

## Position Description

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<b>Position</b>	<b>Charge Sonographer - Radiology</b>
<b>Team / Service</b>	Radiology Department, Hutt Hospital
<b>Directorate</b>	Medical & Acute Services
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Radiology Manager
<b>Children's Act 2014</b>	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	This position is expected to work at Hutt Hospital

## Health New Zealand

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The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Context

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Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

## Te Tiriti o Waitangi and Māori Health Outcomes

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Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

## The Vision, Mission and Values from our District

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We bring forward and join our values within our district. These will change as we become a team of teams within Health New Zealand.

### Hutt Valley

#### Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

#### Mission

Working together for health and wellbeing.

#### Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

### Capital and Coast

#### Vision

Keeping our community healthy and well

#### Mission

Together, Improve the Health and Independence of the People of the District

#### Value

Manaakitanga – Respect, caring, kindness  
Kotahitanga – Connection, unity, equity  
Rangatiratanga – Autonomy, integrity, excellence

## District Responsibility

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The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

## Team/Service Perspective

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The Radiology Department at Hutt Hospital is part of the Hospital Operations Group of the Capital, Coast & Hutt Valley district.

The Radiology Department serves the population of the Hutt Valley and Wairarapa areas. The Department receive a wide variety of clinical referrers, including regional Plastic Surgery and Rheumatology services as well as referrals from 2 Emergency Departments providing X-Rays, Ultrasounds, MRI and CT scans.

### Mō tō mātou rōpū – About Our Team

The Department is a friendly, professional and dedicated team of approximately 80 staff; with a "Can Do" attitude who ensure the best possible care for our patients. The department includes: Radiologists, Sonographers, Medical Imaging Technologists, MRI Technologists, Nurses and Health Care Assistants, Administration/Bookings Team, and Data/IT/Quality staff.

The Department offer a supportive workplace culture with a commitment to your ongoing professional development and well-being, and we have a strong focus on outgoing quality improvements and constructive relationships with clinical colleagues. The Radiology Department also hold International Accreditation New Zealand (IANZ) accreditation.

