



ROLE DESCRIPTION

Role Title:	Specialist Sonographer
Classification Code:	AHP 3
LHN/ HN/ SAAS/ DHW:	SCSS
Hospital/ Service/ Cluster:	Women's and Children's Hospital Network
Division:	SA Medical Imaging (SAMI)
Department/Section / Unit/ Ward:	Medical Imaging
Role reports to:	Head of Ultrasound
Role Created/ Reviewed Date:	October 2019
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged Care (DCSI) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<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

Primary Objective(s) of role:

- Working with a high level of professional independence, the incumbent will perform innovative, novel and crucial medical imaging diagnostic services in paediatric radiology, perinatal radiology and ultrasound to established professional standards.
- The incumbent continues to obtain specialist knowledge, contributes to developing professional knowledge of other radiographers and sonographers, and to professional standards.
- Supervision, education and training of junior sonographers and radiographers to ensure high imaging standards and participation in departmental CPD programs
- The incumbent contributes to approved research programs, under professional direction, and departmental quality assurance programs

Key Relationships/ Interactions:

Internal

- Accountable to the WCH Medical Imaging Campus Operations Manager
- Responsible to the Chief Radiographer
- Directly Reports to the Head of Ultrasound
- Liaises with referring clinicians, other specialist, Nursing staff and Radiologists.
- Responsible to the PACS Administrator regarding PACS duties
- Works collaboratively with, other Sonographers, Radiographers, Quality, Safety & Risk Manager, Radiation Safety Officer and the Office Manager Medical Imaging

External

- Interacts with hospital staff as a member of a MDT

Challenges associated with Role:

Major challenges currently associated with the role include:

Maintaining a high standard of diagnostic sonographic across both Paediatric and Adult cohorts and maintaining currency of practice and CPD requirements of ASAR

Supervision, education and training of junior sonographers to ensure high imaging standards and participation in departmental CPD programs

Finding innovative ways to accommodate clinical need, including participation in consultative processes, business cases, tender and future planning for growth of the division and imaging modalities

Delegations:

Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<i>Provision of high quality ultrasound services to ensure accurate reporting and diagnosis</i>	<ul style="list-style-type: none">• Perform a wide range of Ultrasound procedures & examinations, encompassing the selection and adoption of methods with a high level of professional independence.• Undertake innovative and novel Ultrasound Imaging procedures.• Maintaining relevant and current skills in clinical practice and participation in departmental and external CPD activities• Documenting clinical findings of the Ultrasound imaging procedure, ensuring that resultant imaging provides a complete representation of all relevant clinical information to enable accurate clinical diagnosis and which the Radiologist may use to form the basis of a report which is then available to the referring clinician.• Assessing request forms and patients' previous clinical history.
<i>Liaise with radiologists and external stakeholders to ensure that the examination answers the clinical question</i>	<ul style="list-style-type: none">• Liaise directly with the Radiologist if they judge on examination, that a different type of imaging procedure or technique will provide results that are more complete.• Liaise with medical officers and nursing staff to ensure effective monitoring of client's condition is achieved.• Awareness of client's situation at all times and modifying techniques to achieve diagnostic outcomes.• Identify opportunities to develop or progress the impact and effectiveness of Medical Imaging within Hospital in relation to work priorities and workflow.

<p><i>Offer technical advice, support & training and use supporting ICT systems to document</i></p>	<ul style="list-style-type: none"> • Provision of technical expertise and advice to radiologists, sonographers and radiographers. • Attend relevant clinical meetings to provide Medical Imaging comment to assist with clinical management of patients. • Provision of specialist advice and consultancy services to management, other agencies and external groups/agencies relating to Medical Imaging • Ensuring all relevant patient and examination data is completed and accurately recorded and entered into the Radiology Information System (RIS), including the preparation of any reports for the referring clinician.
<p><i>Detailed knowledge of all standard and complex professional tasks in the application of established Radiographic & Ultrasound work practices and procedures.</i></p>	<ul style="list-style-type: none"> • Accepting personal professional responsibility for the provision of imaging services. • Assuming responsibility for all external staff entering the Department to ensure all staff and patients adhere to the medical imaging safety protocols. • Involvement in research projects that supplement existing specialised knowledge and may contribute to the development of new or improved imaging methods and policy. • Maintaining the required professional standards for own work and ensuring appropriate remedial action is taken to achieve those standards. • Under professional direction, undertaking approved research and contributing to the development of departmental quality control programs
<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"> • Recognising an ongoing commitment to quality assurance through personal accountability to standards of care and work practice • Achieving key performance indicators for all imaging activities in accordance with the quality evaluation program. • Utilising recording systems to accurately reflect the activity of the various aspects of the department, which will enable evaluation of performance leading to improvement and achievement of best practice standards.
<p><i>Act within the Public Sector Aims</i></p>	<ul style="list-style-type: none"> • 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

- Registration as an Accredited Sonographer as administered by the Australasian Sonographer Accreditation Registry (ASAR)
- Possess an accredited Postgraduate qualification in Medical Ultrasound.

