

Position Description

Position	Trainee Cardiac Sonographer Supervisor
Team / Service	Cardiology
Group / Directorate	Sub-Speciality Medicine
District	Capital, Coast and Hutt Valley
Responsible to	Charge Cardiac Sonographer
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from Wellington and Hutt Valley Hospitals From time to time as part of Variance Response this role may be required to work in other areas.

Te Whatu Ora

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

Capital, Coast and 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 and 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

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:

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| 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 and 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.

Te Mauri o Rongo

Te Mauri o Rongo recognises our connection to this work, to each other, to the people we serve and to our whakapapa. It speaks to specific behaviours that we will expect from each other guided by the pou of Te Mauri o Rongo:

Wairuatanga

Working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga

As organisations we support our people to lead. We know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga

We are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. “Whiria te tangāta” – we will weave our people together.

Te Korowai Āhuru

A cloak which seeks to provide safety and comfort to the workforce.

District Responsibility

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.

Te Whatu Ora 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.

Group Perspective

The Cardiology Service provides secondary and tertiary care for patients with cardiac health problems. Patients treated by the department on a secondary level are domiciled in the Wellington Region, Porirua basin and Kapiti Coast.

Tertiary referrals are accepted from the Hutt Valley, Palmerston North, Mid Central, Wairarapa, Whanganui, Hawkes Bay and Nelson-Marlborough districts. All modern cardiac services are represented – except cardiac transplantation and complex paediatric procedures.

The Cardiology department includes, outpatient clinics, including specialist outpatient clinics at Wellington, Hutt Valley, Kenepuru, Kapiti and Whanganui hospitals, a rehabilitation service and a range of diagnostic monitoring services at Wellington and a Cardiac Care Unit for acute cardiac assessment and management.

Day cases are managed in the Interventional Recovery Ward, adjacent to the cardiac catheter suite.

The cardiac procedure suite comprises of three catheter laboratories where a range of diagnostic and therapeutic activities are performed including:

- Cardiac catheterisation
- Coronary angiography and angioplasty
- OCT, IVUS, FFR
- Complex PCI/CTO
- Temporary and permanent pacemakers
- ICD and CRT implantation
- Interventional Electrophysiology
- Structural Heart Disease interventions including TAVI, PFO, ASD and LAAC

We also offer a broad range of diagnostic imaging including:

- Echocardiography including contrast, 3D and stress echocardiography
- Transoesophageal echocardiography
- Cardiac MRI (1.5 and 3.0T)
- Cardiac CT

The Cardiology Department has strong associations with the on-site Wellington School of Medicine/University of Otago.

Service/Team Perspective

Cardiac Sonographers play a critical role in delivering high-quality diagnostic services within the Echocardiography Department. The Sonographer team provides an efficient, patient-focused service to both inpatients and outpatients.

Sonographers are responsible for performing a wide range of real-time diagnostic ultrasound examinations, with the primary focus on echocardiography. They are expected to carry out these procedures to a consistently high standard, ensuring the needs of patients accessing Cardiology Services

are met. Where clinically appropriate and within established guidelines, Sonographers may extend the scope of an examination to include relevant regions or sequences not specified in the original referral. The findings are recorded electronically for consultation with other health professionals.

In addition to performing echocardiograms, Cardiac Sonographers may be required to undertake additional sonography-related duties, participate in an on-call roster, and contribute to clinical overtime when necessary. They must develop and maintain an in-depth understanding of all technical and support tasks relevant to the role and participate in training and ongoing professional development as required.

Sonographers are accountable for the clinical outcome of each diagnostic examination, as well as the overall quality of service delivery. Their competencies include—but are not limited to—patient care, ultrasound physics and technology, anatomical and physiological assessment, diagnostic interpretation, bio-effects and safe use of ultrasound technology, clinical responsibility for examinations, and adherence to quality assurance processes.

To practice in this role, individuals must be registered with the Medical Radiation Technologists Board (MRTB) as a Cardiac Sonographer, hold a current Annual Practicing Certificate, and possess relevant tertiary qualifications. A strong commitment to patient-centered care and high professional standards is fundamental, as is a dedication to continuous learning to meet required competency standards. Cardiac Sonographers may also be required to support operational needs through tasks such as administrative duties and may work across any Health NZ | Te Whatu Ora – Capital, Coast and Hutt Valley sites.

Purpose of the Role

The Trainee Cardiac Sonographer Supervisor holds a key leadership and educational role within the Echocardiography Department. They are responsible for developing, coordinating, and delivering an internal training programme to support Trainee Cardiac Sonographers in meeting the national registration requirements through the University of Auckland.

