

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Job Description

1. Job Details

Job Title: Sonographer

Pay Band: 7

Directorate: Radiology

Base: Trust-wide

Essential Requirements

- BSc Diagnostic Radiography or equivalent with previous recent post-graduation experience.
- Post Graduate qualification in ultrasound with experience or significant equivalent level clinical ultrasound experience.
- The post holder must be on the HCPC Register or equivalent Voluntary Register.
- Specialist knowledge and experience in ultrasound scanning. This will cover a wide range of scanning applications e.g. abdominal, small parts and vascular and requires an in depth knowledge of cross sectional anatomy, pathology and ultrasound physics ultrasound equipment applications and practical skills
- high level of ultrasound interpretation skills to enable the provision of a clinical report to the referring physician
- A wide knowledge of disease processes and histopathological conditions, able to identify (by image interpretation and clinical signs) those patients whose results need to be expedited in order to optimise patient treatment and care.
- Working knowledge of all relevant professional and NHS policies and procedures.
- Good organisational interpersonal and communication skills, with ability to work in a team or independently as required.
- IT skills for Radiology Information Systems (RIS) and Picture Archiving and Communication Systems (PACS)
- Evidence of leadership skills
- Experience in teaching and training of staff
- Evidence of ongoing CPD.

Desirable Requirements

- Experience in a regional or specialist centre
- ECDL qualification

2. Job Purpose

- Member of a team delivering a high quality efficient and effective service, performing and independently reporting ultrasound scans on a daily basis.
- Able to demonstrate a professional and caring approach to patients.
- The post holder will be encouraged to take on additional responsibilities e.g. Radiation Protection Supervisor (RPS), moving & handling facilitator, Health & Safety representative or CPR trainer, student mentor/assessor, preceptor etc

3. Dimensions

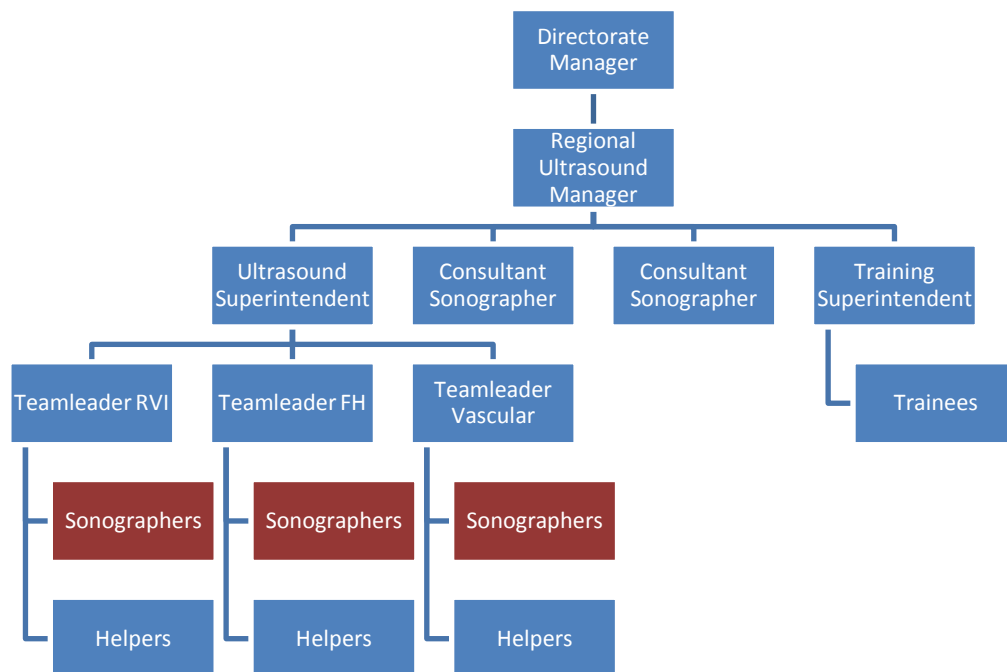
- Member of radiology team delivering services to a wide range of referrers. This includes external hospitals Trust clinicians and health care professionals, local GPs, private and category II referrals, podiatrists and other community health care professionals.
- Radiology provides services over 24 hour 7 days a week period at local, regional and supra regional levels performing in excess of 134,000 examinations per annum, 16,000 of which are ultrasound examinations.
- Many of these patients are transferred from other hospitals where specialist procedures are not provided often on patients who are acutely ill
- Suitable post for a candidate who has worked in ultrasound for a minimum of two years. The post holder will take responsibility for their own professional practice and also supervise, support or train junior staff as well as “acting up “for the Superintendent as required. The post holder will be responsible for the safe use of equipment up to the value of 12 million pounds.
- The post holder will be expected to work in at least one other specialised area after appropriate training and there is a commitment to out of hour’s work
- Where deemed competent may perform interventional ultrasound techniques as per departmental protocol and agreed scheme of work.

