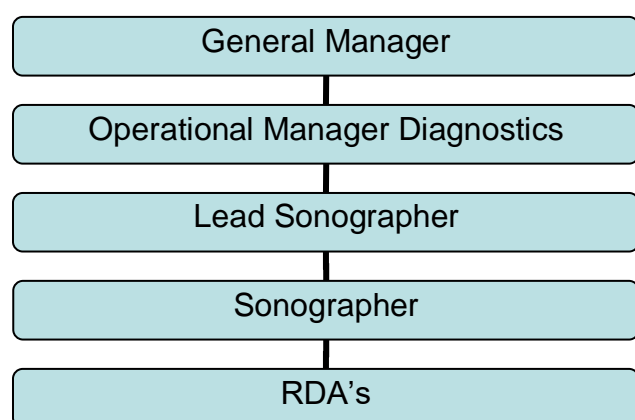


## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Sonographer
<b>PAY BAND</b>	Band 7
<b>DIRECTORATE / DIVISION</b>	Allied Health and Clinical Support
<b>DEPARTMENT</b>	Radiology Department
<b>BASE</b>	Macclesfield District General Hospital
<b>RESPONSIBLE TO</b>	Lead Sonographer
<b>ACCOUNTABLE TO</b>	Operational Manager Diagnostics
<b>RESPONSIBLE FOR</b>	Ultrasound

### **Organisational Chart** - (*Responsible to/Accountable to/Responsible for*)



### **Job 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.

The department work closely with all allied health professionals such as Surgical, Medical, Obstetric and Gynaecological. The team of sonographers integrate with all services and specifically obstetrics, providing a high quality and efficient service.

Although we are a small department, there is strong Radiologist interest in Ultrasound with local expertise in US guided drainage and biopsy, liver stiffness measurement (ARFI), Small Bowel imaging and micro-bubble contrast (Sonovue). The post offers the opportunity to gain experience in all these areas.

For interested candidates, there is the opportunity to perform FNA, ascitic drain insertion and functional imaging with Sonovue and ARFI following satisfactory completion of in-house training by the supervising Radiologist and Sonographer colleagues.

Macclesfield is strongly represented on the Greater Manchester Hepato-Pancreaticobiliary Cancer board. We were one of the first in the region to develop and implement a Jaundice pathway to allow fast track definitive treatment for jaundiced patients.

To participate, promote, review, update, and initiate change to meet patient quality, health & safety, and Trust standards, with effective communication. To participate supervise, support development and CPD within the radiology department providing an efficient and effective service in and out of hours as required.

### **Key Duties/Responsibilities –**

#### **Managerial / Clinical leadership**

- Provide expert clinical knowledge to clinical colleagues, patients and carer's / relatives.
- Clinical supervision of health care professional colleagues on an individual or group basis.
- Assist in service delivery evaluation, identify areas for improvement and suggest change.
- Contribute to policy development and implementation at local and network level.
- To work with the Radiologists, Clinicians, Operational Managers and other Senior staff in the department to continually monitor working practices, identify new ways of working and find solutions to problems.

#### **Communication requirements**

- To ensure patients understand complex information related to their ultrasound examination and to encourage the patients to cooperate fully in the process. This may involve patients with learning or other disabilities.
- Accurate input of patient data into any Trust computer system.

#### **Training requirements**

- To be responsible for own professional/personal development, including participating in the annual appraisal and personal development planning process.
- To maintain a professional portfolio.
- To participate in departmental audit and research activities and report as necessary.
- To participate in the Trust's mandatory training.
- To adhere to the College of Radiographer's Professional Code of Conduct.

#### **Analytical skills**

- Adapt techniques and protocols in accordance with the condition of the patient.

#### **Duties specific to Ultrasound**

- To independently and autonomously undertake and provide a medical report on at least 95% of ultrasound examinations performed. This must include the generic investigations of obstetrics, gynaecology and abdominal ultrasound and advanced practices. Providing scans for all patient types referred to the service.
- To provide a commitment to the highest quality patient care at all times and to actively participate in programmes to develop excellent standards of patient care. Also to include promoting a safe environment for staff, patients and visitors.
- 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.

