

Job description and person specification

Job title: Sonographer

Band: 7

Accountable to: Ultrasound Service Manager

Responsible to: Head of Radiography

Thank you for considering a role at the [West Suffolk NHS Foundation Trust](#)

First for our patients, staff and the future



Our **patients** are at the centre of everything we do. The quality of care that we provide is our driving force. We strive to deliver the best patient outcomes and experience in the most appropriate setting available. We are committed to joining up services locally, collaborating with our partners and supporting our staff to make continuous improvements – no matter how big or small – that challenge us all to raise our standards.

We believe our **staff** must take good care of each other, so together we can take good care of our patients. We aim to build a fair, open and learning culture that is inclusive and supports all staff to develop their careers. We

want to be recognised as a great place to work.

Advancing our digital and technological capabilities to better support the health and wellbeing of our communities is vital. We want to be at the forefront of these changes and have an opportunity to progress this through the planning of a new healthcare facility. Together with patients, public and staff, we will shape health and care services that are fit for current and **future** needs, helping people to stay well and get well.

Our values

We believe that how we do things is just as important as what we do.

Our Trust values of fairness, inclusivity, respect, safety and teamwork (FIRST) are the guiding principles and behaviours expected of our staff and which run through our organisation.

We use them to improve the services we provide to our community and the way that we work as a team and with our partners. As a member of our team, you will need to live these values, placing them at the heart of everything you do.



Review date: March 2024

Next review due: at next appraisal

[You can find out more about our vision and values by reading our five-year strategy **First for patients, staff and the future** here.](#)

Job summary

- To provide the ultrasound imaging service for scans within the hospital and community settings. This may include gynaecological, obstetric, general and vascular examinations.
- To maintain highest clinical and safety standards in ultrasound imaging.
- Associated tasks include organisational roles, quality assurance and safety procedures. Management of own list.

Job responsibilities

KEY TASKS:

- 1) Provision of the highest standard ultrasound imaging service. Contribute to the day-to-day organisation of ultrasound services, prioritising workload according to the clinical urgency, liaising with patients, clinicians and other hospital staff.
- 2) To work unsupervised in a specialist area with autonomy making judgements on appropriate examination and patient management.
- 3) Effectively communicate with all grades of staff, carers and patients with adaptation of skills when necessary using appropriate language and style for the varied situations. Counselling skills will be required.
- 4) Manipulate complex, expensive equipment. To be responsible for the management of patients' images and data including processing, archiving, and copying if required.
- 5) To ensure that all examinations are fully, accurately and concisely reported and made available for clinicians to act on.
- 6) To carry out tasks delegated by the Ultrasound Service Manager.
- 7) To be involved in discussion, setting up and implementation of new policies for the ultrasound service.
- 8) To set and maintain high standards within the ultrasound team. Be able to train and supervise others in working towards those standards.

- 9) Encourage cohesive working arrangements within a small unit and all other working areas, monitoring patient throughput and redistributing where necessary.
- 10) Be proficient in controlling violence and aggression and talk down skills for when working single-handed with patients and/or relatives.
- 11) Be proficient in IT skills such as retrieval images on the trusts computerised radiography systems and work stations as well as the patient archiving and communication system.
- 12) Participate in setting up and implementation of quality assurance procedures.
- 13) Support new staff in induction. Teach and promote awareness and compliance with policies and protocols.
- 14) Undertake teaching and supervision of students as required; training can be provided if necessary.
- 15) Maintain and record Continued Professional Development. Participate in formal appraisal programme.
- 16) Participate in and support the governance programme, setting up ultrasound audits where necessary.
- 17) Participate and support the Quality Assurance (QA) programme of the ultrasound machines.
- 18) Be aware of and practice safe working, adjusting equipment height and position maintaining good posture to protect from musculo-skeletal disorders.

General Responsibilities

- 1) Work with other senior staff to ensure essential departmental administration and organisation is undertaken.
- 2) Take responsibility for the care of the patient for the duration of their time in ultrasound maintaining dignity, physical, emotional, psychological and spiritual needs.
- 3) Participate in mandatory training of Fire safety, Resuscitation and Manual handling procedures and ensure these are followed.
- 4) Adhere to department policies on infection control and the handling and clearing of bodily fluids
- 5) Adhere to departments COSHH regulations including dealing with a chemical spillage.

GENERAL NOTES

CHANGES TO JOB DESCRIPTION

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The duties outlined above are subject to changes, after consultation with post holder, which meet the needs of the service as a result of the full implementation of the Trust Plans.

INFORMATION TECHNOLOGY

Employees of the West Suffolk Hospitals NHS Trust are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

HEALTH AND SAFETY

The post holder is required to conform to the West Suffolk Hospitals NHS Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

MAJOR INCIDENTS

As the Trust is a receiving hospital for major incident casualties, the post holder is required to conform to the West Suffolk Hospitals NHS Trust's Policy on Major Incidents and to attend related training sessions as required.

CONFIDENTIALITY

In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

POLICIES AND PROCEDURES

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of West Suffolk Hospitals NHS Trust, which the Trust may amend from time to time.

NO SMOKING POLICY

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

EQUAL OPPORTUNITIES

West Suffolk Hospitals NHS Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. All employees are expected to comply with this policy.

DATA QUALITY

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, Appropriately filed.

All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient whenever possible, and to support initiatives to improve data quality

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, health and safety information e.g. accident books, personnel information recorded in personnel files etc.

Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

FREEDOM OF INFORMATION ACT 2000

As an employee of West Suffolk Hospital, you are required to recognise a request from the public for Trust information and treat the request in accordance with the Trust's Freedom of Information Act 2000 Policy & Procedures.

Failure to comply with this requirement could result in action being taken against the Trust by the Information Commissioner (the overseeing body for the Freedom of Information Act 2000).

Person specification

Requirements	Essential	Desirable	Evidence
Education and qualifications	Qualified Sonographer/Midwife Sonographer with recognised post graduate qualification in medical or clinical ultrasound (or equivalent)	HCPC Registration. Specialist training eg vascular. Knowledge of the QSI accreditation process. Full driving license.	Interview/ Application
Experience and knowledge	Minimum of 1- year post-qualification clinical experience in ultrasound within the NHS Interest and experience in gynaecology and obstetric ultrasound procedures	Open to the acquisition of new skills in line with service requirements	Interview/ Application
Skills and abilities	Able to work calmly under pressure Excellent communication skills Up to date clinical skills Functions well in the reactive environment, able to prioritise workload and make decisions	Good presentation skills	Interview/ Application
Personal qualities	Self-motivated and keen to learn. Confident, assertive but diplomatic and approachable Committed to providing a high-quality service to all users Confident to empower the team. Committed to maintain own personal development with up to date CPD		Interview/ Application

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