4. Organisational arrangements

Reports to: Superintendent Sonographer

Professionally Accountable to: Regional Ultrasound Manager

Staff for whom responsible: Students undergoing ultrasound training, radiographers, radiographic assistants



5. Knowledge, Training and Experience

- See essential requirements
- Where applicable attended mandatory training and gained recognised qualifications in order to undertake one or more of the following; Radiation Protection Supervisor, Basic Life Support Facilitator, Moving & Handling Facilitator, Ultrasound Student Supervisor or Assessor, Student Radiographer or NVQ) Mentor/ Assessor.
- The post holder must demonstrate, maintain and improve their own professional knowledge, skills and competence. This should be gained through additional clinical training and continuous professional development (CPD).
- The post holder will contribute to the ongoing development of specialist knowledge and expertise of the section and department, by sharing knowledge and learning to others within the multidisciplinary team, students and junior staff, or visitors.

6. Skills

Communication and Relationships

- Able to communicate complex and specialist information effectively with patients, explaining procedures carefully, gain their consent and continue to reassure throughout highly technical procedure, be understood where English is not the first language or where there are significant barriers to understanding i.e. learning difficulties etc
- Able to effectively and clearly explain complex and often sensitive procedures, findings and outcomes to patients using the appropriate language. Able to persuade/negotiate with difficult patients e.g. upset children, patients in pain sedated or intoxicated.
- Receive sensitive/confidential information regarding patient condition / welfare /status, for example checking Last Menstrual Period (LMP).
- Communicate complex and specialist information with colleagues within the department and on the wards. This may be oral, written or electronic and essential for the smooth running of the service.
- Attend weekly ultrasound team meetings. Other clinical groups as required
- Able to manage abusive or aggressive behaviour from patients and others and support junior staff
- Develop external networks with peers to share good practice

Analytical and Judgmental

- Interpret clinical information including results from other diagnostic tests or procedures, previous reports or images
- Interpret self-generated ultrasound images in order to diagnose and report on a wide range of medical conditions and pathologies.
- Able to interpret non ultrasound images in order to identify disease or injury that necessitates further views and/or immediate referral to specialist clinician
- Recognise situations that may be detrimental to the health and well-being of an individual and take appropriate action.
- Able to use the appropriate ultrasound computer software measurement programme for wide range of applications e.g.: tumour measurement, size of abdominal aortic aneurysm
- When using radiation make the necessary adjustments to equipment parameters to ensure optimum image quality and lowest radiation dose to the patient (e.g.

selection of low dose programmes and exposure factors, removal of secondary grids, safe practice. ALARA principle)