## Purpose of the role

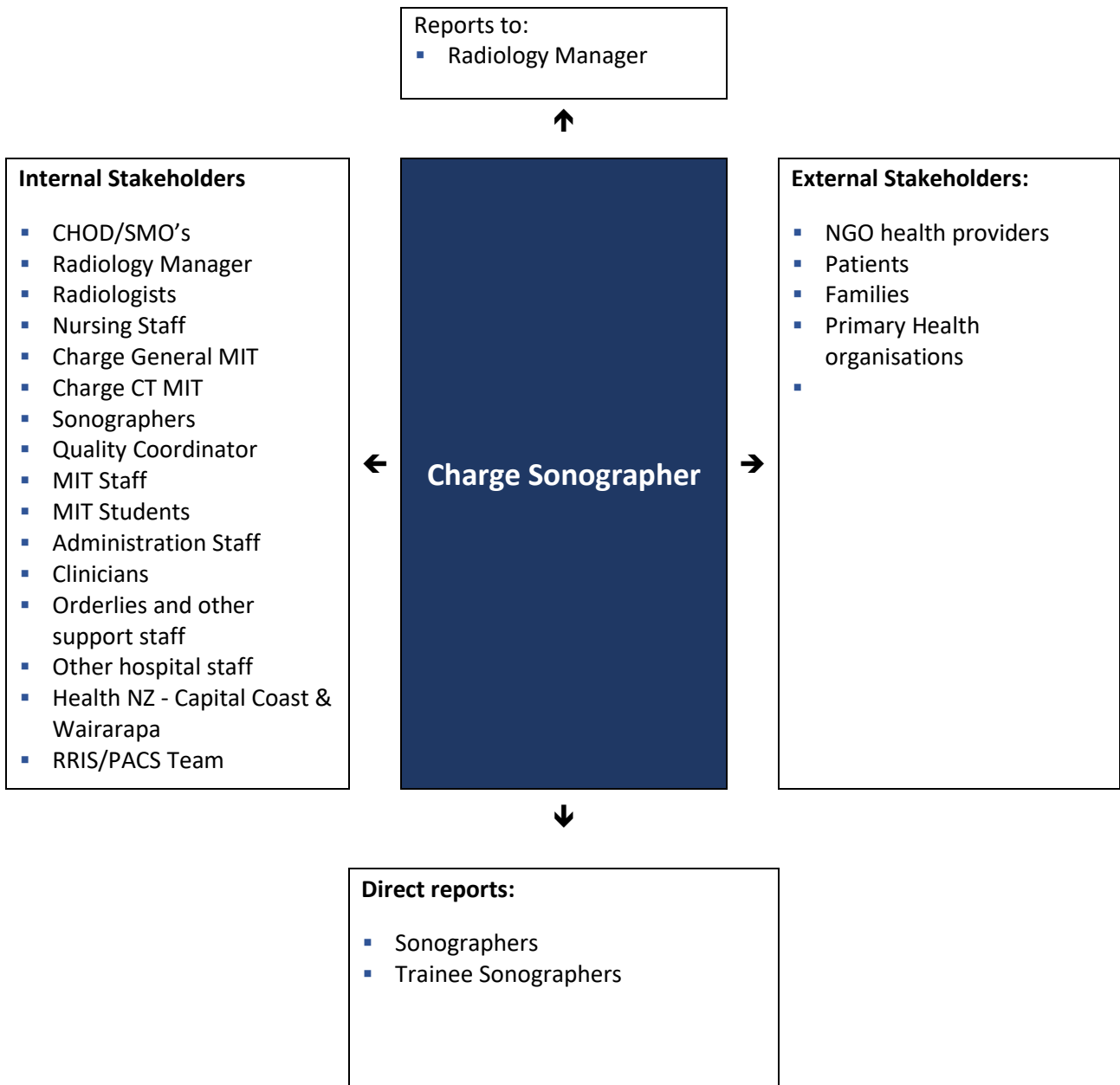
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This position is to assist the Radiology Manager with the provision of a high quality patient focused Ultrasound service at Hutt Hospital Radiology, Health New Zealand.

The Charge Sonographer:

- Provides support for all Hutt Hospital Radiology staff to enable high quality service delivery across the hospital
- 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 Relationships & Authorities



## Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position 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 Health New Zealand’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 Health New Zealand’s Code of Conduct
- Respond to the changing needs of Health New Zealand, performing other tasks as required
- Champion equality and diversity in the workplace including the Treaty of Waitangi

Key accountabilities	Deliverables / Outcomes
<b>Management of Staff</b>	<ul style="list-style-type: none"> <li>▪ Sonographer roster is compliant with the current MECA and is kept up to date at all times. Any gaps in the day time roster only will be filled by the Unit Charge Sonographer</li> <li>▪ New staff are appropriately orientated to area</li> <li>▪ Staff issues are brought to the attention of Hutt Hospital Radiology Manager and addressed promptly and appropriately</li> <li>▪ All staff are provided with support, guidance and supervision</li> <li>▪ Assist in recruitment and selection of staff</li> <li>▪ Demonstration of Team Leadership skills which will result in a cohesive and effective team</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>▪ To identify any personal learning or professional needs and liaise with manager to arrange appropriate training</li> <li>▪ Maintain or extend knowledge and skill bases required for effective performance</li> <li>▪ Performance appraisals are undertaken and goals and personal development plans are in place for MRT staff</li> <li>▪ All staff have annual performance reviews within policy guidelines</li> </ul>
<b>Financial and Business Planning</b>	<ul style="list-style-type: none"> <li>▪ To assist the Hutt Hospital Radiology Manager in setting of annual financial budgets</li> <li>▪ To work collaboratively with other Charges and Hutt Hospital Radiology Manager in business planning</li> <li>▪ To ensure all accounts are processed and approved in a timely manner</li> </ul>

