



## Statewide Clinical Support Services (SCSS)

### ROLE DESCRIPTION

<b>Role Title:</b>	Advanced Clinical Sonographer (Obstetrics & Gynaecology)
<b>Classification Code:</b>	AHP4
<b>LHN/ HN/ SAAS/ DHW:</b>	Statewide Clinical Support Services (SCSS), CALHN, SA Health
<b>Hospital/ Service/ Cluster:</b>	Flinders Medical Centre
<b>Division:</b>	South Australia Medical Imaging
<b>Department/ Section/ Unit/ Ward:</b>	Medical Imaging
<b>Role reports to:</b>	Head Sonographer
<b>Role Created/Reviewed Date:</b>	Created 2008, Reviewed June 2024
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <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) <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:

The Advanced Clinical Sonographer (Obstetrics & Gynaecology) is responsible to the Head Sonographer for providing a senior specialist imaging service within the Medical Imaging Department at Flinders Medical Centre. They demonstrate significant professional judgement based on up-to-date discipline knowledge and coordination of research and clinical audits in their area of expertise.

Development of staff through the documentation and implementation of a specialised O&G training and education program in consultation with the Head Sonographer and Tutor Sonographer is a significant part of this position. They undertake complex procedures as the team leader in complex obstetric and gynaecology cases, applying professional knowledge in selecting and adapting methods best suited and often requiring innovative scanning methods.

The incumbent is often required to provide expert clinical imaging/scanning advice regarding obstetric and gynaecology scans to medical staff and others, which may have critical outcomes in the management plan of the patient. They contribute to policy development and review and the maintenance of procedure manuals and scan protocols relevant to their area of expertise, ensuring practices remain contemporary.

#### Direct Reports:

- Accountable to the Campus Operations Manager through the Chief Radiographer.
- Responsible on a day-to-day basis to the Head Sonographer

**Key Relationships/ Interactions:**Internal

- Accountable to the Medical Imaging Campus Operations Manager
- Responsible to the Chief Radiographer through the Head of Ultrasound
- Liaises with referring clinicians, other specialist, Nursing staff and Radiologists.
- Works collaboratively within a multidisciplinary team.
- Collaborates with site-based tutor sonographer to assist with education of sonographers within their area of expertise

External

- Interacts with referring clinicians

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Providing a timely service in an environment of changing service priorities
- > Working with multi-discipline professionals within a demanding, dynamic, and changing health care environment.
- > Functioning in a way where personal OH&S is maintained.

**Delegations:**

Financial delegation – NIL

Direct reports – NIL

Indirect reports – AHP3 sonographers, trainee sonographers, students

**Key Result Areas and Responsibilities**

Key Result Areas	Major Responsibilities
Maintain an effective clinical service by:	<ul style="list-style-type: none"> <li>&gt; Assisting the Head Sonographer in providing professional leadership to, and support for all AHP4, AHP3 and AHP2 Sonographers in the unit.</li> <li>&gt; Undertake complex procedures, across the full range of procedures including interventional and Theatre procedures as an independent professional.</li> <li>&gt; Applying professional knowledge in selecting and adapting methods best suited which will often require innovative scanning methods.</li> <li>&gt; Providing a high-level imaging scanning service as a senior professional exercising significant professional judgement in the application/development of discipline principles and new technologies.</li> <li>&gt; Developing and overseeing the implementation of new and complex Ultrasound imaging techniques, new technology and knowledge, which could involve a number of medical imaging professionals and personnel from a variety of disciplines.</li> <li>&gt; Identifying, planning, executing, analysing, interpreting findings, and accepting professional responsibility for completeness and adequacy of procedures.</li> <li>&gt; Ensuring compliance with established ethics and standards particularly when adopting innovative approaches to assist medical imaging diagnosis and intervention.</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Communicating any unusual findings of the examination to Radiologist or Clinician, which may facilitate an immediate review of the patient's clinical status.</li> <li>&gt; Exercising significant professional judgement based on up-to-date discipline knowledge.</li> <li>&gt; Determining professional standards, operational objectives and priorities for aspects of the service which the incumbent coordinates.</li> <li>&gt; Exercising professional direction over staff.</li> <li>&gt; Using significant professional judgement to develop and apply new knowledge or methods in situations of a crucial nature.</li> <li>&gt; Providing advice to senior department management regarding relevant developments in the application of ultrasound.</li> <li>&gt; Providing high level advice to Unit management on the strategic plan in relation to, imaging facilities and operational policies.</li> <li>&gt; Participating on educational and advisory committees within and/or external to FMC.</li> <li>&gt; Representing the Division and FMC in relation to Sonography and procedural policies within the medical imaging field.</li> </ul>
<p>Maintain appropriate clinical practices in conjunction with the Head Sonographer by:</p>	<ul style="list-style-type: none"> <li>&gt; Ensuring documentation of the unit's procedural standards within area of specialisation are maintained.</li> <li>&gt; Contributing to policy development and review and the maintenance of procedure manuals and scan protocols relevant to area of expertise</li> <li>&gt; Assessing application of discipline standards of staff assigned to unit</li> <li>&gt; Weighing and discussing professional approaches used</li> <li>&gt; Determining professional solutions</li> <li>&gt; Verifying and validating results achieved</li> <li>&gt; Conducting image quality audits utilising the PACS.</li> <li>&gt; Liaising with radiologists, other medical staff, wards and consulting clinics staff on procedural schedules and relevant procedural information.</li> <li>&gt; Assisting with research and training projects which may be outside sub-speciality skill set.</li> <li>&gt; Maintaining own specialist skill levels through further relevant post graduate studies or by attendance at seminars, conferences and/or by presentation of papers at state and/or national conferences.</li> </ul>
<p>Ensure effective development, educational and research programs are in place by:</p>	<ul style="list-style-type: none"> <li>&gt; Developing and implementing the units Obstetrics &amp; Gynaecology training programs ensuring these reflect best practice standards in consultation with Head Sonographer and Tutor Sonographer</li> <li>&gt; Maintain and constantly seek to improve staff competency in Obstetrics &amp; Gynaecology through continuing professional development activities and encouragement of staff with self-directed learning.</li> <li>&gt; Undertake training needs analysis to inform the training requirements of the AHP4, AHP3 and AHP2 Sonographers in the unit.</li> <li>&gt; Undertaking regular audits of training programs through implementation of 'gap analysis' methodology and taking professional responsibility for implementing required changes for continuous quality improvement.</li> <li>&gt; Coordinating clinical audits/research programs as team leader of staff including medical, scientific, nursing and senior specialist Sonographers.</li> <li>&gt; Ensuring appropriate research ethics processes are undertaken for any new research proposals.</li> <li>&gt; Maintaining professional knowledge of current published research outcomes and recommend improvements in practice based on best available evidence.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Post Graduate Studies in Ultrasound.
- > Registered as an Accredited Medical Sonographer as administered by the Australasian Sonographer Accreditation Registry (ASAR)

