

Position Description



Position:	Sonographer – Radiology
Vulnerable Children Act:	This position is a Core Children’s worker under the VCA & requires full safety checks completed before any new employment starts
Group/Service:	Radiology Department, Medical & Acute Service
Reports to:	Unit Charge Sonographer
Direct Reports	Nil
Location:	Hutt Valley DHB
Approved by:	Service Manager

ORGANISATIONAL CONTEXT

Hutt Valley District Health Board (DHB) is one of 20 DHBs in New Zealand responsible for providing, or funding the provision of, health services in their district. Hutt Valley DHB works to improve, promote and protect the health of the people living in the Hutt Valley and takes the lead in planning, funding and providing public health services for them, regardless of where their services are provided. Hutt Valley District Health Board has an executive leadership team and is governed by a board of members. It was founded in 2001 and employs around 2,400 staff, with many based at Hutt Hospital's campus.

Hutt Valley DHB serves a mainly urban population of around 148,000. Secondary care facilities are located at Hutt Hospital in Lower Hutt with around 300 beds. In addition, Hutt Valley DHB is the centre for five tertiary/regional and sub-regional services - Plastic, Maxillofacial and Burns Services; Rheumatology; School Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Hutt Valley DHB vision:

“Healthy People, Healthy Families, Healthy Communities”

Hutt Valley DHB mission:

Working together for health and wellbeing - a commitment to a cooperative way of working; staff working cooperatively, working in collaboration with the people and organisations we fund, working with organisations from other sectors and working within our community.

Hutt Valley DHB Values:

ALWAYS CARING

Always caring – respectful, kind and helpful

CAN DO

Can-do – positive, learning and growing and appreciative

IN PARTNERSHIP

In Partnership – welcoming, listens, communicates and involves

BEING OUR BEST

Being our Best – innovating, professional and safe.

Hutt Valley DHB Goals:

The strategic goals of the HVDHB are the ‘Triple Aim Plus One’: Improved population health outcomes, including reduced inequalities; improved patient journeys through our health system; best value for money from our resources; and building a thriving organisation.

POSITION TITLE

Sonographer

ROLE PURPOSE

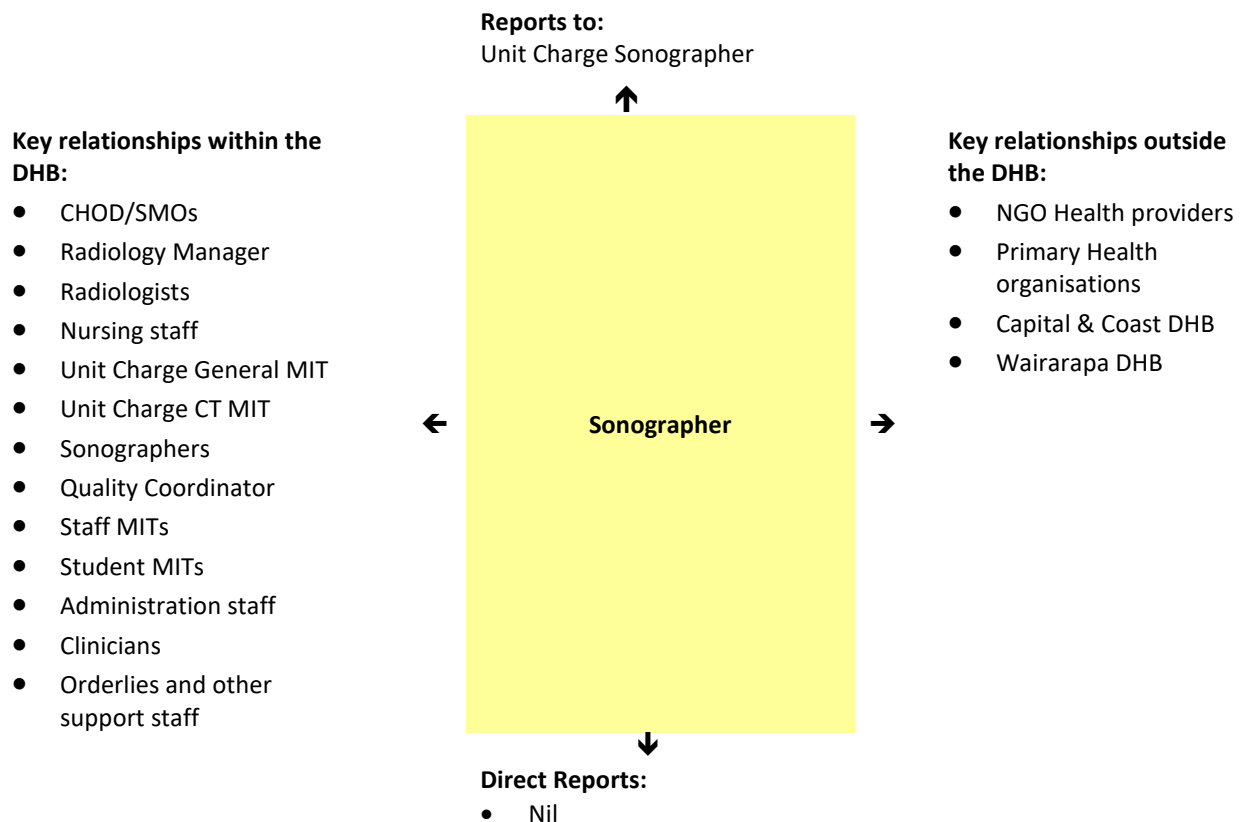
This position is to assist the Unit Charge Sonographer with the provision of a high quality patient focused Ultrasound service at Hutt Hospital Radiology, Hutt Valley District Health Board.

