

# Sandwell and West Birmingham Hospitals NHS Trust

## JOB DESCRIPTION

AFC:PTA0084

<b>JOB TITLE:</b>	Sonographer
<b>GROUP:</b>	Imaging
<b>GRADE:</b>	Band 7
<b>RESPONSIBLE TO:</b>	Superintendent Sonographer
<b>ACCOUNTABLE TO:</b>	Superintendent II Radiographer

### **JOB SUMMARY**

To organise and provide a high quality service within the Ultrasound Department and to assist in the management of the Ultrasound Service as directed by the Superintendent Sonographer.

### **MAIN RESPONSIBILITIES**

#### Clinical

1. To regularly undertake and provide comprehensive, independently written reports on, a wide range of ultrasound examinations to a standard acceptable to the Division. To draw conclusions from the ultrasound findings and recommend further investigations.
2. To communicate highly complex information regarding diagnosis / treatment directly with Clinicians and patients within a multidisciplinary team.
3. To give clear explanation to patients regarding Ultrasound examinations including risks, benefits, accuracy and limitation, in order to gain informed consent within an ethical and moral framework.
4. To work within, and adhere to, Standards and Operational Policies relating to provision of a Quality Imaging service. To ensure that these Standards and Operational Policies are adhered to by more junior staff
5. To work within, and contribute to, evidence based protocols and guidelines. When inadequacies in protocols and guidelines are identified, investigate and advice Superintendent Sonographer in a timely and appropriate manner

6. To assist in the development and production of protocols, procedures and training manuals as directed by the Superintendent Sonographer
7. To independently prioritise patients and organise workload from a variety of referral pathways, to meet the needs of the service
8. To give specialist and expert advice to a wide range of healthcare professionals. To evaluate the appropriateness of imaging requests and determine patient preparation, in line with agreed Divisional protocols. To make the decision to reject those requests that do not meet these guidelines.
9. To ensure that a high standard of cleanliness of the environment and equipment is maintained. To adhere to Infection Control guidelines during high risk procedures involving bodily fluids
10. To be aware of the need to seek assistance when/where necessary.
11. To participate in the department's Extended Working Day System / Sessional working - where agreed with the Postholder
12. To train, supervise and assess Undergraduates, Postgraduates and Clinicians, in the specialist field of Ultrasound
13. To provide expert specialist theoretical and practical training to a range of Clinical staff for a variety of recognised qualifications and Courses e.g. MSc / PD Dip / Pg Cert in Medical Ultrasound, BSc (Radiographers) and Registrar training programmes in obstetrics and gynaecology. This will be a significant and ongoing job responsibility
14. To encourage the development of, and provide expert assistance to, more junior staff
15. To supervise and undertake assessments of trainees. To make judgements their competency to to work independently in situations where their actions can directly affect patient diagnosis / treatment
16. To participate in appointment scheduling and be responsible for one's own caseload.
17. To maintain patient dignity and confidentiality whilst undertaking examinations of an intimate and / or highly unpleasant nature,

#### Technical

18. To use a wide range of high specification technical equipment to gain maximum clinical information and enhance diagnostic accuracy. To train others to safely use Ultrasound equipment where appropriate.
19. To evaluate Ultrasound images for technical quality and use sound judgement to utilise ultrasound equipment and accessories in order to optimise image quality

20. To be fully competent with the operation of all additional equipment within the department such as suction / oxygen, hoists and other manual handling devices
21. To be competent with the operation of the Radiology Information System, Hospital Information System and CiRiS, including the data input of report verification and authorisation
22. To be actively involved in the Divisional Quality Assurance (QA) Programme with its emphasis on compliance with working protocols, current quality standards and ensuring that written records are kept.
23. To perform Quality Assurance checks on equipment and troubleshoot potential equipment problems. To ensure malfunctions are reported and requested repairs are affected, including liaison with Medical Physics staff and equipment manufacturers personnel
24. To understand the principles of ergonomics and promote the same to minimise the risk of illhealth in yourself and others
25. To take part in the evaluation and selection of Ultrasound equipment, as directed by the Superintendent Sonographer