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

Demonstrated ability to:

- > Use contemporary information technology.
- > Provide effective leadership.
- > Provide an environment which is conducive to motivating others.
- > Identify problems and develop and implement strategies for resolution.
- > Implement and manage change.
- > Effectively resolve conflict.
- > Provide a high level of interpersonal and written and verbal communications skills with proven ability to liaise, influence and negotiate with a broad range of people to develop and maintain strong, collaborative, results-oriented working relationships with a range of diverse stakeholders.
- > High level ability to work independently, under broad direction only, with an excellent ability to express clear and meaningful goals, define the necessary approaches and courses of action to achieve them and exercise professional judgement.

#### **Experience:**

- > Demonstrated experience as a clinical senior Sonographer.
- > Demonstrated experience in O&G scanning at advanced level.
- > Demonstrated experience as a clinical educator.
- > Demonstrated experience in clinical project management.

#### **Knowledge:**

- > Demonstrated skill and effectiveness in leading team approaches to system development and quality management activities.
- > Detailed knowledge of all standard and complex professional tasks in the application of established Ultrasound work practices and procedures.
- > Knowledge of national initiatives and application of Ultrasound principles.
- > Knowledge through participation in further training by way of an accredited continuous professional development (CPD) program.
- > Experience in managing change.
- > Sound knowledge of Occupational Health, Safety & Welfare principles and procedures.
- > Sound knowledge of Quality Management principles and procedures.

### **DESIRABLE CHARACTERISTICS**

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

- > Appropriate Degree in Medical Radiation and registration as a Medical Radiation Practitioner Diagnostic Radiographer with the Medical Radiation Practice Board of Australia (MRPB).
- > Licensed or eligible to apply for:
- > Licence to operate radiation apparatus pursuant to Section 24 of the Radiation Protection and Control Act, SA 2021 (Operation of all diagnostic X-ray apparatus for the purpose of human radiography.)
- > Tertiary or post graduate qualification, Masters level Ultrasound qualification.
- > Holds a qualification in Education delivery.
- > Holds a post graduate qualification in Radiography (management/advanced practices)

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

### **Experience:**

- > Experience as a senior Obstetric sonographer within a tertiary adult hospital.
- > Experience working in a multi-discipline imaging department.
- > Experience in managing a clinical training program.

### **Knowledge:**

- > Knowledge of Digital technology and required workflows.
- > Knowledge of broad range of advanced ultrasound practices, including adult, vascular, morphology and paediatric principles.
- > Knowledge of Regulations pertaining to the Radiation Protection and Control Act, 1982.

### Special Conditions:

- > Required to participate in ultrasound on-call roster.
- > Weekend and after-hours work will be required in accordance with the needs of the department
- > Required to work in other Imaging speciality units at FMC as per skill set
- > Based at Flinders Medical Centre but may be required to work within other locations of SAMI.
- > 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.
- > 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 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 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.

### Health Network/ Division/ Department:

Medical Imaging is part of South Australian Medical Imaging (SAMI) which is a Statewide service. SAMI is responsible for the provision of medical imaging services at SA Public Hospitals within country and metropolitan South Australia across SA Health.

Sites include:

- Royal Adelaide Hospital
- Queen Elizabeth Hospital
- Women's and Children's Hospital
- Flinders Medical Centre
- Repatriation Health Precinct
- Lyell McEwin Hospital
- Clare Hospital
- Murray Bridge Soldier's Memorial Hospital
- Port Pirie Regional Health Service
- Riverland General Hospital

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 statewide 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

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	10/01/2023		Original version.

V2	26/06/2024		Change to SCSS version; included Health Network/Division/Department information, minor change to Essential and Desirable Criteria; title change consistent with J&P specifications
----	------------	--	--