



# Together

**LANCASHIRE TEACHING HOSPITALS NHS TRUST**  
**HUMAN RESOURCES DIRECTORATE**

**JOB DESCRIPTION**

**Job Title:** Advanced Practitioner Sonographer

**Directorate:** Imaging

**Responsible to:** Consultant Sonographer

**Accountable to:** General Manager

**Key Relationships:** Clinical managers  
Superintendent Radiographers  
Radiologists and other medical staff  
Nursing Staff

**Hours:** 37 ½ hours per week

**Location:** Based at Royal Preston Hospital. The post holder will be required to work across Trust sites.

**Band:** 7

**DBS (Criminal Record) check level required for role:**

Please indicate the level of DBS check required in this role	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
					X

**KSF Core Dimension Levels for Role**

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
3	3	2	2	3	2

**Role Summary**

The post holder will independently and autonomously undertake a wide range of ultrasound procedures and produce a medical report on at least 95% of those procedures. This must include the generic investigations of obstetrics, gynaecology and abdominal ultrasound and advanced practices, e.g. Transvaginal scanning, and inpatient scanning.

To act at all times in a manner that upholds the Trust values working as part of the team to ensure that patients and relatives receive excellent care with compassion.

**Duties and Responsibilities:**

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust

## Leadership Framework Profile for Role

Inspiring Others	Responsibility for the Team	Leading from the Front	Conscious Leadership	Delivering the Service
3	3	3	3	3

(Level of capability required: 0 – Not Required, 1 – Developing, 2 – Capable, 3 – Strong, 4 – Outstanding)

### Leadership Behaviour Clusters Overview

**INSPIRING OTHERS** - Motivates staff by involving them in the planning process, utilising their strengths, providing support and delegating to empower others. Role modelling desired behaviours by showing passion, communicating the Trust vision with pride and behaving consistently with the Trust Values.

**RESPONSIBILITY FOR THE TEAM** - Provides direction, feedback and understands the challenges faced by the team. Willing to pitch in and work as part of the team when necessary. Tackles conflict proactively and constructively. Demonstrates honest and trust.

**LEADING FROM THE FRONT** - Able to take charge when necessary, overcoming challenges caused by conflicting priorities, lack of resources, difficult or demanding situations in the internal and external environment. Displays determination and resilience to raise performance levels. Learns from mistakes and develops creative and innovative solutions.

**CONSCIOUS LEADERSHIP** - Self-awareness of who they are, what they stand for, what others need from them and their impact on others. Considers different perspectives, follows up on promises and works in line with the Values. Reflects on performance using information to identify what needs to be done differently.

**DELIVERING THE SERVICE** - Focuses on quality and service provided. Continually tries to identify the most effective way of making the service responsive to meet changing demands. Articulates the vision with clarity, keeping focus on improving services and inspiring others to be positively involved. Manages short and long-term priorities, balancing the big picture with detail to ensure the highest standards are achieved.

## Our Values



### Being Caring and Compassionate

*Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.*



### Recognising Individuality

*Appreciating differences, making staff and patients feel respected and valued.*



### Seeking to Involve

*Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.*



### Building Team Spirit

*Working together as one team with shared goals doing what it takes to provide the best possible service.*



### Taking Personal Responsibility

*Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.*

ROLE DUTIES	MEASURABLE OUTCOMES	Link to Values				
		♥	■	●	▲	◆
Communication KSF Core 1 – level 3	<ul style="list-style-type: none"> <li>Liaison with medical, nursing and other technical staff to ensure the Co-ordinated completion of all cases</li> <li>To communicate results and sensitive or complex information to patients as per departmental protocols.</li> <li>Convey complex procedure information &amp; results to patients and carers, coping with any barriers to understanding e.g. deafness, learning difficulties</li> <li>Employ sympathetic hearing techniques when dealing with terminally ill, anxious or distressed patients.</li> <li>First line complaints handling with staff, patients,</li> </ul>					

Excellent care with compassion

	<ul style="list-style-type: none"> <li>relatives and visitors</li> <li>• Provide input to risk management by identification of potential risks to the Consultant Sonographer.</li> <li>• Identify and report all faults with any equipment in the Ultrasound department to the Consultant Sonographer and to the Trust as required including completion of incident forms (e.g. IR1)</li> <li>•</li> </ul>					
Personal and People Development KSF Core 2 – Level 3	<ul style="list-style-type: none"> <li>• Actively participate in both the theoretical &amp; practical Ultrasound training for the postgraduate Diplomas / Certificates in Ultrasound and any other training required. Be able to undertake case presentation.</li> <li>• Offer support and supervision to Senior 1 Sonographers and delegated Medical staff. Assist authorised medical staff in Ultrasound examinations when required.</li> <li>• To participate in the training and mentoring of student radiographers</li> <li>• Participate in departmental CPD by attendance at talks, lectures and training</li> <li>• Participate in appraisal and formulate a PDP as part of appraisal documentation to ensure ongoing personal development</li> <li>• Be able to undertake duties pertaining to in house cascade training of various mandatory training requirements.</li> <li>• Participate in the Appraisal process with the ability to identify personal objectives and, if required, perform appraisals for more junior staff.</li> </ul>					
Health, Safety and Security KSF Core 3 – level 2	<ul style="list-style-type: none"> <li>• To be responsible for patient, staff and visitor safety when in the Ultrasound Department</li> <li>• Deal with a varied often challenging caseload including patients with special needs, upset patients, aggressive patients, and oncology patients with terminal illness and effectively care</li> </ul>					