#### Professional

26. To be accountable for ones own professional activities using a high degree of autonomy within the limitations of personal expertise and skills
27. To actively promote, and constantly aim for the provision of a higher standard of service
28. To personally adhere to the Trust and Divisional Uniform Policy, and to take the necessary action on those junior staff not adhering
29. To relate to, and communicate with all staff in a courteous and helpful manner at all times
30. To relate to and communicate with all patients and visitors in a sensitive and empathetic manner. To assess the need for, and utilise the appropriate levels of, tact and persuasion as required
31. To be available to support more junior staff in their interactions with staff, patients and visitors, in situations requiring complex or contentious communications
32. To impart distressing information and discuss complicated issues when necessary, with patients and their relatives, in a clear and empathic manner
33. To play an active role in maintaining and improving team spirit across all non-clinical staff groups
34. To promote the Imaging Service as a high-quality professional patient-care activity to patients, visitors and other health-care workers, within and outside the Trust.

35. To maintain one's own Education and Development in line with Divisional needs and CoR Guidelines, via Continuous Professional Development. To undertake additional training in order to permit the implementation of service development within the Division
36. To be willing to embrace change and learn new techniques outside current scope of practice, further enhancing role and providing additional services
37. Play a leading role to enhance CPD for staff with limited Ultrasound knowledge, through additional training and updating
38. To take personal responsibility for organising attendance at the Trust's Mandatory Training programme
39. To actively participate as an appraisee in the Personal Development Review process
40. To actively participate in the identification of relevant topics requiring audit, and advise the lead professional accordingly. To undertake studies, research and audits as required by the Division. To present these findings at audit and governance meetings as requested

#### Managerial

41. To liaise with other Radiographers; Managers, Nursing staff; Radiologists, Secretarial, A&C, and Support Workers within Imaging as well as Clinicians and Nurses within and without the Trust in order to promote an efficient Ultrasound service which places the needs of the patient at the centre of all our activities
42. To develop and promote good working relationships both between all staff within the Imaging Division and across multi-Disciplinary teams
43. To supervise and support the activity of less experienced staff, intervene where necessary and thus ensure a high quality service is always provided
44. To assist in the Recruitment and Selection, and undertake Personal Development Reviews, of certain staff groups as delegated by the Superintendent Sonographer
45. To contribute to the management of the Department and deputise for the Superintendent Sonographer in their absence, if requested
46. Contribute to financial initiatives via income generation and cost improvement programmes
47. To assist in the production of staff rotas as directed by the Superintendent Sonographer
48. To record sickness absence of Sonographers and clinical support staff as required by the Superintendent Sonographer
49. To undertake first-line complaints handling

50. To organise and circulate information relevant to the smooth running of the Ultrasound service, as delegated by the Superintendent Sonographer
51. To contribute to the service planning function of the Division and support any changes that become necessary
52. To play an integral part in all modernisation, accelerated development and governance projects within the department
53. To provide mentorship to a nominated group of staff
54. Keep and maintain all records required by the Division. To take responsibility for the provision of suitably recorded reports and images in line with data protection legislation
55. Take responsibility for advising on patient information. Provide input to the design of posters and leaflets to ensure informed consent for all investigations / examinations

#### Other Duties

56. The Division operates services at City Hospital Birmingham, Sandwell General Hospital, Rowley Regis Hospital and community-based units. Following consultation and agreement, the post-holder may be required to undertake duties, appropriate to their skills and experience, at the other sites, as the service requires..
57. To maintain a safe working environment and ensure that equipment malfunctions are reported and requested repairs are affected, including liaison with the Medical Physics staff and equipment manufacturer's personnel. To take responsibility for providing a safe working environment for both staff and patients and recognise the need for evaluating, reporting on and acting on risk within the department
58. To be aware of the implications of the Health & Safety at Work Act and the Ionising Radiation Regulations IR(ME)R and ensure compliance with such legislation.
59. To promote and ensure, good security for staff, patients and visitors alike

#### CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

#### HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety

procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

#### **RISK MANAGEMENT:**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

#### **EQUAL OPPORTUNITIES:**

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

#### **CONFLICT OF INTEREST:**

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

#### **USE OF INFORMATION TECHNOLOGY:**

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post.

#### **SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS:**

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

#### **INFECTION CONTROL:**

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

## SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.