This includes the provision of clinically focused, high-quality training and ongoing mentorship, fostering a learning environment that supports the development of future sonographers. The Clinical Supervisor works closely with the Charge Cardiac Sonographer, trainees, and other qualified Cardiac Sonographers to ensure safe, effective, and patient-centred service delivery, while maintaining operational efficiency across the team. This role also entails all other duties of a Cardiac Sonographer

Key Accountabilities

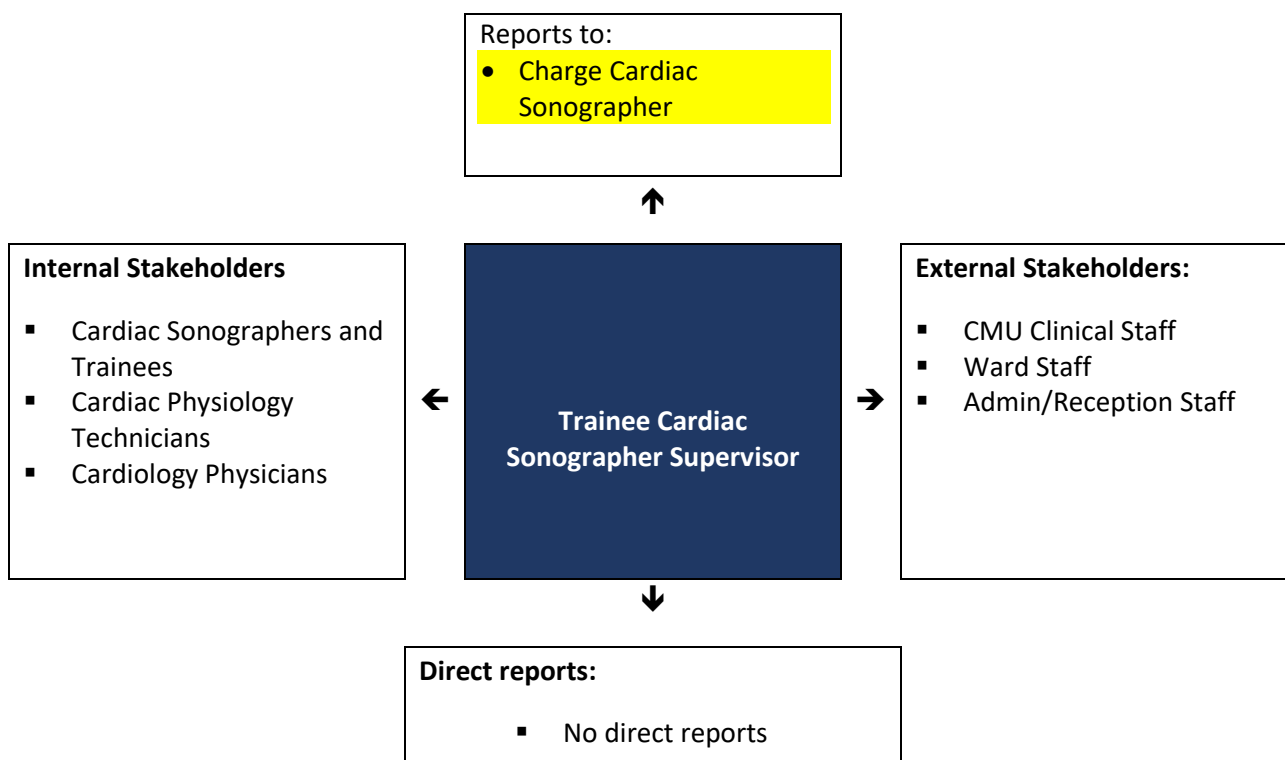
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key Accountability	Deliverables / Outcomes
Patient Care	- Complies with CCDHB policy and procedures, including the Code of Conduct - Demonstrates respect for patients' rights, comfort and confidentiality - Ensures informed consent is adhered to where appropriate