Educational/Vocational Qualifications:

- Registration as an Accredited Sonographer as administered by the Australasian Sonographer Accreditation Registry (ASAR)

Personal Abilities/Aptitudes/Skills:

- Ability to relate effectively with patients / fellow medical professionals, support staff, and people in general.
- Well-developed communication skills, both written and oral.
- Demonstrated ability to perform a wide range of Ultrasound procedures, including specialised and complex procedures, applying professional knowledge in selecting and adapting methods best suited to Ultrasound examinations.
- Demonstrated ability to work individually and within a multidisciplinary team, with a high level of independence.
- Ability to use significant initiative to analyse situations and identify opportunities and needs to develop and progress the value, contributions and effectiveness of medical imaging services within the Medical Imaging Department
- Ability to provide professional direction to fellow medical imaging colleagues.
- Ability to contribute to the development of medical imaging professionals
- Has attained professional expertise, competence and experience to perform all standard and complex professional tasks within Ultrasound.

Experience:

- Has proven levels of experience as a specialist practitioner in Ultrasound

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
- Knowledge of the operation of Radiology Information Systems (RIS) and Picture Archiving and Communications System (PACS)
- Understanding and knowledge of the needs of consumers of an imaging department
- Knowledge of the principles of EEO, Occupational Health and Safety policies and procedures, personnel management standards and employee conduct standards and their application in the workplace
- Knowledge of imaging techniques used in imaging women and children

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- Appropriate Degree or equivalent qualification, which entitles a statement of accreditation in Diagnostic Radiography from the Australian Institute of Radiography, or its recognised equivalent (up to July 2012).
- Registration with the Medical Radiation Practice Board of Australia (post July 2012)
- Possess an accredited Postgraduate qualification in Medical Ultrasound.
- Additional studies relevant to Ultrasound.
- Postgraduate qualifications in specialised areas of imaging.
- Postgraduate qualifications in areas relevant to Medical Imaging

Personal Abilities/Aptitudes/Skills:

- Ability to lead multi-disciplinary groups of people in discussion and achieve outcomes
- High level of computer literacy
- Ability to implement change in a positive manner

Experience:

- A detailed knowledge of all standard and complex examinations in General Radiography, including work practices and procedures.
- Experience with paediatric, obstetric, neonatal patients
- Experience in designing and conducting research projects
- Demonstrated team leadership qualities with the ability to organise and coordinate departmental workflow in any situation.
- Experience in the development, implementation and review of protocols and procedures in Medical Imaging
- Experience in teaching and presenting educational material
- Experience in quality management, continuous improvement, risk management

Knowledge:

- Knowledge of the organisation and operations of a major teaching hospital and the bureaucratic and political framework in which it exists

Special Conditions:

- Initially based at WCHN but may be required to work in any site of SA Health
- Undertake duties in other areas of Medical Imaging as required by organisational need and as per roster
- Variable starting and finishing times will be necessary
- Weekend and public holiday work will be required
- Overtime and on call work will be required
- May be required to travel to other agencies to attend relevant educational programs.
- Will be required to obtain a satisfactory criminal history check.
- Registration as an Accredited Sonographer as administered by the Australasian Sonographer Accreditation Registry (ASAR)
- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue. Existing employees who have undertaken a Police Check and are cleared and then subsequently charged with an offence are required to inform their Line Manager immediately.
- As a state-wide service, SAMI employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- 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.
- This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.
- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- *For appointment in a Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For *'Prescribed Positions'* under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for *'Approved Aged Care Provider Positions'* every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997* (Cth).
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

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 for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* '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 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 that 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., 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:

SA Medical Imaging (SAMI) is a statewide service, under the Central Adelaide Local Health Network, which is responsible for the provision of all medical imaging services at SA Public Hospitals within metropolitan and country South Australia across SA Health. Contracts with External Service Providers exist for Modbury Hospital and Noarlunga Hospital, and many country health sites.

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	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019	04/06/2019	Added categories for immunisation requirements on front page.
V6	05/06/2019	25/06/2019	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/2019	9/6/2020	Updated legal entities to include new regional LHN's.
V8	10/6/2020		Update Risk Management Statement