' skills.</li> <li>• Contributing to teaching programs and an advisory service for special interest groups such as nursing staff, hospital medical officers and non-hospital clinical practitioners when required.</li> <li>• Participating in and developing an accredited continuous professional development program in conjunction with the Tutor General.</li> </ul>
<p><b><i>Contribute to continuous quality improvement programs and activities that are linked to the organisations strategic and corporate directions and targets as follows</i></b></p>	<ul style="list-style-type: none"> <li>• Contributing to the development of a quality evaluation program by providing professional advice in relation to Ultrasound imaging procedures.</li> <li>• Coordinating quality assurance programs as required.</li> <li>• Assisting in developing and establishing key performance indicators for all imaging activities relevant to Ultrasound, in accordance with the quality evaluation program.</li> <li>• Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.</li> <li>• Maintaining recording systems to accurately reflect the imaging quality and accuracy of Ultrasound procedures, which will enable evaluation of performance leading to Improvement and achievement of best practice standards</li> </ul>
<p><b><i>Ensure a safe working environment at all times by</i></b></p>	<ul style="list-style-type: none"> <li>• Maintaining effective work practices.</li> <li>• Adopting procedures and practices which comply with the WHS Act. 2012</li> </ul>



	<ul style="list-style-type: none"> <li>• Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position).</li> <li>• Taking reasonable care to protect the health and safety of self and others.</li> <li>• Attending mandatory safety training programs</li> </ul>
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***Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.***

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- Appropriate Ultrasound post graduate qualification.
- Registered as an Accredited Medical Sonographer as administered by the Australasian Sonographer Accreditation Registry (ASAR).

#### **Personal Abilities/Aptitudes/Skills:**

- Demonstrated ability to perform a wide range of Ultrasound imaging procedures, including specialised and complex procedures, applying professional knowledge in selecting and adapting methods best suited to Ultrasound examinations.
- Demonstrated ability to use significant initiative to analyse situations and identify opportunities and needs to develop and progress
- Demonstrated ability to interact positively and work with all levels of departmental and organisational staff.
- Demonstrated ability to communicate effectively, both written and verbally.
- Demonstrated ability to work in a multidisciplinary team and individually, with a high level of independence.
- Ability to contribute to development of other professional officers and develop a training program
- Be flexible to departmental changes and positively interact in these processes.

#### **Experience**

- Extensive Ultrasound imaging experience
- Experience in the assessment and review of quality of work performed

#### **Knowledge**

- A detailed knowledge of all standard and complex professional tasks in the application of established Ultrasound work practices and procedures.
- Specialised professional knowledge in the selection and adaptation of methods best suited to performing Ultrasound imaging procedures and presenting the imaging data for distribution
- Demonstrated knowledge of best practice in Radiology/Sonography
- Knowledge of current trends in quality assurance protocols
- Understanding of the requirements of clinical and professional clients.
- Demonstrated knowledge of the responsibilities of the radiographer/sonographer in the safe delivery of imaging procedures to the client and protection of other personnel in the vicinity of the examination.
- Demonstrated knowledge of the responsibility of the radiographer/sonographer in the maintenance of safe working practices.
- Appreciation of medico-legal responsibilities in the delivery of imaging services i.e. correct patient identification, confidentiality.
- Knowledge of the principles of human resource management, in particular Equal Employment Opportunity and Work Health and Safety

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- Registration as a Radiographer with the Medical Radiation Practice Board of Australia
- Licensed under the Radiation Protection and Control Act SA (1982)

### **Personal Abilities/Aptitudes/Skills:**

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### **Experience**

- Experience in the use of RIS and PACS
- Experience in working in a public hospital environment
- Experience in participating in a research program

### **Knowledge**

- Knowledge of change management principles

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

**Division/ Department:**

The Department of Medical Imaging is a unit of the Royal Adelaide Hospital. The Royal Adelaide Hospital is part of the Central Adelaide Local Health Network. The Local Health Network structure became operative from 1 July 2011. The Department is part of South Australian Medical Imaging which is a State wide service. SAMI is responsible for the provision of all medical imaging services at SA Public Hospitals within country and metropolitan South Australia across SA Health

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** \_\_\_\_\_ **Role Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Role Acceptance

#### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	06/01/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	07/01/2019		<p>Statement regarding Financial recovery plan added to Organisational context for CALHN</p> <p>White Ribbon statement included</p> <p>Cultural Commitment statement included</p> <p>Child protection legislation "<i>Children and Young People (Safety) Act 2017</i>" updated under Special Conditions</p> <p>Link to HR Delegations and Financial Delegations included under Delegations</p> <p>Statement regarding South Australian Charter of Health Care Rights included under General Requirements</p> <p>Minor formatting with order of information amended.</p>
V6	06/3/2019		<p>Immunisation Risk Category checkbox has been included</p> <p>Statement regarding immunisation requirements has been included under Special conditions – "<i>Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.</i>"</p>