Scope and Focus of Role

The Sonographer:

- Provides support for all Hutt Hospital Radiology staff to enable high quality service delivery across the DHB
- Supports the establishment of a culture of continuous improvement that links Hutt Hospital Radiology service activities to overall hospital operational strategies
- Fosters excellence in operational standards and professional conduct for the Service
- Supports new and innovative ideas which improve patient experience and outcomes
- Identifies emerging issues, risks, threats and opportunities early and mitigates these

KEY WORKING RELATIONSHIPS



KEY ACCOUNTABILITIES AND OUTCOMES

The following role accountabilities may evolve with business developments, and there may be other duties relevant to your area of work, that will be required to be performed from time to time.

The following expected results are provided as a guide for performance standards. The annual performance plan and measurements will be discussed and agreed between the position holder and manager as part of annual performance planning and development.

General Accountabilities

- Ensure that your health and safety practice meets the requirements of health and safety at work legislation, applies the DHB's policies and processes and contributes to a culture of safe practice
- Maintain a strict sense of professional ethics, confidentiality and privacy and abide by the DHB's Code of Conduct
- Respond to the changing needs of the DHB, performing other tasks as required
- Champion equality and diversity in the workplace including the Treaty of Waitangi

Accountability Area	Responsibility
To produce diagnostically readable images for radiological reporting	<ul style="list-style-type: none"> • Images will be of a high diagnostic standard suitable for radiological reporting • Use own knowledge and experience to apply the most appropriate examination for diagnostic purposes.
Be proactive with training	<ul style="list-style-type: none"> • To actively be involved in the training of student sonographers providing professional expertise and knowledge so to develop the skills of the trainee • Demonstrate the profession of ultrasound to student MITs as required
Appropriate communication and interpersonal skills are used	<ul style="list-style-type: none"> • Liaises with Radiology staff and other departments and disciplines as required to provide a well-organised and efficient service to patients • Displays a professional approach when dealing with patients and other staff, communicating clearly and effectively • Attending and participating in regular staff meetings • Explains purpose and process of procedure in clear concise language ensuring client confidentiality and privacy are maintained • Uses correct documentation where appropriate • Accurate and timely record keeping is done, correctly entering all data into computer or other appropriate records
To be conversant with the full operation of all ultrasound equipment, its care and maintenance	<ul style="list-style-type: none"> • Displays confidence in the full operation of the ultrasound and processing equipment, its care and everyday maintenance • Breakdowns are minimised • Equipment faults are reported to the Unit Charge or nominated deputy for repair • Regular quality assurance testing is done
To display a high degree of professionalism	<ul style="list-style-type: none"> • Displays a sound working knowledge of current professional practices and developments. This is achieved by reading relevant texts and journals, attending meetings and in-service educational sessions, consulting with colleagues and liaising with external agencies • Assisting in the training of student and staff MITs assuming responsibility where needed. Displays a willingness to impart sound and accurate knowledge to students • Film library of interesting ultrasound cases is maintained
To be available for ultrasound duties as requested. Also for ultrasound call back duties	<ul style="list-style-type: none"> • Day to day running of ultrasound maximises resources and runs effectively

To write technical reports before presenting for radiological reporting	<ul style="list-style-type: none"> • Each ultrasound scan has a relevant accompanying report
To ensure patient care is of a high standard	<ul style="list-style-type: none"> • A safe working environment is maintained at all times, leaving the examination rooms clean and tidy and free from clutter • Every reasonable effort is made to ensure the patient remains comfortable at all times
To ensure the working environment is maintained in a safe, workable state	<ul style="list-style-type: none"> • Linen is changed as per department protocol • Supplies are restocked as necessary. The need for reordering of supplies is anticipated and notified to the appropriate person • Safe hygiene practices are demonstrated by complying with protocols for machine and equipment cleaning as well as effective hand-washing
Other duties	<ul style="list-style-type: none"> • Perform other duties relevant to the position as may from time to time be required by the Unit Charge

PERSONAL SPECIFICATION

Interpersonal Skills

- Personable and friendly, relates well to most people. Builds an effective level of rapport with people within a short period of time
- Reads situations effectively, and tailors their responses to reflect the needs of the situation
- Effectively communicates in situations requiring tact and diplomacy
- Able to communicate complex and involved (e.g. technical, medical) ideas to others
- Able to identify and proactively manage tension between people. Brings conflict into the open and facilitates resolution
- Ability to work in a multidisciplinary team
- Professional approach in dealing with patients, visitors and other staff
- Treats people with respect and courtesy