	<ul style="list-style-type: none"> <li>for patients at an increased risk e.g. children and vulnerable adults.</li> <li>• Utilisation of manual handling techniques, for lifting patients and moving equipment.</li> <li>• Safely deal with hazardous substances as per departmental protocols</li> <li>• Safely deal with infection control issues i.e. infectious patients with MRSA &amp; sterilisation of probes as per Trust guidelines</li> <li>• Be able to carry out arrangements in emergency situations and instruct other staff members in such situations.</li> <li>•</li> </ul>					
Service improvement KSF Core 4 – level 2	<ul style="list-style-type: none"> <li>• To manage the daily patient workload by planning and organisation of any area. Be able to book appointments for every type of examination.</li> <li>• To ensure high standards of patient care are maintained. Highlighting any problems to the Consultant Sonographer.</li> <li>• To be able to work flexibly and participate in extra duties extended working days, weekend and an out of hour's service if required.</li> <li>• To work within and contribute to the departmental protocols.</li> <li>• Work effectively as part of a multidisciplinary team and attend multidisciplinary meetings as required.</li> </ul>					
Quality KSF Core 5 – Level 3	<ul style="list-style-type: none"> <li>• Maintain high professional and ethical standards of work</li> <li>• Maintain professional competence by commitment to ongoing CPD.</li> <li>• Participate in clinical audit and research as requested</li> <li>• Only use ultrasound when clinically justified always ensuring lowest possible doses to patients whilst achieving excellent quality images</li> </ul>					

	<ul style="list-style-type: none"> <li>To provide evidence of sound theoretical knowledge of clinical and technical procedures in all areas of Ultrasound and to have an understanding of how other modalities may complement Ultrasound.</li> </ul>					
Equality and Diversity KSF Core 6 – level 2	<ul style="list-style-type: none"> <li>Uphold the Trust's commitment to equality and diversity</li> <li>Value and respect colleagues, other members of staff and patients and show commitment to working as a team leader and member</li> <li>Value and respect staff, patients and visitors, respecting their beliefs, faith, preferences and choices.</li> <li>To work on either hospital site if required.</li> </ul>					
Systems, vehicles and equipment – level 1	<ul style="list-style-type: none"> <li>Maintain high levels of tidiness and cleanliness of patient areas within the Department.</li> <li>Maintain a safe working environment.</li> <li>Participate in quality assurance programmes and ensure the correct functioning of radiographic and other equipment by performing daily and weekly QA procedures including testing of equipment, suction, oxygen supplies, resuscitation trolley.</li> <li>Report incidents / faults to Consultant Sonographer</li> <li>Be able to use all Ultrasound equipment within the Directorate and to be able to convey that knowledge to other sonographers/appropriate staff.</li> </ul>					
Actively try to resolve issues and complaints at local level and then report the outcome to line manager.	<ul style="list-style-type: none"> <li>Gives clear and concise advice to people on the procedures in place e.g. PALs, complaints.</li> <li>Resolve potential conflicts as per conflict resolution guidance and the promotion of zero tolerance.</li> <li>Report incidents of violence or aggression immediately in order to seek help.</li> </ul>					



Interventions and Treatments- Level 3	<ul style="list-style-type: none"> <li>• To assist and prepare for any ultrasound interventional procedures</li> <li>• Provide a full explanation of any interventional ultrasound procedure and provide reassurance throughout.</li> <li>• Ensure reporting of any adverse incident or reactions in accordance with Trust guidelines</li> <li>• Prepare ultrasound contrast agents for administration</li> <li>• Prepare samples post procedure.</li> </ul>					
Process information according to local and national requirements. Information processing – level 2	<ul style="list-style-type: none"> <li>• The use of computerisation and manual methods regarding patient documentation and imaging records, including EPR, will require attendance at EPR training</li> <li>• Proficient use of PACS system</li> <li>• Assist in documentation of information as requested for various requirements i.e. Capacity and demand, audit, research</li> <li>• Use IT systems effectively and efficiently within the remit of the Trust IT policy.</li> <li>•</li> </ul>					

Occupational hazards or exposures relevant to this job (please tick)			
<b>Physical</b>			
Patient moving & handling	<input checked="" type="checkbox"/>	Regular DSE work	<input checked="" type="checkbox"/>
Regular equipment / material moving & handling > 10kg	<input checked="" type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input checked="" type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input checked="" type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
<b>Chemical</b>			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input checked="" type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
<b>Biological</b>			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
<b>Other</b>			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input checked="" type="checkbox"/>

### Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
  - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
  - Concerns about the professional or clinical practice or competence of staff
  - The treatment of other staff, including suspected harassment, discrimination or victimisation
  - Health, safety and environment issues
  - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
  - Employment standards and/or working practices
  - Criminal offences or miscarriages of justice
  - Failure to comply with any other legal obligation
  - Deliberate concealment of any of the above

### Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

### Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services

**Excellent care with compassion**

- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

### **Job Review**

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

# LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

## PERSON SPECIFICATION

**POST:**

**Band:**

**DIRECTORATE / DIVISION:**

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>Professional case accredited qualification DCR/B.Sc. Radiography</li> <li>Post graduate Diploma in Medical Ultrasound</li> <li>Ability to report on ultrasound examinations</li> <li>HPC Registered Radiographer or equivalent.</li> </ul>	.	Application form/Interview/ Original certificates
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience working with patients and / or people</li> <li>Experience of recent &amp; relevant Professional CPD. Supported by professional CPD portfolio.</li> <li>Wide range of recent &amp; relevant Ultrasound experience.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in Quality Assurance</li> <li>Experience in other imaging modalities</li> </ul>	<ul style="list-style-type: none"> <li>Application form/Interview</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Physical capability to perform all duties including moving and handling of patients and equipment</li> <li>Ability to think quickly and assess clinical situations</li> <li>Enthusiastic &amp; Conscientious</li> <li>Able to demonstrate a caring and committed attitude</li> <li>Ability to work in a team</li> <li>Trustworthy &amp; Reliable</li> </ul>		Application form/Interview

**Excellent care with compassion**

	<ul style="list-style-type: none"> <li>Teaching &amp; training abilities</li> <li>Ability to prioritise clinical workload</li> </ul>		
<b>Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>Professional manner and approach</li> <li>Enthusiastic &amp; positive attitude</li> <li>Demonstrates motivation &amp; reliability</li> <li>Flexible to the needs of the service</li> <li>Ability to use initiative</li> <li>Tact &amp; diplomacy</li> <li>Empathy</li> <li>Smart appearance</li> <li>Aware of boundaries of the role</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> </ul>
<b>Leadership Framework Behaviours</b>	<p><b>INSPIRING OTHERS</b></p> <ul style="list-style-type: none"> <li>Motivates a wide range of individuals, actively encourages and supports their colleagues to work to the best of their ability</li> <li>Encourages staff to take ownership for their own development.</li> <li>Demonstrates high levels of personal performance and conduct at all times, makes clear to staff that they are expected to do the same.</li> <li>Involves relevant colleagues in decision-making, listens but takes the final decision themselves.</li> </ul> <p><b>RESPONSIBILITY FOR THE TEAM</b></p> <ul style="list-style-type: none"> <li>Can alternate between working as part of the team and taking control.</li> <li>Clearly communicates key performance priorities and objectives to their teams eliminating ambiguity.</li> <li>Exhibits foresight to identify and defuse conflict before it occurs. Creates an environment where conflict is managed, resolved and a way forward is found.</li> <li>Encourages multi-way feedback environment, e.g. openly between team members; uses feedback as a motivational tool.</li> </ul> <p><b>LEADING FROM THE FRONT</b></p> <ul style="list-style-type: none"> <li>Is confident taking charge, and is able to effectively deal with and influence more challenging individuals.</li> <li>Shows optimism and resilience under the most stressful circumstances. Inspires others, keeps the positive message going even when others have ceased to believe.</li> <li>Is prepared to be held accountable for agreed goals. Sets targets for performance, providing staff with clarity of purpose and direction.</li> <li>Sees through conflicting or complex information to find a solution that tackles the problem at source. Requires staff to propose</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>

**Excellent care with compassion**

	<p>solutions when raising problems. Delivers solutions that have a positive and far reaching impact, influencing future direction of the Trust.</p> <p><b>CONSCIOUS LEADERSHIP</b></p> <ul style="list-style-type: none"><li>• Uses talents to the full by participating in a variety of events to build strengths. Is dedicated to continuous learning and self-improvement, undertakes activities to enrich knowledge build new skills and hone existing skills.</li><li>• Acknowledges and respects others' diverse perspectives. Takes the time to get to know individual team members, willing to listen non-judgementally to others' opinions and contributions regardless of whether they agree to them.</li><li>• Recognises the impact their behaviour has on others and seeks to regulate behaviour to have a positive outcome.</li><li>• Is known to support and apply a high set of ethical and moral principles. Stays true to personal/Trust values regardless of internal and external pressures.</li></ul> <p><b>DELIVERING THE SERVICE</b></p> <ul style="list-style-type: none"><li>• Designs, implements and drives forward improvement initiatives, can measure the impact process improvements have at all levels (e.g. patient, team, department). Takes a proactive approach, bringing about improvements before being asked.</li><li>• Maintains an overview of team progress, taking steps to ensure that targets are attained and staff make the best use of their time. the progress being made and predicts potential failures, developing contingency plans in advance.</li><li>• Has a long term vision that sets out stretching goals, using them to motivate their team to improve service standards.</li><li>• Creates an environment where poor performance or conduct is tackled promptly and directly, empowering staff members to challenge poor performance in one another.</li></ul>	
--	---	--