



Position Description

Employment Agreement:	Apex Sonographers Collective Agreement
Position Title:	Sonographer
Service:	Radiology
Location:	Oamaru Hospital
Reports to:	Charge Medical Imaging Technologist
Date:	30/11/2021

Core Purpose

To champion, enable, and provide sustainable, trusted, quality health services within our community.

Our Values:

People and Community First

Brave	Respect	Excellence	Growth	One Team
<i>We aim high and strive to improve what we do.</i>	<i>Our actions & decisions are based on a foundation of respect.</i>	<i>Leading healthcare quality every day, that makes a difference in the life of the community.</i>	<i>Growth of our business allows us to increase the good we do – for our community and our people</i>	<i>Work together as one diverse and inclusive team for the good of the community.</i>

Purpose of Role

This position provides the Sonography Service with a wide range of ultrasonic imaging work to produce diagnostic images, scans, videos or three-dimensional volumes of anatomy and diagnostic data, utilising the clinical competencies to bring about continuous improvement in inpatient and outpatient outcomes.

Key Objectives

Standards of radiography and patient care meet the needs of patients / customers and the standards of the department.	Individual awareness of, and sensitivity to, the needs of people receiving our radiology services. Minimal complaints from patients or users of the service, or its affiliated contractors.
Safe operating technique, using departmental protocols and the NZ Obstetric Ultrasound Guidelines.	<ul style="list-style-type: none"> Imaging will be undertaken according to service standards and protocols. Any reporting is an accurate interpretation of the scan and meets the requirements of the referrer. The report is acceptable to the Radiologist. Communication with hospital doctors, GPs and midwives including handling of all urgent requests. The equipment in all Ultrasound areas is used safely within the recommendations of the legislation. Maintaining a high degree of personal technical expertise in the field of Ultrasound.

	<ul style="list-style-type: none"> The Ultrasound service will be run with support from Otago Radiology (Licence Holder) Radiologists and other appropriate staff, and the Medical staff of Oamaru Hospital. Infection control and sterilization of probes.
Participation in 24-hr rostered duties: to be available for on-call work as rostered, in accordance with terms and conditions of employment agreement and health and safety.	The Sonographer is able to work in the rostered areas taking into account scope of practice, experience and post-graduate training, and is available to work after sufficient notice has been given through the roster process.
Efficient running of the department as required by the Charge MIT.	Equipment breakdowns will be kept to a minimum. Protocols for Quality Assurance are carried out as they are developed.
Continuous Improvement.	<ul style="list-style-type: none"> Any suggested improvements or concerns concerning increased efficiency in the provision of Ultrasound services are taken to the appropriate people to action or note. Look at opportunities for skill-sharing and promotion of co-operative effort towards bettering the service for the patient and the referring medical staff.
Professional and technical competence.	<ul style="list-style-type: none"> Review publications and keep abreast with new developments. Participate in educational sessions run by the department/Oamaru Hospital. Participate by imparting knowledge to other Sonographers. Actively participate in a CPD programme.
To use communication and interpersonal skills in an effective professional manner	<ul style="list-style-type: none"> Liaise with all staff in Radiology, other hospital staff, customers and patients in a polite and professional manner. Team working approach with Otago Radiology staff and Oamaru Hospital Medical staff. Consulting with Dunedin Hospital staff as appropriate Provision of urgent on-call services and urgent provisional reports to referrers. If applicable, Sonography students will be supervised and evaluated in accordance with Polytechnic guidelines when they are rostered to this area. If applicable, Student Sonographers are trained through observation, tutorials and practical supervision. Use opportunities to keep up to date with latest techniques and procedures through personal study in journal/books/articles/web/lectures. Suggest improvements for increased efficiencies in the Ultrasound area

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and satisfaction.
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
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ROLE SPECIFIC COMPETENCIES