Written Communication Skills

- Has sound written communication skills
- Has basic computer skills

Fit with HVDHB Values

- Is positive about demonstrating respect for other staff, clients and community group members
- Respects the rights of individuals
- Understands the need for confidentiality, and is prepared to keep information (e.g. about clients and/or staff) confidential
- Is aware that own actions reflect on employing organisation, and interacts with others (e.g. team members, patients/clients, community) accordingly
- Is positive about working in a team environment
- Trust through openness, honesty, respect and integrity in everything we do

Excellence Focus

- Strive for excellence in everything we do
- Sets specific goals and targets for themselves
- Works efficiently through good personal work habits
- Open to changing technology and techniques
- Proactively manages conflicting demands on time
- Able to be assertive and stand firm on issues when appropriate
- Open to feedback about own strengths and weaknesses, and suggestions for improvement

Problem-Solving

- Uses common sense and past experiences to identify and solve problems. Learns from experience
- Able to make sense of a wide range of information
- Is logical when thinking through issues
- Able to apply guidelines and policy to common or routine situations
- Able to problem solve and adapt radiographic skills to suit varying situations

Technical Expertise

- Suitably qualified sonographer with current registration and practicing certificate with the Medical Radiation Technologists Board
- Current CPD in line with appropriate professional standards
- Well developed ultrasound skills, particularly in abdominal, obstetrics and gynaecology, and small parts ultrasound
- Experience in musculoskeletal, paediatric and vascular ultrasound, particularly carotid artery studies, would be an advantage
- Genuine interest in ultrasound and the changing technologies and techniques
- Knowledge and confidence in professional and own professional role

Nga Take Maori

- Shows an awareness of, and commitment to, the principles of Te Tiriti o Waitangi
- Demonstrates knowledge of Maoritanga and its relevance to work practices and service delivery
- Includes aspects of Maoritanga into work / organisational practices
- Creates and sustains an environment that promotes biculturalism and responsiveness to Maori issues

Health and Safety

- Displays commitment through actively supporting all health and safety initiatives
- Ensures all staff maintains adequate safety standards on the job through consultation, training and supervision
- Ensures own and others safety at all times
- Complies with policies, procedures and safe systems of work. Reports all incidents / accidents, including near misses in a timely fashion. Is involved in health and safety through participation and consultation

Date Effective: _____

Manager's Name & Signature: _____

Employee's Name & Signature: _____

Our shared values and behaviours @ Hutt Valley DHB

WE WILL...

WE WON'T...

ALWAYS CARING

Respectful

- Value differences, treat everyone as an individual
- Protect people's privacy and dignity. Be culturally safe
- Respect other people's time

- Disrespect people, their views or culture
- Disrespect privacy, gossip, talk behind people's backs
- Waste people's time, keep people waiting unnecessarily

Kind

- Show kindness, empathy and compassion for others
- Be mana enhancing in every contact with every person

- Be rude, aggressive, shout, intimidate or bully
- Be abrupt, belittling, or create stress and anxiety

Helpful

- Be supportive and attentive to the needs of others
- Be willing to go the extra mile to make a difference

- Fail to take notice and leave others to struggle
- Resist looking for ways to make things better for others

CAN DO

Positive

- Bring a positive attitude to work
- Encourage and enable others
- Look for solutions, have an 'it's up to us' attitude

- Be grumpy, moaning, moody, have a negative attitude
- Complain but not act to change things

Learning and growing

- Always learn and develop ourselves & others
- Seek out, welcome and give feedback to others

- Be closed to new ideas and restrict development
- Reject feedback from others, give a 'telling off'

Appreciative

- Say 'thank you' and value people's contributions
- Share and celebrate success and achievements

- Nit pick, criticise, undermine or pass blame
- Make people feel undervalued or inadequate

IN PARTNERSHIP

Welcoming

- Be welcoming, friendly, smile, introduce ourselves
- Acknowledge people

- Be closed, cold, make people feel a nuisance
- Ignore people

Listens

- Listen to people, hear and value their views
- Take time to answer questions and to clarify

- 'Tell', dictate to others and dismiss their views
- Fail to allow time for / value people's questions

Communicates

- Explain clearly in ways people can understand
- Update people on what's happening now and next

- Use language / jargon people don't understand
- Leave people not knowing what's happening

Involves

- Trust others and act to create trust in ourselves
- Involve people in decisions that affect them

- Be judgmental, make assumptions, ignore people
- Exclude people, withhold info, micromanage

BEING OUR BEST

Innovating

- Look for new and better ways to do things
- Be curious and courageous, embracing change

- Be resistant to exploring new ideas and ways of working
- Criticise or ignore others with different ways of thinking

Professional

- Be calm, patient and make time for people
- Take responsibility and be reliable, accountable, honest

- Rush, come across as 'too busy'
- Say it's 'not my job' and pass work to others

Safe

- Consistently follow agreed best-practice
- Speak up whenever we have a concern

- Cut corners and not follow best practice
- 'Walk past' safety concerns or poor behaviour