

Statement of Duties

Position Title: Specialist Sonographer	Position Number: Generic	Effective Date: November 2020
Group: Hospitals South – Medical Imaging, Royal Hobart Hospital		
Section: Southern Hospitals	Location: South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 3	Classification: Allied Health Professional	
Reports To: Senior Specialist Sonographer - Ultrasound		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Specialist Sonographer is responsible for:

- Providing an effective and efficient Ultrasound imaging service for inpatients and outpatients of Medical Imaging, Royal Hobart Hospital (RHH).
- Assisting the Senior Specialist Sonographer – Ultrasound in providing clinical leadership, professional support and ensuring best practice standards for ultrasound imaging services are provided by the RHH in accordance with organisational policies and the professional code of conduct.

Duties:

1. Provide clinical expertise in diagnostic and interventional ultrasound procedures for patients referred to the Medical Imaging Department. The work environment will comprise the Medical Imaging Department, Emergency Department, wards including ICU, theatre and neonatal nursery. Caseload may include general abdominal, paediatrics & neo-natal, obstetrics, gynaecology, surgical, small parts, musculoskeletal, emergency, vascular, intensive care examinations and interventional procedures.
2. Assess medical requests, patient status and capabilities, ensuring procedure preparation is adequate and in accordance with correct protocol.
3. Use imaging equipment and associated accessories safely, ensuring patient welfare and standard of care received and avoiding causing hazards to self, other staff, patients and equipment.
4. Assess and monitor quality of images to ensure appropriate standards are maintained; confirm all image demographics and labelling are appropriate and correct; ensure that image archiving is complete, and imaging is available for viewing in PACS as appropriate.
5. Ensure all imaging procedures are documented correctly in the Radiology Information System and by any other relevant work practice or system.

6. Work as an effective member of multidisciplinary teams in achieving patient focused outcomes.
7. Participate in and significantly contribute to the development of policies and procedures and reporting mechanisms for the Ultrasound Unit.
8. Provide clinical leadership and supervision for trainee sonographers, radiography students and work experience students.
9. Maintain contemporary professional knowledge through appropriate continuing professional development activities and contribute to the provision of education programs in Medical Imaging and for staff across the RHH.
10. 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.
11. 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:

In liaison with the Senior Specialist Sonographer – Ultrasound, the occupant is required to work with minimal supervision and exercise considerable initiative and professional judgment in complex and novel clinical and professional service areas. The Specialist Sonographer is expected to:

- Provide a safe, effective and efficient sonography service as part of a multidisciplinary team.
- Provide professional leadership and support to less experienced sonographers and students in the Department of Medical Imaging.
- Participate in service development and research activities.
- Maintain ongoing 'Accredited Medical Sonographer' status with the Australian Sonographer Accreditation Registry.
- Maintain a contemporary knowledge of the specialty of Ultrasound within Medical Imaging and use this knowledge to assist in the development of policies and procedures for the unit.
- 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.

Selection Criteria:

1. Broad knowledge of and competence in conducting a wide range of ultrasound examinations.
2. Ability to work effectively in a team environment including the ability to support team members and to communicate effectively with respect and understanding.
3. Good interpersonal communication skills with the ability to communicate effectively with junior staff, peers, supervisors and managers, patients and the general public.
4. Ability to handle the interactive relationship with the patient with tact, ensuring that the patient's privacy and confidentiality is maintained.
5. Commitment to self-directed continuous professional development to support knowledge of current ultrasound practice including interventional techniques, literature, resources and equipment relevant to the caseload.
6. Awareness of quality management methodology and processes in ultrasound.

Working Environment:

The Department of Health (DoH) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

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 has 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 Chief People Officer or to the Manager Internal Audit. The DoH 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. The DoH 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 policy) within DoH and 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 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: DoH workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.