



## Statewide Clinical Support Services (SCSS)

### ROLE DESCRIPTION

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| <b>Role Title:</b>                              | Specialist Sonographer   |
| <b>Classification Code:</b>                     | AHP3   |
| <b>LHN/ HN/ SAAS/ DHW:</b>                      | Statewide Clinical Support Services (SCSS), CALHN, SA Health   |
| <b>Hospital/ Service/ Cluster:</b>              | The Queen Elizabeth Hospital.  |
| <b>Division:</b>                                | South Australian Medical Imaging (SAMI)  |
| <b>Department/Section / Unit/ Ward:</b>         | Radiology  |
| <b>Role reports to:</b>                         | Unit Head of Ultrasound  |
| <b>Role Created/ Reviewed Date:</b>             | June 2020  |
| <b>Criminal and Relevant History Screening:</b> | <input type="checkbox"/> Aged (NPC)<br><input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS)<br><input checked="" type="checkbox"/> Vulnerable (NPC)<br><input type="checkbox"/> General Probity (NPC)                        |
| <b>Immunisation Risk Category Requirements:</b> | <input checked="" type="checkbox"/> Category A (direct contact with blood or body substances)<br><input type="checkbox"/> Category B (indirect contact with blood or body substances)<br><input type="checkbox"/> Category C (minimal patient contact) |

### 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 radiographers and contributes to professional Ultrasound standards.

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

#### Direct Reports:

- > Accountable to the Campus Operations Manager through the Chief Radiographer.
- > Responsible on a day-to-day basis to the Unit Head of Ultrasound.

#### Key Relationships/ Interactions:

##### Internal

- > Accountable to the Campus Operations Manager
- > Responsible to the Chief Radiographer through the Head Sonographer Ultrasound
- > Liaises closely with other sonographers, radiographers, medical officers, radiologists, nursing and clerical staff.
- > Provides professional supervision to other sonographers
- > Works collaboratively with Medical Imaging Unit Modality Heads, Nursing Clinical Service Coordinator Medical Imaging, Medical Imaging Sonographers, Supervisor Radiographer Administration, Clerical Supervisor, and Imaging Informatics Systems staff (PACS, RIS)

Direct Reports to this position:



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|  | <ul style="list-style-type: none"> <li>&gt; 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>&gt; Using significant initiative to identify opportunities to develop or progress the impact and effectiveness of Ultrasound within the hospital.</li> <li>&gt; Providing technical advice to radiologists, sonographers and radiographers to ensure effective outcomes for the client</li> <li>&gt; Submitting details as may be required to ensure the integrity of the PACS and RIS systems.</li> <li>&gt; Attending relevant clinical meetings to provide specialty Ultrasound advice to influence clinical management of patients</li> <li>&gt; Undertaking research projects that supplement existing specialised knowledge and may contribute to the development of new or improved Ultrasound methods and policy.</li> <li>&gt; Contributing to providing a professional advice and consultancy service to management, other agencies and external groups/agencies relating to Ultrasound.</li> <li>&gt; Maintaining standards of own work by being actively involved in a recognised professional development program and monitoring and reviewing recent advances in Ultrasound.</li> </ul> |
| <p><b>Ensure the effective and efficient operation of Ultrasound by:</b></p>   | <ul style="list-style-type: none"> <li>&gt; Undertaking a rostered clinical role in Ultrasound.</li> <li>&gt; Undertaking a team leader clinical role in Ultrasound as directed by the Head Ultrasound.</li> <li>&gt; Contributing to the development of policies and the maintenance of procedure manuals for Ultrasound including participating in formal annual reviews.</li> </ul>   |
| <p><b>Contribute to the provision of professional development activities in the department, by:</b></p>  | <ul style="list-style-type: none"> <li>&gt; Providing professional support to other sonographers as an experienced sonographer in the selection and modification of complex imaging procedures</li> <li>&gt; Contributing to developing, reviewing and implementing training programs for sonographers and students in Ultrasound.</li> <li>&gt; 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>&gt; 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>&gt; Participating in and developing an accredited continuous professional development program in conjunction with Senior staff.</li> </ul>   |
| <p><b>Contribute to continuous quality improvement programs and activities that are linked to the organisations strategic and corporate directions and targets as follows:</b></p> | <ul style="list-style-type: none"> <li>&gt; Contributing to the development of a quality evaluation program by providing professional advice in relation to Ultrasound imaging procedures.</li> <li>&gt; Coordinating quality assurance programs as required.</li> <li>&gt; Assisting in developing and establishing key performance indicators for all imaging activities relevant to Ultrasound, in accordance with the quality evaluation program.</li> <li>&gt; Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.</li> <li>&gt; 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>   |

