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SA Health Job Pack

Job Title	Specialist Sonographer
Job Number	662133
Applications Closing Date	24/08/2018
Region / Division	SA Health - Central Adelaide Local Health Network
Health Service	SA Medical Imaging
Location	Various
Classification	AHP3
Job Status	Multiple vacancies at varying part time hours, Ongoing
Indicative Total Remuneration*	\$102,482 - \$109,204

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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Ian Mays
Phone number	70742050
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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

Role Title:	Specialist Sonographer
Classification Code:	AHP3
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)
Hospital/ Service/ Cluster	Royal Adelaide Hospital
Division:	SA Medical Imaging
Department/Section / Unit/ Ward:	Medical Imaging
Role reports to:	Head Ultrasound
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

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.

The incumbent continues to obtain specialist Ultrasound knowledge, contribute to developing professional knowledge of other staff and contributes to professional Ultrasound standards.

The incumbent undertakes routine research programs and may coordinate Ultrasound quality assurance programs.

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Direct Reports:

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> N/A

Key Relationships/ Interactions:

Internal

- > Accountable to the Radiology Campus Operations Manager
- > 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

<p>Ultrasound</p> <p>></p> <p><u>External</u></p> <p>> N/A</p>
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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.
- >

Delegations:

- > N/A

Key Result Area and Responsibilities

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Key Result Areas	Major Responsibilities
<p><i>Ensures that a high quality imaging service for radiological diagnosis and clinical management is provided to the clients of Ultrasound by:</i></p>	<ul style="list-style-type: none"> • 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. • Ensuring that resultant imaging provides a complete representation of all relevant clinical information to enable accurate clinical diagnosis • Contributing to innovative and novel Ultrasound imaging procedures and assisting with the development and implementation of improved techniques and standards. • Assessing the condition of the patient and modifying and developing techniques accordingly to achieve acceptable diagnostic outcomes. • 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. • 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. • Liaising with medical officers and nursing staff to ensure effective monitoring of client's condition is achieved. • 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.

	<ul style="list-style-type: none"> • Using significant initiative to identify opportunities to develop or progress the impact and effectiveness of Ultrasound within the hospital. • Providing technical advice to radiologists, sonographers and radiographers to ensure effective outcomes for the client • Submitting details as may be required to ensure the integrity of the PACS and RIS systems. • Attending relevant clinical meetings to provide specialty Ultrasound advice to influence clinical management of patients • Undertaking research projects that supplement existing specialised knowledge and may contribute to the development of new or improved Ultrasound methods and policy. • Contributing to providing a professional advice and consultancy service to management, other agencies and external groups/agencies relating to Ultrasound. • Maintaining standards of own work by being actively involved in a recognised professional development program and monitoring and reviewing recent advances in Ultrasound.
<i>Ensure the effective and efficient operation of Ultrasound by:</i>	<ul style="list-style-type: none"> • Undertaking a rostered clinical role in Ultrasound. • Contributing to the development of policies and the 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 • Conducting training sessions for staff when new equipment or protocols are introduced • Undertaking clinical trials of equipment, in conjunction with the Head Ultrasound • Liaising with service engineers with respect to equipment performance, in consultation with the Head Ultrasound • Effectively utilising resources by using facilities, equipment and supplies in the most efficient manner
<i>Contributes to the provision of professional development activities in the department, by</i>	<ul style="list-style-type: none"> • Providing professional support to other sonographers as an experienced sonographer in the selection and modification of complex imaging procedures • Contributing to developing, reviewing and implementing training programs for sonographers and students in Ultrasound. • 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. • 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. • Participating in and developing an accredited continuous professional development program in conjunction with the Tutor General.

<p><i>Contribute to continuous quality improvement programs and activities that are linked to the organisations strategic and corporate directions and targets as follows</i></p>	<ul style="list-style-type: none"> • Contributing to the development of a quality evaluation program by providing professional advice in relation to Ultrasound imaging procedures. • Coordinating quality assurance programs as required. • Assisting in developing and establishing key performance indicators for all imaging activities relevant to Ultrasound, in accordance with the quality evaluation program. • Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes. • 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
<p><i>Ensure a safe working environment at all times by</i></p>	<ul style="list-style-type: none"> • Maintaining effective work practices. • Adopting procedures and practices which comply with the OHS&W Act. • Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position). • Taking reasonable care to protect the health and safety of self and others. • Attending mandatory safety training programs.

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.

Contribute to the well-being of people in South Australia through participation 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.

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).

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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.

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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

- Demonstrated knowledge of the responsibility of the radiographer in the maintenance of safe working practices.
- Appreciation of medico-legal responsibilities in the delivery of imaging services i.e. correct patient identification, confidentiality.

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:

Experience

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

Knowledge

- Knowledge of change management principles

Special Conditions:

- > Initially based at RAH but may be required to work in any site of the Central Northern Adelaide Health Service (CNAHS).
- > A performance appraisal will be conducted annually.
- > 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 Criminal and Relevant History Screening.
- > *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's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > 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 2014.*
- > *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*
- > *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.

Resilience:

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

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, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to the 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.

Health Network/ Division/ Department:

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.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	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
Professionalism:	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

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

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Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined 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		Minor formatting with order of information amended.