

Job Description

JOB TITLE	Sonographer (Clinical Specialists in Ultrasound)
GRADE	Band 7
REPORTS TO	Ultrasound Clinical Managers
ACCOUNTABLE TO	General Manager of Imaging
DEPARTMENT	Imaging
DIVISION	Cancer, Diagnostics and Clinical Support
DATE	May 2021

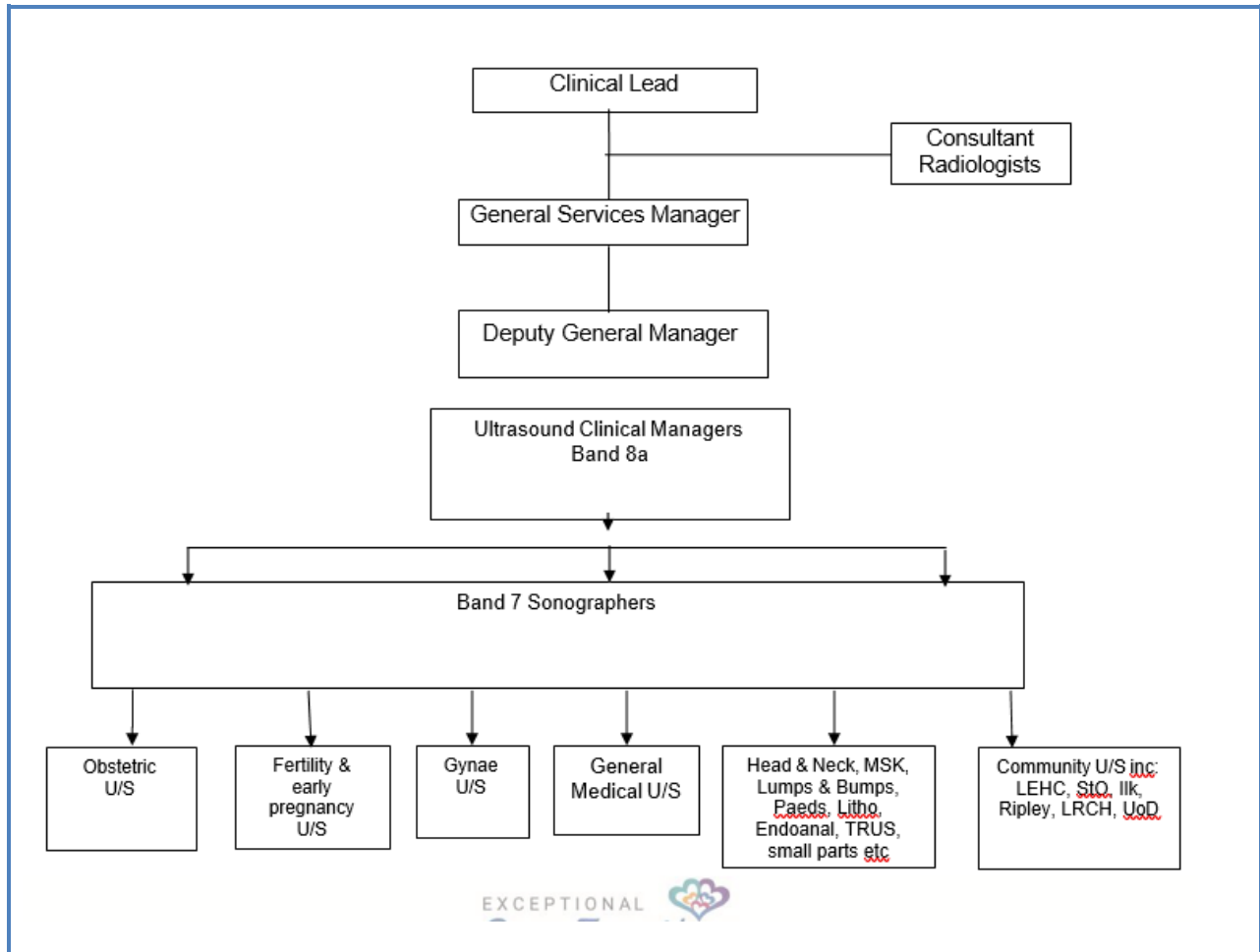
JOB PURPOSE

To carry out high quality diagnostic patient focused ultrasound examinations and provide a clear and concise report in line with local guidelines. Provide clinical expertise and supervision in the Ultrasound departments of University Hospitals of Derby and Burton NHS Foundation Trust, across all of the sites. Which also includes the training and mentoring of trainee Radiographers, preceptorship of newly qualified Sonographers, Midwife Sonographers and support staff.

