POSITION STATEMENT

POSITION TITLE          CHIEF SONOGRAPHER

AWARD                  Health Professionals Services Award

SALARY                 Grade 4 Sonographer (negotiable)

HOURS AND CONDITIONS    As per employment contract (negotiable)

DEPARTMENT             Medical Imaging

RESPONSIBLE TO         Chief Medical Imaging Technologist (CMIT) & Visiting Radiologists

KEY SELECTION CRITERIA

- B. App. Sc (Medical Radiations) or appropriate undergraduate degree
- Grad Dip App Sc (Medical Ultrasound) or DMU or equivalent
- Current registration with ASAR and member of ASA, ASUM or equivalent
- Postgraduate Sonography experience

RESPONSIBILITIES

- The Chief/Tutor Sonographer, in liaison with the CMIT is responsible for the effective and efficient provision of ultrasound services to Portland District Health. You are to operate with minimal professional direction and provide clinical expertise in accordance with best practice guidelines and the Code of Ethics of the ASAR, ASA and ASUM.
- Attention to general cleanliness and tidiness of the department
- Contribute as a multidisciplinary team member to patient management through liaison with other health professionals and staff.
- Collaboration with the Deakin School of Medicine and Medical Imaging with an expected involvement in clinically focussed research
- Other responsibilities as agreed with the CMIT
THE SONOGRAPHER WITHIN THE TUTOR ROLE WILL ALSO BE RESPONSIBLE FOR

- The provision of a CPD program for the PDH Medical Imaging sonography staff
- In house ultrasound training and education
- Onsite support for all sonography staff, including training and supervision of student sonographers – both internal and external
- Participation in teaching programs and provision of training and advice for other professionals such as HMO’s, nursing staff and specialist physicians as needed
- Attending relevant clinical meetings to provide ultrasound advice

ADDITIONAL RESPONSIBILITIES

Additionally the Chief/Tutor sonographer, in liaison with PDH sonographers, will be responsible for

- Annual review and update of the PDH Medical Imaging Ultrasound Manual
- Upkeep and stocking of ultrasound rooms
- PDH Medical Imaging Ultrasound QA programme
- Attendance at in-house education and staff meetings as required

Leadership and Management

Mission Vision & Values

- Adhere to PDH Mission, Vision and Values.
- Adhere to standards, guidelines and principles in relation to the responsibilities of the position.

Policies & Procedures

- Comply with PDH policies, procedures and guidelines.

Continuum of Care

Team Work

- Work as part of a harmonious multi-functional team.

Customer Focus

- Perform duties in a courteous and friendly manner with a focus on the customers’ needs (both internal and external customers)

Department Meetings

- Attend and actively contribute to departmental meetings.
Safe Practice & Environment

Occupational Health & Safety
- Maintain knowledge of occupational health and safety policies and procedures, including manual handling and no lift.
- Be active in the maintenance of occupational health and safety.
- Identify and report workplace hazards and maintain a safe working environment for clients self and staff.
- Participate in safety and OH & S training as required.
- Ensure timely and accurate reporting of incidents.
- Be familiar with role in emergency and evacuation procedures.
- Perform only duties that are part of the specific role for which you have been trained.

Infection Control
- Maintain knowledge and compliance with current Infection Control practices and policies.
- Perform duties so as to eliminate any risk of transferring infection from one source to another.
- Maintain a high level of personal hygiene.

Information Management

Confidentiality & Privacy
- Observe the utmost confidentiality over patient, staff and PDH information.
- Be responsible for ensuring patients' privacy and dignity are maintained during treatment and that patient records and other documentation that could identify patients are stored securely.

Improving Performance

Continuing Education
- Demonstrate commitment to continuous improvement and achievement of excellence in service delivery.
- Participate in ongoing professional development through in-services provided by the organisation and attendance at relevant training seminars/conferences.
- Endeavour to maintain high standards and continue to strive for improvements in efficiency and effectiveness.
- Actively seek information from PDH newsletters, bulletins, notices and memorandums.

Performance Appraisal
- Participate in a professional development review at three, and then six, months after appointment, and annually thereafter.
Customer Focus

- Ensure professional conduct at all times, responding effectively and appropriately to the needs of the customer.

- Strict adherence to confidentiality requirements and privacy legislation.

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Name of employee

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Signature of employee

_____________________________
Date

_____________________________
Signature of department head

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Date