- To appear on duty punctually and suitably dressed.
- To communicate in a relevant and helpful manner both within and outside the Division.
- To work within and contribute to the departmental protocols.
- To observe all Trust Policies and Procedures
- Be able to use all Ultrasound equipment within the Directorate and to be able to convey that knowledge to other sonographers/appropriate staff.
- Be able to carry out all necessary routine and Quality Assurance tests on Ultrasound equipment, identify and report all faults to the lead Sonographer / Operational Manager.
- Actively participate in clinical and non-clinical audits, surveys, projects and Quality Assurance programmes agreed within the Division.
- Offer support and supervision to lead Sonographer and delegated medical staff. Assist authorised medical staff in Ultrasound examinations when required.
- To be able to work flexibly and participate in extra duties if required, including assisting with interventional procedures.
- Participate in the Appraisal process with the ability to identify personal objectives and, if required, perform appraisals for more junior staff.
- Work effectively as part of a multidisciplinary team and attend multidisciplinary meetings as required.
- Be able to book appointments for every type of examination and complete all necessary documentation in accordance with Trust protocol and assist with organisation of work and appointments so as to ensure optimum service is maintained.
- Use IT systems effectively and efficiently within the remit of the Trust IT policy.
- Actively participate in both the theoretical and practical Ultrasound training for the postgraduate Diplomas/Certificates in Ultrasound and any other training required. Be able to undertake case presentation.
- Be able to carry out arrangements in emergency situations and instruct other staff members in such situations.
- To support the provision of a weekend and out of hours service, as required and to be able to work flexibly and participate in extra duties if required.
- To provide continuing evidence of your own educational and professional development by means of a professional diary/portfolio, including research and clinical audit.
- To participate in the collective aims of the Trust and take personal responsibility for the quality of service provided to continually strive to improve the level of service we provide and contribute to service developments.

**This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service.**

### **GENERIC CLAUSES FOR ALL JOB DESCRIPTIONS**

To maintain a broad understanding of the work of the Directorate and Department, and of Trust as a whole, and actively contribute your ideas for the improvement of service provision.

To ensure own actions contribute to the maintenance of a quality service provision.

To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.

To participate in Trust's Performance and Development Review and to undertake any identified training and development related to the post.

To undertake statutory and mandatory training as deemed appropriate by the Trust.

To develop and maintain effective working relationships with colleagues.

To adhere to all Trust policies and procedures.

### **Health & Safety:**

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines.

### **Infection Control:**

All staff have a duty to comply with all relevant ECNHST guidelines and policies in relation to Infection, Prevention and Control. You have a duty to ensure that you minimise the risk of infection, infectious diseases and particularly Hospital Acquired Infection. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines.

### **Risk Management:**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

### **Data Security:**

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

### **Confidentiality:**

Working within the trust you may gain knowledge of confidential matters which may include manual / electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

### **Equality & Human Rights:**

The Trust will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, marital or civil partnership status or family circumstances, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.

### **Values based Recruitment:**

The post-holder has a responsibility to ensure that their own actions and behaviours fully support the Trust's core values.

### **Codes of Conduct and Accountability:**

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

### **SAFEGUARDING Adults and Children**

East Cheshire NHS Trust has a responsibility and is committed to, safeguarding and promoting the welfare of children, young adults and adults at risk with care or support needs and expects all staff and volunteers to honor this commitment to minimise risk of harm in accordance with current legislation, statutory guidance and Trust policies and procedures. This means that staff must understand their own responsibility and recognise the requirement to engage with staff training and supervision, as well as promoting multi-agency working to safeguard our patients.

### **Disclosure and Barring Service (DBS)**

"REHABILITATION OF OFFENDERS ACT: This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a disclosure and barring check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions".

The Trust requires an Enhanced Disclosure through the Disclosure and Barring Service for this post to ensure suitability for employment.

**THE TRUST OPERATES A NO SMOKING POLICY**

## PERSON SPECIFICATION

<b>JOB TITLE</b>	Sonographer		
<b>PAY BAND</b>	Band 7		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b> (Application / Interview/ Assessment)
<b>QUALIFICATIONS</b>	DCR(R) (Dynamic Chest Radiography) or BSc (Bachelor of Sciences) Radiography Post-graduate Qualifications- Possession or studying for further academic qualification DMU (Diploma in medical ultrasound) /PG.DIP (Post graduate Diploma in Medical ultrasound) /PG Cert. (Post graduate Certificate in Medical ultrasound)  HCPC (Health and Care Professions Council) registration.	Management course or qualification.  PgD (Post graduate Diploma) / PgC (Post graduate Certificate) to be from CASE Accredited institute.	Application
<b>KNOWLEDGE</b>	Updated skills in Ultrasound Personal development plan with ongoing CPD (Continuing Professional Development) portfolio.	Knowledge of College of Radiographer policies. Oncology knowledge	Application / Interview
<b>SKILLS</b>	Communication skills. Leadership skills. Team building skills. Analytical skills. IT skills. Planning and organizational skills. Ability to work under pressure. Ability to use initiative. Final Reporting Skills Updated skills in Ultrasound		Application / Interview
<b>EXPERIENCE</b>	Minimum specialist Ultrasound experience	Knowledge of Trusts/Department of Radiology Ultrasound Policies	Application / Interview
<b>SPECIFIC JOB REQUIREMENT</b>	Reliability. Sensitivity and tact. Smart professional appearance	Desire to work with patients Ability to work flexibly.	Application / Interview
<b>OTHER</b>			

Signature of Postholder: .....

Date: .....

**Print Name:** .....

**Signature of Manager:** ..... **Date:** .....

**Print Name:** .....