Performing ultrasound examinations relevant to the clinical history documented on the ultrasound request and produce a written report based on the findings. Utilising specialist knowledge in ultrasound to ensure images achieved are of the highest possible standard and quality.

Also maintaining and promote high professional standards and communication to provide a high quality, efficient and effective diagnostic Ultrasound Service and within the multi-disciplinary team.

ORGANISATIONAL CHART



DIMENSIONS

Overall Imaging Department budget of 34M held by General Manager/Lead Radiographer. The department has approximately 620 staff and 45 Consultant Radiologists. This role does not include formal budgetary responsibility, but the post holder will be expected to influence departmental decisions on resource allocation.

KEY RELATIONSHIPS

Internal

- Midwives
- Doctors
- Consultants
- Radiologists
- Paediatricians
- Support staff

External

- GPs
- Community midwives

- Equipment Service engineers
- Research Co-ordinators

KEY RESULT AREAS

- To assess patients and decide upon the most appropriate way to gain a successful ultrasound examination, adapting the technique to take account of the patient's physical and mental condition.
- To be able to interpret clinical information on an imaging request form so that the appropriate ultrasound technique is performed to answer the clinical problem.
- To provide an ultrasound report in specialist area maintaining appropriate records.
- Supervision and teaching of more junior staff and students in the development of skills in intricate or complicated imaging procedures and situations.
- To plan, organise and prioritise own patient workload and assist in that of trainees.
- To work within broad policies and protocols as defined by the local work area, Imaging Department, Trust or professional body.
- To ensure the quality of service to patients remains high and where appropriate provide feedback on proposals for improving services.
- To be responsible for the care and comfort of the patient whilst they are in the Imaging Department and respecting their privacy, dignity and religious and cultural beliefs.
- To train and supervise staff, as required (radiographic and non-radiographic) enabling them to become fully conversant with the duties applicable to them.
- To train and assess student sonographers as required.
- To develop training materials and protocol documents in specialist ultrasound areas.
- To mentor and precept junior staff.
- To encourage and practice high quality standards in all aspects of the Ultrasound Service.
- To be able to undertake a range of specialist ultrasound techniques with minimum support for both scanning and reporting.
- Act as a role model and ensure that all team members and others visiting the area give a high priority to policies and procedures relating to infection control in order to maintain a safe clinical environment for everyone.
- To ensure appropriate tidiness and efficiency is maintained in the work areas and assist other areas as necessary.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	<ul style="list-style-type: none"> ▪ BSc hons or equivalent ▪ State registration. • Significant post registration practice resulting in the broadening of expert knowledge and experience. ▪ PG qualification in Ultrasound 	
Experience & Knowledge	<ul style="list-style-type: none"> ▪ NT experience ▪ Awareness of FASP guidelines ▪ FASP e-learning evidence ▪ Relevant skills and knowledge in full range of ▪ Obstetric Examinations including NT and Early 	
Skills and Ability	<ul style="list-style-type: none"> ▪ To have the ability to assess patients condition in order to achieve quality ultrasound results. ▪ To be able to use skills and judgement on the ultrasound findings in order to produce a report leading to the appropriate diagnosis from a range of options. ▪ Using personal and professional judgement and experience to deal appropriately with complicated operational issues. ▪ Problem solving skills. To have the ability to interpret clinical information to ensure correct technique performed. ▪ Plan and organise own workload. ▪ Assist in the organisation of their section. Sole responsibility for planning departmental H&S programme including local staff training. ▪ Basic keyboard skills ▪ Provide appropriate highly specialist ultrasound service. ▪ To provide an accurate diagnosis and report 	

Communications and interpersonal skills	<ul style="list-style-type: none"> ▪ To respond appropriately to patients and carers needs demonstrating empathy and understanding. e.g. terminally ill patients and communicating highly sensitive information relating to foetal abnormalities/death. ▪ Ability to communicate clearly and concisely to a wide variety of patient groups ranging from Children to terminally ill. ▪ To have a caring attitude towards patients and staff ▪ To be able to move, coordinate patients' positions to achieve quality results. 	
Values and Behaviours	<p>Calm and empathic personality Good organisational and logical thinking processes.</p> <p>Able to work as part of a team.</p> <p>Role model with a good work ethic.</p> <p>Able to manage and communicate highly sensitive patient related information.</p> <p>Be highly self-motivated.</p> <p>Able to work confidently under multi demand and significant pressures.</p>	
Other requirements		

Person Specification

Communication and relationship skills (include internal/external contacts)

use highly developed interpersonal skills to gain a satisfactory imaging examination for all patients from all referral sources, eg. paediatric patients, psychiatric patients, those with special needs or those for whom English is not their first language.