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| <b>Ensure a safe working environment at all times by:</b> | <ul style="list-style-type: none"> <li>&gt; Maintaining effective work practices.</li> <li>&gt; Adopting procedures and practices which comply with the Work Health and Safety Act 2012 (SA)</li> <li>&gt; Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position).</li> <li>&gt; Taking reasonable care to protect the health and safety of self and others.</li> <li>&gt; Attending mandatory safety training programs.</li> </ul> |

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

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

- > Appropriate Ultrasound post graduate qualification.
- > Registered as an Accredited 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 adhere to a training program
- > Use time effectively, be punctual, adapt, work cooperatively, take direction, comfortable with change.

#### **Experience:**

- > Extensive postgraduate experience with patients as a specialist in Ultrasound
- > Experience in the assessment of imaging techniques
- > Experience in the application of clinical information systems (including PACS, PAS and RIS systems)
- > Demonstrated experience in undertaking complex investigations, and preparing and presenting clear and concise information, reports and recommendations.

#### **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)
- > Tertiary or post graduate qualification in (education), Masters level Ultrasound qualification.
- > Demonstrated education and training skills

### **Experience:**

- > Experience in performing standard procedures within other modalities
- > Experience in working in a hospital environment
- > Experience in operating within a RIS/PACs environment
- > Experience in leading a small team of medical imaging professionals
- > Experience in liaising with educational institutions including lecturing to students and/or experience in curriculum development.

### **Knowledge:**

- > Knowledge of current trends in quality assurance.
- > Knowledge of equipment assessment, selection and specification writing techniques.
- > Knowledge of management principles
- > Knowledge of assessment principles in adult education.
- > Knowledge of Regulations pertaining to the S.A Radiation Protection and Control Act, 1982.

| <b>Special Conditions:</b>   |
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| <ul style="list-style-type: none"> <li>&gt; Initially based at TQEH but may be required to work in any site across SA Health in accordance with SA Medical Imaging requirements.</li> <li>&gt; A performance appraisal will be conducted annually.</li> <li>&gt; Participation in a 24/7 shift roster may be required.</li> <li>&gt; Weekend and public holiday work may be required.</li> <li>&gt; Variable start and finishing times will be necessary.</li> <li>&gt; Out of hours (including weekend and public holidays), overtime and on call work will be required.</li> <li>&gt; May be required to rotate through other section/modality areas, as rostered.</li> <li>&gt; May be required to travel to other agencies to attend relevant educational programs or provide professional advice.</li> <li>&gt; 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.</li> <li>&gt; Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.</li> <li>&gt; Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth) or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).</li> <li>&gt; 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 <i>Public Sector Act 2009</i> for Public Sector employees or the <i>SA Health (Health Care Act) Human Resources Manual</i> for Health Care Act employees.</li> <li>&gt; 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.</li> </ul> |

### **General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures 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.
- > 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 and 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 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 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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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.

### Division/ Department:

The Department of Radiology is a unit of The Queen Elizabeth Hospital. The Department is part of South Australian Medical Imaging (SAMI) which is a Statewide 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.

SAMI has been created to provide a comprehensive and unified medical imaging service to the public system in South Australia; to improve efficiency and provide a more cohesive, consistent, and accessible state wide service.

## Values

### Statewide Clinical Support Services Values

Within SCSS our people are at the heart of what we do. We are committed to building a strong, vibrant culture and place to work, and to providing high-quality care to our patients and consumers that demonstrates our values in action. Our five core values are Integrity, Compassion, Accountability, Respect and Excellence (ICARE):

- Integrity:** We are honest, consistent and act fairly. We make evidence-based decisions that are in the best interests of the South Australian community.
- Compassion:** Patients and consumers are front of mind in everything we do, and we approach care for others with empathy and kindness. We provide an environment that is safe and caring and we will support each other at all times.
- Accountability:** We take ownership of our responsibilities and actions. We own our mistakes and take proactive measures to find effective solutions. We demonstrate our values in our actions and behaviours
- Respect:** We foster a culture that is respectful of our consumers, patients and each other. We value diversity and everyone’s input and demonstrate trust in each other.
- Excellence:** We complete and promote work of the highest standard. We challenge the normal way of doing things to ensure continuous improvement and we seek consumer input to represent the diversity of our community.

## 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

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

## Approvals

### Role Description Approval (employer delegate)

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 (employee)



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**

| <b>Version</b> | <b>Date from</b> | <b>Date to</b> | <b>Amendment</b>       |
|----------------|------------------|----------------|------------------------|
| V1             | 10/01/2023       |                | Original SCSS version. |