	<ul style="list-style-type: none"> <li>Annual CAPEX requirements are identified within the service and brought to the Hutt Hospital Radiology Managers attention as part of the annual planning process</li> </ul>
<b>To produce diagnostically readable images for radiological reporting</b>	<ul style="list-style-type: none"> <li>Images will be of a high diagnostic standard suitable for radiological reporting</li> <li>Use own knowledge and experience to apply the most appropriate examination for diagnostic purposes.</li> </ul>
<b>Be proactive with training</b>	<ul style="list-style-type: none"> <li>To actively be involved in the training of student sonographers providing professional expertise and knowledge so to develop the skills of the trainee</li> <li>Demonstrate the profession of ultrasound to student MITs as required</li> </ul>
<b>Appropriate communication and interpersonal skills are used</b>	<ul style="list-style-type: none"> <li>Liaises with Radiology staff and other departments and disciplines as required to provide a well-organised and efficient service to patients</li> <li>Displays a professional approach when dealing with patients and other staff, communicating clearly and effectively</li> <li>Attending and participating in regular staff meetings</li> <li>Explains purpose and process of procedure in clear concise language ensuring client confidentiality and privacy are maintained</li> <li>Uses correct documentation where appropriate</li> <li>Accurate and timely record keeping is done, correctly entering all data into computer or other appropriate records</li> </ul>
<b>To write technical reports before presenting for radiological reporting</b>	<ul style="list-style-type: none"> <li>Each ultrasound scan has a relevant accompanying report</li> </ul>
<b>To be conversant with the full operation of all ultrasound equipment, its care and maintenance</b>	<ul style="list-style-type: none"> <li>Displays confidence in the full operation of the ultrasound and processing equipment, its care and everyday maintenance</li> <li>Breakdowns are minimised</li> <li>Equipment faults are reported to the Unit Charge or nominated deputy for repair</li> <li>Regular quality assurance testing is done</li> </ul>
<b>To display a high degree of professionalism</b>	<ul style="list-style-type: none"> <li>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</li> <li>Assisting in the training of student and staff MITs assuming responsibility where needed. Displays a willingness to impart sound and accurate knowledge to students</li> <li>Film library of interesting ultrasound cases is maintained</li> </ul>
<b>To be available for ultrasound duties as requested. Also for ultrasound call back duties</b>	<ul style="list-style-type: none"> <li>Day to day running of ultrasound maximises resources and runs effectively</li> </ul>

<b>Accreditation</b>	<ul style="list-style-type: none"> <li>Ensure all documentation is reviewed on a regular basis</li> <li>Review scanning protocols in association with the CHOD or relevant radiologist</li> <li>Follow up on any ongoing corrective actions or recommendations from IANZ</li> </ul>
<b>To ensure patient care is of a high standard</b>	<ul style="list-style-type: none"> <li>A safe working environment is maintained at all times, leaving the examination rooms clean and tidy and free from clutter</li> <li>Every reasonable effort is made to ensure the patient remains comfortable at all times</li> </ul>
<b>To ensure the working environment is maintained in a safe, workable state</b>	<ul style="list-style-type: none"> <li>Linen is changed as per department protocol</li> <li>Supplies are restocked as necessary. The need for reordering of supplies is anticipated and notified to the appropriate person</li> <li>Safe hygiene practices are demonstrated by complying with protocols for machine and equipment cleaning as well as effective hand-washing</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Perform other duties relevant to the position as may from time to time be required by the Unit Charge</li> </ul>
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to</li> <li>Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance</li> <li>Cultural competence is grown across the team, supporting inclusion and partnership.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Ensure all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature</li> <li>Actively support and ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply.</li> <li>Maintain a proactive culture of Health &amp; Safety supported by systems.</li> <li>Ensure providers are aware of and have processes to comply with their health and safety responsibilities</li> </ul>

## Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>Personable and friendly, relates well to most people. Builds an effective level of rapport with people within a short period of time</li> <li>Reads situations effectively, and tailors their responses to reflect the needs of the situation</li> <li>Effectively communicates in situations requiring tact and diplomacy</li> </ul>