- Assist in the evaluation of ultrasound equipment

Planning and Organisational

- In collaboration with or in the absence of the superintendent the post holder will assist in the planning of the unit, prioritising access for patients who may be infectious, disabled or critically ill. This may also include arranging training sessions
- In collaboration with or in the absence of the superintendent the post holder will prepare complex equipment in the unit to ensure image quality and safety
- In collaboration with or in the absence of the superintendent the post holder will optimise patient access to the unit via an effective appointment /reporting system, flexible working, unsupervised radiological lists etc and monitor waiting lists. Working closely with office manager and appointment staff.
- When working in the department will prioritise own and junior work schedules and ensure that the working environment is safe, clean (as per Trust policy) and prepared for the needs of the patient and the requirements of the radiographic examination.
- Able to respond appropriately to unexpected events in order to maintain service delivery i.e. equipment breakdown.
- Able to prioritise and organise own workloads out of hours under emergency conditions

Physical Dexterity

- Manual dexterity and hand to eye co-ordination required for manipulation of ultrasound probe and individual patient anatomical orientation in association with equipment parameter selection
- Ability to manoeuvre ultrasound scanner, often at an unconventional height or in an unconventional manner when it is being used as a location device with the fixed lithotripter equipment, ensuring safety to patient and operator
- Ability to position patients and equipment for radiological examination(s).
- Ability to manoeuvre mobile equipment around the hospital when required, working in confined and/or sterile areas.
- Keyboard and mouse skills to input patient demographics, digital image acquisition and manipulation in specialist and plain film areas prior to storage on PACS. Keyboard and mouse skills for complex equipment software programmes.
- Keyboard and mouse skills to be able to reconstruct raw data into diagnostic images e.g. 3D images

7. Key Result Areas

Patient/Client Care

- Ensure that the patient environment is clean and safe and that patient confidentiality, security, dignity and respect are central to patient experience.
- Provide highest quality ultrasound scans and diagnostic reports.
- Expand the given medical history by direct discussion with the patient using focussed questions. Explain why the test is being requested and performed including risk/benefit and limitations.
- Ensure that patients are aware of the source and timeliness of their results
- Participate in delivery of patient care in all areas when working in lithotripsy assess patient's ability to tolerate lithotripsy treatment and adjust power levels on

equipment accordingly.

- Provide a high standard of diagnostic imaging to a wide range of patients, many of whom are very ill, promoting and maintaining a safe environment for staff, visitors and patients, ensuring that National IR (ME) R regulations are correctly followed.
- Responsible for safe use on patients of all medical devices e.g. all imaging and ancillary equipment
- The post holder is required to be aware of and participate in current technological advances, evidence-based practice and development of patient care.
- Participate in a 24 hour service 365 days of the year

Policy and Service Development

- Follow all Trust, departmental and directorate professional policies and protocols.
- With the superintendent assist in the drafting and development of ultrasound protocols, linking with service users and evidence based practice.
- As a member of the multidisciplinary team comment on existing departmental protocols and contributes to the continued development of such protocols
- With the superintendent assist in the identification of opportunities for service and radiographic role development.

Financial and Physical Resources

- As a team member assist the Superintendent with stock control within the ultrasound unit.
- Maintain tidiness and cleanliness in the work areas at all times.
- Responsible for self and junior staff for the safe use of highly specialised , complex equipment up to the value of 12 million pounds
- Follow departmental guidelines regarding the safe keeping of patients' property whilst within the department.
- With superintendent ensure equipment is in good working order and quality assurance (QA) tests are performed.
- With superintendent undertake regular risk assessments within the unit.
- In the absence of the superintendent take appropriate action when any defective or potential hazards occur, ensuring a safe environment for staff and patients etc

Human Resources

- Supervise radiographers (link grade), students, assistant practitioners and radiographic assistants etc.
- Responsible for regular staff appraisals /performance, development of objective setting for up to two radiographers and a radiographic assistant. Encouraging best practice and identifying training needs.
- Provide advice and support to newly appointed and less experienced staff of the same grade as well as medical staff, other health care professionals and visitors.
- Supervision of all staff (medical and non-medical) for all aspects of radiation protection.
- Member of the ultrasound team providing training to Sonographer trainee and SpRs on rotation through the unit. This will include external professionals on clinical placements
- Provide professional advice on imaging procedure and other specialised areas within area of expertise to patients, colleagues and other members of staff.
- Assist in the training of junior/newly qualified staff (and others as required) as part of preceptor ship or mentorship programmes.
- Demonstrate high professional standards as a role model to junior staff.