To communicate highly sensitive information in an empathetic way to patients.

To encourage and reassure all patients and carers to co-operate in imaging procedures

in order to gain high quality ultrasound examinations.

To assist the Ultrasound Clinical Managers in ensuring that effective systems of communication are in place and utilised.

To contribute ideas and suggestions for service development or patient issues.

To express any issues of concern to the appropriate manager.

To liaise with and maintain good working relationships with other disciplines within the Imaging Department/Assessment & Diagnostics Directorate and also with other hospital staff groups as appropriate, eg. Consultants, other medical staff, specialist referrers, etc

Knowledge, training and experience

BSc hons or equivalent

State registration.

Significant post registration practice resulting in the broadening of expert knowledge and experience.

PG qualification in Ultrasound

Short courses

NT experience

Awareness of FASP guidelines

FASP e-learning evidence

Relevant skills and knowledge in full range of Obstetric Examinations including NT and Early Pregnancy with comprehensive written reports

Analytical and judgemental skills

To have the ability to assess patients condition in order to achieve quality ultrasound results.

To be able to use skills and judgement on the ultrasound findings in order to produce a report leading to the appropriate diagnosis from a range of options.

Using personal and professional judgement and experience to deal appropriately with complicated operational issues.

Problem solving skills.

To have the ability to interpret clinical information to ensure correct technique performed.

Planning and organisational skills

Plan and organise own workload.

Assist in the organisation of their section.

Sole responsibility for planning departmental H&S programme including local staff training.

Physical skills

Moving patients in accordance with the Trust manual handling policy in order to produce diagnostic images.

Positioning Ultrasound equipment and accessories to the correct position for the examination

To work single-handed.

To undertake scanning on an ongoing basis.

Responsibilities for patient / client care

Provide appropriate highly specialist ultrasound service.

To provide an accurate diagnosis and report

Responsibilities for policy and service development

To take part in the quality assurance programme for equipment for the section.

Implements policies and proposes changes which impact within and beyond the Imaging Service.

To monitor the performance of all associated equipment and report all potential and actual faults and hazards.

To contribute to policy development within the Imaging Department and propose changes within the work area, to take into account the need to frequently update scanning protocols.

Responsibilities for financial and physical resources

To utilise high-cost ultrasound equipment in a safe and effective way whether in a main Imaging facility or Mobile on a ward

To utilise accessory equipment in an appropriate and safe manner

Responsibilities for human resources

Responsible for line management of their nominated staff group and development of staff including appraisals, appointments and disciplinary.

Teaching and devising training, induction, and preceptorship and continuing professional development programmes.

The assessment of students, trainees and new starters to ensure minimum standards of practice are met and performance improvement measures are implemented and completed if required.

Responsibilities for information resources

To ensure that all clinical and other information records are fully and accurately completed including the departmental computer system.

Responsibilities for research and development

To take part in audit and research undertaken within the department.

To participate in National clinical trials as appropriate.

Undertake audit of own work in accordance with advanced practice guidelines for the department.

Freedom to act

To work within the AHP code of conduct

Accountable for own professional actions including reporting to a Consultant.

Physical effort

Moving patients in accordance with the Trust manual handling policy in order to produce diagnostic images.

Positioning Ultrasound equipment and accessories to the correct position for the examination.

To work single-handed.

To undertake scanning on an ongoing basis

Mental effort

Attention to detail to ensure accurate procedures.

Daily concentration on scanning and reporting

Emotional effort

Ability to cope with traumatic and highly emotional situations on a daily basis (reporting foetal abnormalities and imparting such news to patients; identifying cancers).

Ability to be empathetic and understanding.

Working conditions

Knowledge and ability to deal with blood and body fluid spills especially when transvaginal scanning.

Ability to cope with aggressive and violent patients.

Physically demanding working conditions

Constant use of VDU.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**



Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Version control – March 2020

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research:

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".