



**ROLE DESCRIPTION**

<b>Role Title:</b>	<b>Specialist Sonographer</b>		
<b>Classification Code:</b>	AHP3	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	SA MEDICAL IMAGING - LMH		
<b>Division:</b>	MEDICAL IMAGING		
<b>Department/Section / Unit/ Ward:</b>	MEDICAL IMAGING		
<b>Role reports to:</b>	CHIEF RADIOGRAPHER		
<b>Role Created/ Reviewed Date:</b>	January 2019		
<b>Criminal History Clearance Requirements:</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:</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 ( <i>minimal patient contact</i> )		

**ROLE CONTEXT**

<b>Primary Objective(s) of role:</b>
<p>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.</p> <p>The incumbent continues to obtain specialist Ultrasound knowledge, contribute to developing professional knowledge of other radiographers and contributes to professional Ultrasound standards.</p> <p>The incumbent undertakes routine research programs and may coordinate Ultrasound quality assurance programs.</p>
<b>Direct Reports:</b>
Head of Ultrasound

### Key Relationships/ Interactions:

#### Internal

- Accountable to the SAMI Campus Operations Manager at LMH.
- 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
- Receives professional direction for new Ultrasound imaging procedures from the Senior Specialist/Practitioner Radiographer Ultrasound
- Team leadership responsibilities when working in the Ultrasound Department.

#### External

- Interacts with hospital staff as a member of a MDT
- Patients, families, caregivers

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Adaptation to the implementation of the Enterprise System for Medical Imaging (ESMI)
- Working in an environment of change in relation to SA Health
- Working in an environment of continuous technical and clinical evolution

### Delegations:

- N/A

### Special Conditions:

- Initially based at LMH but may be required to work in any site across SA Health in accordance with South Australia Medical Imaging requirements.
- Variable starting and finishing times will be necessary.
- Participation in a 24/7 shift roster may be required.
- Out of hours (including weekend and public holidays), overtime and on call work will be required.
- May be required to rotate through section/modality areas, as rostered
- May be required to travel to other agencies to attend relevant educational programs or provide professional advice.
- 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.

### Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

### **Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & 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 both CALHN and the broader 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.

### **Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce. Our Reconciliation Action Plan guides, supports and holds us accountable as we uphold our values and focus on making reconciliation a reality. The plan can be found at [centraladelaide.health.sa.gov.au](http://centraladelaide.health.sa.gov.au).

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p><b>Ensures that a high quality imaging service for radiological diagnosis and clinical management is provided to the clients of Ultrasound by:</b></p>	<ul style="list-style-type: none"> <li>• Performing a wide range of Ultrasound imaging procedures, including specialist and complex procedures, applying professional knowledge in selecting and adapting methods best suited, with a high level of professional independence.</li> <li>• Ensuring that resultant imaging provides a complete representation of all relevant clinical information to enable accurate clinical diagnosis</li> <li>• Contributing to innovative and novel Ultrasound imaging procedures and assisting with the development and implementation of improved techniques and standards.</li> <li>• Assessing the condition of the patient and modifying and developing techniques accordingly to achieve acceptable diagnostic outcomes.</li> <li>• Documenting clinical findings of the Ultrasound imaging procedure which the Radiologist will rely on, together with the images to form the basis of a report which is then available to the referring clinician.</li> <li>• Liaising directly with the Radiologist if, based on their examination, they judge that a different type of imaging procedure or technique will provide more complete results.</li> <li>• Liaising with medical officers and nursing staff to ensure effective monitoring of client's condition is achieved.</li> <li>• Liaise with Radiologists and other Medical Officers regarding Ultrasound Imaging data presentation on the PACS network.</li> <li>• 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>• Using significant initiative to identify opportunities to develop or progress the impact and effectiveness of Ultrasound within the hospital.</li> <li>• Providing technical advice to radiologists, sonographers and radiographers to ensure effective outcomes for the client</li> <li>• Submitting details as may be required to ensure the integrity of the PACS and RIS systems.</li> <li>• Attending relevant clinical meetings to provide specialty Ultrasound advice to influence clinical management of patients</li> <li>• Undertaking research projects that supplement existing specialised knowledge and may contribute to the development of new or improved Ultrasound methods and policy.</li> <li>• Contributing to providing a professional advice and consultancy service to management, other agencies and external groups/agencies relating to Ultrasound.</li> <li>• 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>• Undertaking a rostered clinical role in Ultrasound.</li> <li>• 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>• Providing professional support to other sonographers as an experienced sonographer in the selection and modification of complex imaging procedures</li> <li>• Contributing to developing, reviewing and implementing training programs for sonographers and students in Ultrasound.</li> <li>• 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>• 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>• Participating in and developing an accredited continuous professional development program in conjunction with the Tutor Ultrasound and Tutor General.</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>• Contributing to the development of a quality evaluation program by providing professional advice in relation to Ultrasound imaging procedures.</li> <li>• Coordinating quality assurance programs as required.</li> <li>• Assisting in developing and establishing key performance indicators for all imaging activities relevant to Ultrasound, in accordance with the quality evaluation program.</li> <li>• Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.</li> <li>• 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>
<p><b>Ensure a safe working environment at all times by:</b></p>	<ul style="list-style-type: none"> <li>• Maintaining effective work practices.</li> <li>• Adopting procedures and practices which comply with the OHS&amp;W Act.</li> <li>• Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position).</li> <li>• Taking reasonable care to protect the health and safety of self and others.</li> <li>• Attending mandatory safety training programs.</li> </ul>

## Knowledge, Skills and Experience

### Educational/Vocational Qualifications

- Possess an accredited Postgraduate qualification in Medical Ultrasound.
- Registered as an Accredited Medical 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 develop a training program
- Be flexible to departmental changes and positively interact in these processes.

### Experience

- High levels of proven medical imaging experience and expertise.
- Has attained professional expertise, competence and experience to perform all standard and complex professional tasks within 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
- 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)
- Additional Post degree studies relevant to Ultrasound.

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

#### **Experience**

- Demonstrated team leadership qualities with the ability to organise and coordinate departmental workflow in any situation.
- Experience in working in a public hospital environment
- Experience in participating in a research program

#### **Knowledge**

- Knowledge of the operation of Radiology Information Systems (RIS) and Picture Archiving and Communications System (PACS)



## **Organisational Context**

### **Organisational Overview:**

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission 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 Strategic 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.

### **Central Adelaide Local Health Network:**

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN visit [centraladelaide.health.sa.gov.au](http://centraladelaide.health.sa.gov.au).

**Division/ Department:**

SA Medical Imaging (SAMI) is a state-wide 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.

## 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.

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 understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**