Key Accountability	Deliverables / Outcomes
	• Encourages patient participation in procedures as appropriate • Demonstrates cultural sensitivity in dealings with patients and their families/significant others • Promotes customer satisfaction
High Quality Diagnostic Testing	• Consistently meet MRTB competency standards for competencies within scope of practice, and other relevant standards eg SCT • Follows all internal processes and guidelines for practice • Efficient service delivery • Patient focused
Maintaining Equipment & Supplies & Service	• Equipment, supplies and testing rooms and team areas are maintained and stocked • Maintains current knowledge of correct technical operation of equipment, working within written operational guidelines/procedures • Contributes positively to equipment maintenance & cleaning programmes • Ensures equipment is maintained in good working order
Communication	• Effective & professional communication with all staff, patients, families and others regarding clinical care, in accordance with policies and procedures • Attends and participates in regular team meetings • Recognises and uses communication systems appropriately, e.g. paper processes, interpreter services • Ensures information given to others is accurate, up-to-date and recognises ethical, cultural, professional and statutory requirements • Seeks clarification from appropriate others if uncertain of intent of meaning of communications • Written and oral work-related communications are clear, with essential information conveyed
Quality Improvement	• Actively participates in quality improvement activities • Understands and uses Reportable Event system • Participates in audit activities when required
Hazard & Risk Management / Minimisation	• Complies with responsibilities under the Health & Safety in Employment Act 1992 • Actively contributes to risk minimisation activities within the service • Actively participates in hazard identification and management processes

Key Accountability	Deliverables / Outcomes
	- Actively supports and complies with health and safety policy and procedures - Proactively reports and remedies any unsafe work conditions, accidents & injury - Ensure trainee takes all necessary measures to protect the health and safety of the patients, including advising the patients of their status as trainees
Education	- Maintains education standard of a Cardiac Sonographer - Participates in ongoing professional development - Maintains CPR Skill - Active involvement in departmental & relevant external education and equipment training sessions - Provides clinical supervision to junior colleagues

Key Relationships and Authorities



Capability Profile

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

Competency	Behaviours
Equity	• Commits to helping all of our people to achieve equitable health outcomes • Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery • Supports the dismantling of policies, procedures and practices that cause inequity • Supports Māori-led responses • Supports Pacific-led responses • Supports Disability-focused responses
Commitment to Kawa Whakaruruhau	• Demonstrates understanding and application of the principles of Te Tiriti O Waitangi Treaty of Waitangi to nursing practice; • Works towards achieving equitable health outcomes for Māori; • Supports tangata whenua/mana whenua led change to deliver mana motuhake in the design, delivery and monitoring of health care; • Supports Māori oversight and ownership of decision making processes necessary to achieve Māori health equity; • Support the expression of hauora Māori models of care and mātauranga Māori
Dealing with Ambiguity	• Can effectively cope with change • Is adaptable and flexible • Can decide and act without having the total picture • Can comfortably manage risk and uncertainty
Decision Quality	• Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement • Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time • Sought out by others for advice and solutions
Directing Others	• Is good at establishing clear directions • Sets stretching objectives • Distributes the workload appropriately • Lays out work in a well-planned and organized manner • Maintains two-way dialogue with others on work and results • Brings out the best in people • Is a clear communicator
Process Management	• Good at figuring out the processes necessary to get things done • Knows how to organize people and activities • Understands how to separate and combine tasks into efficient work flow • Knows what to measure and how to measure it • Can simplify complex processes • Gets more out of fewer resources

Competency	Behaviours
Interpersonal Savvy	• Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation • Builds appropriate rapport; • Builds constructive and effective relationships; • Uses diplomacy and tact; • Can diffuse even high-tension situations comfortably
Quality and Innovation	• Provides quality service to those who rely on one's work • Looks for ways to improve work processes - suggests new ideas and approaches • Explores and trials ideas and suggestions for improvement made by others • Shows commitment to continuous learning and performance development

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills and Experience:

- Holds minimum of 2 years' experience as a Cardiac Sonographer and is able to work independently
- Able to take a turn to provide outreach clinics as required once assessed and deemed competent
- Experience in Cardiac Sonography staff education, training and supervision.

B. Essential Professional Qualifications / Accreditations / Registrations:

- Attained DMU or QUT or other MRTB recognised Cardiac Sonographer qualification
- Registered with MRTB as a Sonographer (cardiac) and maintains an APC
- Holds a current Resuscitation certificate

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

- Alignment with CCDHB values
- Proven academic excellence
- Strong understanding of privacy, informed consent, and relevant health legislation
- Excellent verbal and written communication skills
- Demonstrated initiative and self-direction
- Experience in clinical teaching, supervision, and development of staff and trainees
- Strong time management and organisational skills
- Maintains confidentiality and demonstrates integrity and discretion
- Able to work both independently and collaboratively in a team environment
- Skilled in sharing clinical knowledge and providing feedback
- Receptive to feedback with a commitment to growth and excellence
- Displays composure and resilience in high-pressure situations
- Deep understanding and respect for hauora Māori models of care

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