

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Reporting Sonographer
<b>Pay Band:</b>	Band 7
<b>Department:</b>	Radiology
<b>Directorate:</b>	RMPCE
<b>Clinical Board:</b>	CD&T
<b>Base:</b>	UHL

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	<u>Clinical director and Directorate manager</u>
<b>Reports to:</b>	<u>Line manager</u>
<b>Professionally Responsible to:</b>	<u>Line manager/Professional Head</u>

#### Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.



## **JOB SUMMARY/JOB PURPOSE**

**To provide high quality images in accordance with Regulations and departmental protocols and procedures.**

**To be proficient in ultrasound scanning techniques and provide independent ultrasound reports to referring clinicians.**

**To provide comprehensive and effective day to day ultrasound services within the Radiology Directorate.**

**Plan and prioritise workload in area of responsibility.**

**To ensure that the daily workload is completed in an efficient manner and that all patients are well cared for.**

**To contribute to service development.**

## **DUTIES AND RESPONSIBILITIES**

### **CLINICAL**

- 1. To utilise appropriate levels of hand eye co-ordination when positioning patients and performing precision work on complex equipment.**
- 2. To assess patient condition (medical, physical and emotional) and modify technique and patient management accordingly.**
- 3. To be clinically proficient in a wide range of Ultrasound techniques and practices.**
- 4. To recognise the need for additional diagnostic procedures and liaise with radiology, radiography and other clinical colleagues accordingly.**
- 5. To work autonomously and demonstrate initiative whilst working within Directorate policies and procedures.**
- 6. To provide a provisional diagnosis of abnormal findings in the absence of a Consultant Radiologist.**
- 7. To provide specialist scanning skills for tertiary foetal medicine referrals.**
- 8. To provide specialist needle guidance techniques for a wide range of**

interventional ultrasound procedures including amniocentesis, renal and liver biopsies.

9. To be responsible for the training of Student Sonographers to a post graduate level, Specialist Registrar's and Radiologists to a highly specialised level and the RCR / RCOG Diploma, Nurses and Midwives in the development of Ultrasound skills and expertise.
10. To care for patients needs and to attend to their welfare, particularly in the area of work for which they are responsible.
11. To act as an effective member of a Multi-disciplinary team, presenting and discussing clinical findings with profession colleagues.

### **PROFESSIONAL**

1. To maintain a high sonographic and professional standard in the performance of examinations.
2. To act as a practitioner to justify and authorise sonographic examinations, following departmental protocols and guidance.
3. To provide advice, specialist knowledge and expertise in a wide range of Ultrasound techniques.
4. Identify and report the need for review of antenatal ultrasound protocols in the event of change(s) in working practices.
5. To be responsible for the safe use of expensive and highly complex equipment.
6. To act in a responsible way in matters of radiation protection for staff, patients and visitors and to know the local rules and to implement them when appropriate.
7. To ensure confidentiality of patient information, and conform to the Data Protection Act for personal information held on computers.
8. To maintain high standards of appearance and punctuality.
9. To meet criteria specified in the person specification.
10. To undertake other delegated duties when required to do so.
11. To undertake duties on other sites within the Directorate.

## **COMMUNICATION**

1. To act as Practitioner, to provide and communicate independent Ultrasound reports to both the patient and referring clinician in accordance with Directorate protocols.
2. To exercise appropriate counselling skills and 'breakaway' tactics when communicating distressing news to patients with regard to abnormal pathology and fetal demise.
3. To support peoples equality, diversity and rights.
4. To maintain and extend good working relationships with all other staff in the Radiology Directorate and with other staff in the Trust.
5. To report all equipment faults as soon as possible.
6. To communicate with medical and nursing staff regarding various aspects of patient care.
7. To liaise with multi-disciplinary teams regarding patient treatment schedules and preparation.
8. To organise in-patient requests, arranging portering and liaising with ward staff.
9. To ensure the accurate input and updating of patient information on the Radiology Information System (RAD.I.S.) and the Picture Archive Communication System (P.A.C.S.).

## **ORGANISATION**

1. Under delegation, to organise and supervise the work of other qualified staff, assistants and students.
2. To ensure all rooms are kept to an appropriate level of cleanliness and preparation with regard to Trust policy and procedures.
3. To plan and prioritise workload in area of responsibility.
4. To be aware of the need for financial control and make efficient use of resources.
5. To act up one grade, should the occasion arise.

## **EDUCATION, TRAINING AND DEVELOPMENT**

- 1. To participate in the training of Student Sonographers and other staff and carry out formal assessments.**
- 2. To undertake Continuing Professional Development (C.P.D.) in order to maintain and acquire knowledge and skills.**
- 3. To facilitate and deliver C.P.D.**
- 4. To support and carry out research and development.**
- 5. To contribute to service development.**
- 6. To draft and develop protocols and procedures for own work area.**

## **AUDIT AND CLINICAL GOVERNANCE**

- 1. To undertake and participate in Quality Assurance programmes.**
- 2. To participate in the collection and collation of data relating to workload and resource management.**
- 3. To support research and development and participate in audit.**
- 4. To support the organisation and delivery of Audit sessions.**

## **GENERAL**

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott

Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying

with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.

- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation.

Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**Date Prepared:**

**Prepared By:**

**Date Reviewed:**

**Reviewed By:**