

## Statement of Duties

<b>Position Title:</b> Sonographer	<b>Position Number:</b> 521699	<b>Effective Date:</b> March 2021
<b>Group:</b> Community Mental Health and Wellbeing – Population Screening and Cancer Prevention		
<b>Section:</b> BreastScreen Clinical Services	<b>Location:</b> South	
<b>Award:</b> Allied Health Professionals Public Sector Unions Wages Agreement	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Part Time	
<b>Level:</b> 3	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Chief Radiographer		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Responsible for performing breast ultrasound examinations at BreastScreen Tasmania assessment clinics.

Perform novel or complex breast imaging procedures in ultrasound, to facilitate patient diagnosis and clinical management with limited supervision, to contemporary professional standards.

### Duties:

1. Exercise professional judgement, provide clinical expertise, and perform ultrasound examinations and interventional procedures for BreastScreen Tasmania.
2. Work as an effective member of a multidisciplinary team to achieve client-focused outcomes.
3. Accurately operate client information management systems.
4. Take a leading role in the supervision and training of less experienced staff performing ultrasound examinations, ensuring that acceptable contemporary professional standards are maintained.
5. Assist in the design, review and revision of protocols and procedures for work practices related to breast ultrasound within the BreastScreen Australia accreditation and quality assurance framework, ensuring compliance with work practices, and supporting the concept of continuous quality improvement.
6. Maintain up-to-date knowledge of new techniques and advances in breast ultrasound, equipment and breast screening programs. Provide authoritative technical or policy advice for the specialist area of ultrasound.
7. Participate in quality assurance activities. Implement, review and report on quality improvement, education and research activities and projects undertaken for BreastScreen Tasmania, as required.

8. Maintain contemporary professional knowledge through appropriate continuing professional development activities.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. 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.

### **Scope of Work Performed:**

- The Sonographer operates under general guidance from the Chief Radiographer to ensure program objectives and philosophies are achieved.
- Clinical review and supervision are provided by the BreastScreen Tasmania Designated Radiologist.
- As a member of a multi-disciplinary team, the Sonographer is expected to apply a high degree of independent professional judgment in the clinical setting to meet set objectives (including monthly targets and National Accreditation Standards), as well as assisting other staff in the resolution of problems at assessment clinics. In doing so, the role is responsible for:
  - Exercising independent professional judgement in performing imaging procedures in sonography to facilitate client diagnosis to contemporary professional standards, with limited supervision.
  - Exercising reasonable care in the performance of duties consistent with the relevant OHS legislation, in order to provide a safe, effective and efficient sonographic service.
  - Implementing BreastScreen Australia's principles and protocols and complying with moral and ethical codes to ensure client welfare and quality of care.
  - Maintaining and operating imaging equipment and accessories in accordance with radiation protection and safety, infection control guidelines and best practice standards.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **Essential Requirements:**

*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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Accredited as a Medical Sonographer with the Australian Sonographer Accreditation Registry (ASAR).

- 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.

**Desirable Requirements:**

- Evidence of or working toward a recognised postgraduate qualification in diagnostic ultrasound from a tertiary institution.

**Selection Criteria:**

1. Wide experience and competence in conducting complex ultrasound examinations, especially breast imaging.
2. Commitment to self-directed continuous professional development.
3. Knowledge of modern techniques and equipment in breast ultrasound.
4. Excellent communication skills, including the ability interact with clients, their accompanying persons, and the multidisciplinary team to ensure the highest standards of client care are maintained.
5. Knowledge of the BreastScreen Australia program, its objectives and outcome standards.
6. Ability to provide professional guidance, leadership and supervision to less experienced staff.
7. Ability to contribute to evaluating and developing policy, protocols and procedures, and research in the specialty area of ultrasound.

**Working Environment:**

- Day work.
- May be required to work outside normal working hours.
- The occupant is required to wear lead aprons and protective gear as appropriate.
- Intrastate travel may be required.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department of Health and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DoH and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) with the Department of Health and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department of Health and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.