Competency	Behaviours
	<ul style="list-style-type: none"> <li>▪ Able to communicate complex and involved (e.g. technical, medical) ideas to others</li> <li>▪ Able to identify and proactively manage tension between people. Brings conflict into the open and facilitates resolution</li> <li>▪ Ability to work in a multidisciplinary team</li> <li>▪ Professional approach in dealing with patients, visitors and other staff</li> <li>▪ Treats people with respect and courtesy</li> </ul>
<b>Written Communication Skills</b>	<ul style="list-style-type: none"> <li>▪ Has sound written communication skills</li> <li>▪ Has basic computer skills</li> </ul>
<b>Fit with Health New Zealand's Values</b>	<ul style="list-style-type: none"> <li>▪ Has a 'Can do' attitude</li> <li>▪ Is positive about demonstrating respect for other staff, clients and community group members</li> <li>▪ Respects the rights of individuals</li> <li>▪ Understands the need for confidentiality, and is prepared to keep information (e.g. about clients and/or staff) confidential</li> <li>▪ Is aware that own actions reflect on employing organisation, and interacts with others (e.g. team members, patients/clients, community) accordingly</li> <li>▪ Is positive about working in a team environment</li> <li>▪ Trust through openness, honesty, respect and integrity in everything we do</li> </ul>
<b>Excellence Focus</b>	<ul style="list-style-type: none"> <li>▪ Strive for excellence in everything we do</li> <li>▪ Sets specific goals and targets for themselves</li> <li>▪ Works efficiently through good personal work habits</li> <li>▪ Open to changing technology and techniques</li> <li>▪ Proactively manages conflicting demands on time</li> <li>▪ Able to be assertive and stand firm on issues when appropriate</li> <li>▪ Open to feedback about own strengths and weaknesses, and suggestions for improvement</li> </ul>
<b>Dealing with Ambiguity</b>	<ul style="list-style-type: none"> <li>▪ Can effectively cope with change</li> <li>▪ Can shift gears comfortably</li> <li>▪ Can decide and act without having the total picture</li> <li>▪ Is not upset when things are up in the air</li> <li>▪ Does not have to finish things before moving on</li> <li>▪ Can comfortably handle risk and uncertainty</li> </ul>
<b>Problem-Solving</b>	<ul style="list-style-type: none"> <li>▪ Uses common sense and past experiences to identify and solve problems. Learns from experience</li> <li>▪ Able to make sense of a wide range of information</li> <li>▪ Is logical when thinking through issues</li> <li>▪ Able to apply guidelines and policy to common or routine situations</li> <li>▪ Able to problem solve and adapt radiographic skills to suit varying situations</li> </ul>
<b>Negotiating</b>	<ul style="list-style-type: none"> <li>▪ Can negotiate skilfully in tough situations with both internal and external groups;</li> <li>▪ Can settle differences with minimum noise;</li> <li>▪ Can win concessions without damaging relationships;</li> <li>▪ Can be both direct and forceful as well as diplomatic;</li> <li>▪ Gains trust quickly of other parties to the negotiations;</li> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>▪ Has a good sense of timing</li> </ul>

## Experience and Capability

### Essential qualifications, skills and experience

#### A. Essential Professional / Accreditations / Qualifications / Knowledge:

- 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

#### B. Knowledge / Skills / Experience:

- Computing skills
- Excellent customer service skills, skilled at listening to customers to assess their needs, communicating effectively with a wide range of customers and managing customer expectations
- Planning and organising skills, ability to manage a range of tasks at one time and carry them through to completion
- Good communication skills, ability to establish and maintain professional working relationships, communicate effectively with others and express ideas and/or information clearly – both verbally and in writing
- High level of interpersonal skills, able to communicate effectively with a wide range of people from diverse backgrounds, able to assert oneself confidently and tactfully
- Ability to manage a high degree of confidentiality and manage sensitive information

#### C. Someone well-suited to the role will place high value on the following:

- Being a good team player; able to work with others to achieve team goals
- Able to work independently without supervision, using initiative
- Able to work under pressure
- Flexible, positive attitude to work
- Accurate and efficient work practice

**Ma tini, ma mano, ka rapa te whai**  
**By joining together we will succeed**

Health New Zealand is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

**Date Effective** \_\_\_\_\_

**Manager's Name & Signature** \_\_\_\_\_

**Employee's Name & Signature** \_\_\_\_\_