
Job Description

Job Title: Modality Lead (Obstetric Ultrasound) / Superintendent Sonographer

Grade: Band 8a

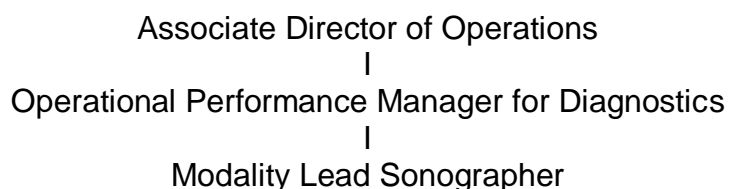
Reports To: Operational Performance Manager for Diagnostics

Accountable To: General Manager, Emergency Division

Job Purpose:

- To be responsible for the management and day-to day running of a designated specialised clinical service pertaining to the Trust.
 - To be responsible for the management and development of the specialist service area ensuring optimum use of staffing and equipment resources within the modality.
 - To be responsible for the professional leadership of the sonography team providing a high quality patient focused service.
 - To maintain a sensitive and courteous approach to patients.
 - To develop and improve professional expertise via continuous professional development.
 - To ensure a safe working environment and maintenance of the ultrasound equipment within the area
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Organisation Chart:



Key Result Areas:

- To ensure the provision of a high quality service and maintain a safe environment.
- Manage and supervise staff and students.
- Commitment to Trust and Divisional objectives.
- To provide professional leadership within specified field of practice.
- Communicate effectively across the department.

Professional Leadership

- To be responsible for the professional leadership and management of all sonographers, nursing and support staff within the modality.
- To ensure that the service delivery is patient focused and of the highest quality.
- To ensure optimum efficiency and effective management of the sonographers within the unit.
- To assist in the formation of new policies, procedures and initiatives to improve current service delivery across all sites and aid in development of new services. Within Radiology and maternity Services.
- Critically evaluates evidence to define the scope and standards of clinical practice.
- Uses specialised knowledge to advise others on the effective delivery of service.
- To support a culture of which individuals feel able to report incidents and that learning happens from complaints and incidents.

Clinical Responsibilities

- Regularly undertake clinical work within specific modalities.
- To ensure that examinations are carried out to the agreed standard for the Division.
- To have an in-depth knowledge of modality specific procedures.
- To provide clinical support /supervision to all staff working within the imaging department.
- To work in an efficient and effective manner at all times.
- To behave in a professional manner at all times.
- Prioritise workload and facilitate booking of examinations taking into account clinical indications for the request.
- To work flexibly based on requirements of service.
- Maintain a high standard of patient care and comfort and remain focussed at all times.
- To carry out duties which may be considered necessary and consistent with the responsibilities of the post.
- Competent to safely perform activities that routinely demand complex analysis, utilise prior knowledge and extensive practical experience.

Communication

- To liaise and communicate effectively with other staff both within and external to the Directorate regarding patient care and ensure that effective communication is implemented and maintained.
- To keep accurate records of patient examinations in line with departmental procedures and protocols.
- To be familiar with and have an in depth knowledge of the IT systems used within the department and to ensure all examinations are entered onto the system.

Management Responsibilities

- To ensure that departmental processes and booking systems are effective and responsive to the needs of the patient, the department and the Trust.
- To ensure staff within the area are managed on a day-to-day basis in accordance with the service requirements of the department.
- To help expand the professional knowledge and skills of staff within the team.
- To ensure that protocols are kept up to date and that staff are aware of changes or developments.
- To be lead on the audit and quality assurance programme for Obstetrics.
- To ensure there is an appropriate QA programme in place within the unit and monitor the quality of the images obtained.
- To assist in developing business cases for capital bids and lead in the procurement and installation of such equipment.
- To assist in investigating complaints in line with Trust policy as required.
- To participate in development and implementation of the Trust, Divisional and Departmental objectives together with the departmental management team.
- To produce and evaluate activity for the department on a regular basis.
- Provide advice pertaining to the modality and keep service manager appraised on matters relating to the unit.
- To liaise with manufacturers in order to co-ordinate routine maintenance and fault reporting.

Finance/Performance

- To identify and contribute to the delivery of the cost improvement schemes within Diagnostics.
- To be responsible for monitoring the agreed financial budgets in conjunction with the Clinical Services Manager and Modality Leads.
- To complete the positive returns on a monthly basis.
- To control the ordering and receipt of non-stock items and stock items ensuring the department is adequately equipped at all times.
- To ensure there is a focus across the department in delivery of key performance targets, e.g., waiting times, turnaround times.

Human Resources

- To be responsible for the allocation of staff across the modalities ensuring optimal use of staffing resources and review work force as required.
- To maintain records of staff annual leave and sickness.
- To be involved with recruitment and retention of staff.
- To undertake and ensure there is a process in place whereby staff within the department have appraisals.
- To be involved in and undertake disciplinary, harassment and grievance procedures where appropriate.

Training & Development

- To undertake any formal or informal training required to fulfil the needs of the post.
- To expand and update your own technical and professional skills.
- To be involved in the training of consultants and Specialist Registrars.
- To assist in the clinical instruction and assessment of student sonographers and support staff.
- To participate in and fully contribute to departmental and professional activities.
- To undertake all mandatory training in line with Trust and Department policies including Manual Handling, Infection Control and Trust Statutory Study Day.
- To undertake continuous professional development in line with College of Radiographers and Health Professions Council guidelines.

Research

- To participate and lead in departmental research projects ensuring that funding and resources are available to ensure a smooth process.

Other Duties

- To be aware of and adhere to Trust, Divisional and Department policies.
- To maintain professional registration with HCPC or similar professional body..
- To be responsible for reporting and actioning clinical and non-clinical incidents within the Department.
- To reduce risk and be responsible for risk assessments within the modality.
- To be responsible for clinical governance issues in relation to patient care.
- To liaise with clerical staff in the vetting, booking and handling of queries and to carry out some related clerical duties as appropriate.
- To participate in extended working hours including weekend and evening duties when required.

General Items:

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organisational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second hand smoke.

For Band 6 and above

Ensure that the Trust Smoke Free Policy is adhered to and that staff, patients and visitors are signposted to smoking cessation services.

Identify any appropriate support or interventions for staff to support their wellbeing.

To abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To accept responsibility for the provision of effective infection prevention and

control within the Trust in liaison with the Trust's Infection Control Team.

To act as a role model in applying good infection control practice and ensures compliance with all Infection Control policies.

To promote and demonstrate implementation of the Trust's Carbon Management strategy and policy, ensuring team members are fully aware of the policy and are contributing to this.

This job description is subject to review at any time in consultation with the post holder.