Listening	<ul style="list-style-type: none"> Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees
Problem Solving	<ul style="list-style-type: none"> Clarifies problems, identifies facts and responds by addressing or redirecting as appropriate Finds satisfactory solutions by investigating alternatives Seeks advice and approval when applicable Is objective and considers all points of view
Time Management	<ul style="list-style-type: none"> Assesses, prioritises and organises to achieve targets and objectives from a team perspective Informs team members or service leader appropriately of delays or potential issues Successfully manages situations associated with a busy office environment
Teamwork	<ul style="list-style-type: none"> Uses initiative to support and encourage the success of the service Fosters a positive work environment by role modelling professional behaviour in a team environment Assist other administrative staff when and where necessary to contribute to the efficient and effective operations of the organisation
Confidentiality	<ul style="list-style-type: none"> Upholds an impeccable professional standard of confidentiality and adheres to the current legislation of the privacy act and the health information privacy code

KEY RELATIONSHIPS

Within Waitaki District Health Services Ltd	External to Waitaki District Health Services Ltd
<ul style="list-style-type: none"> Service Leader, Clinical Director and Director of Operations 	<ul style="list-style-type: none"> Southern DHB Radiology Services Team
<ul style="list-style-type: none"> Radiology team 	<ul style="list-style-type: none"> Patients/Whanau, Visitors, Contractors
<ul style="list-style-type: none"> Medical, nursing and Allied Health teams 	<ul style="list-style-type: none"> External Healthcare Providers e.g., ACC, GP Practices
<ul style="list-style-type: none"> Radiology Administrators 	<ul style="list-style-type: none"> Rest Homes / Retirement Villages

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies include:

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Eligible for, or holder of registration with the Medical Radiation Technologists Board Eligible for, or holder of current practicing certificate. 	<ul style="list-style-type: none"> Post Graduate qualification in Ultrasound (DMU or equivalent)
Knowledge and Skills	<ul style="list-style-type: none"> A mature attitude with a strong commitment to a high standard of service. Appropriate verbal and written and communication skills. Cultural awareness and sensitivity, particularly on issues and barriers for patients from a reasonable variety of cultural backgrounds. Effective interpersonal skills to establish good relationships and networks with colleagues. 	

	<ul style="list-style-type: none"> • The ability to co-operate as part of a team and cope with stress and pressure in a busy work environment. • A high degree of self-motivation and willingness to continuously improve and update relevant knowledge and skills. • The ability and desire to participate in ongoing education programmes. • This position requires the appointee to have good health. 	
Personal Qualities	<ul style="list-style-type: none"> • Innovative • Supportive • Proactive • Respectful • Caring • Good work ethic • High work standards 	
Other Duties		
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with processes and reflects best practice. • Research undertaken is robust and well considered. 	
Professional Development – Self		
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annual with your manager. • You actively seek feedback and accept constructive criticism. 	
Quality Improvement		
Promoting and maintaining a quality improvement approach into all work.	<ul style="list-style-type: none"> • Demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice • Actively contribute to the implementation and ongoing maintenance of continuous quality improvement processes in their area according to a planned annual programme • Lead and support quality improvement activities in all departments/areas of WDHSL 	
Health, Safety and Wellbeing		
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the WDHSL's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under WDHSL's Health and Safety policy/procedures. ▪ You actively encourage and challenge your peers to work in a safe manner. ▪ Work towards creating an atmosphere where staff support each other and workplace violence and bullying is not tolerated. • Effort is made to strive for best practice in Health and Safety at all times. 	

Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> • Tino rangatiratanga: The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services. • Equity: The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori. • Active protection: The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity. • Options: The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care. • Partnership: The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with the Crown, of the primary health system for Māori.
Security	
	<ul style="list-style-type: none"> • You are required to wear your identification badge at all times when working on site or when carrying out official duties. • Notify the Management Secretary of any changes required on your I.D badge. • Report any suspicious or unusual occurrence related to your work as an MIT. • Submit an online <i>Safety1st</i> form for any incident which has or might have compromised the safety of staff, patients and visitors.

CHANGES TO POSITION DESCRIPTION

From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee (Name and signature)

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Date

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Manager (Name and signature)

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Date