- Encourage junior members of staff to develop through preceptorship, training and appraisals.
- On occasion be required to “act up” when Superintendent is absent, taking responsibility for the unit/department, ensuring agreed work standards are followed

Information Resources

- Provide a clinical report this may be written or electronic
- Responsible for maintaining accurate electronic database and documenting treatment reports for patients undergoing lithotripsy treatments.
- Manipulate computer parameters on scanning equipment to enhance image quality and aid diagnosis and anatomical measurements.
- Ensure that all data entered into the radiology information system (RIS) by self and junior staff is accurate and updated as necessary, whilst maintaining patient confidentiality and data protection.
- The post holder is expected to take a role in improving, maintaining and promoting data quality throughout the organisation. Ensuring the accuracy of all patient records –paper and computerised are accurate and up to date at all times.
- To be fully conversant with the picture archiving and communication system (PACS), ensuring electronic radiographic images are delivered to the archive, correct workstations and available throughout the Trust. Retrieve information from the archive daily
- Enter each patients information into a daily registration logbook
- Responsible with the superintendent for record keeping (written and electronic) of equipment faults, service repairs and QA records.
- Access educational websites and make use of professional literature

Research and Development

- Assist in the audit of imaging and performance standards ensuring good practice.
- Participate in or facilitate clinical trials within the unit.

8. Freedom to Act

- Work within the Health and Care Professionals Code of Professional Conduct and adhere to policies, procedures and guidelines, which govern practice at national and local level.
- Daily required to work without supervision, taking professional decisions on patient care and utilising expertise, especially in satellite clinics
- Freedom to refuse or suspend clinical examinations and procedures where requests are considered unjustified for ultrasound or plain film radiographs.
- Freedom to alter requested examination or extend the examination in order to enhance radiological / sonographic diagnosis.
- Exercise judgement to change the examination to suit the clinical/physical requirements of the patient.
- Freedom to make decisions (within recommendations and best practice) on the most appropriate power level/time period of lithotripsy “treatment” for individual patients.
- When applicable, propose, draft and assist in the implementation of policies and protocols relating to ultrasound
- Collaborate with other multidisciplinary teams to provide the highest standards of care in accordance with clinical governance.

- Comply with systems and practices, which are in place at departmental level to ensure compliance with Trust policies and procedures.

9. Effort and Environment

Physical

- Repeatedly, throughout the day assist or pat-slide patients when necessary in accordance with moving and handling guidelines.
- Frequently transport patients around the department using chairs, trolleys and beds.
- Frequently move ultrasound equipment around the hospital e.g. to clinics and wards. Occasionally manoeuvre ancillary x-ray equipment accurately and safely in the department and in theatre.
- Spend long periods of sitting at a VDU in a semi-darkened room, maintaining often-awkward postures with a high risk for work related upper limb disorder (WRULD) and back problems.

Mental

- Ability to concentrate on both patient's condition and image acquisition (VDU) throughout scanning procedure.
- Maintain concentration whilst composing a clinical report whilst being able to respond to requests for assistance or advice.
- Required to listen carefully to patient's answers in order to enhance the given clinical information.
- Required to listen carefully to audio Doppler signal to aid clinical diagnosis of blood perfusion or arterial stenosis
- Have the ability to deal with an unpredictable workload and handle situations as they arise (often under pressure) returning to the original task in hand.
- May be required to manage conflicting situations and demands from clinical teams competing for priority.
- The ability to multitask and use several different computer based systems simultaneously e.g. RIS, PACS for ultrasound

Emotional

- Deal with distressed, emotional and anxious patients e.g. in pain, apprehensive about treatment, pregnant patients
- Disclosure of scan results to patients within an agreed protocol, which may involve unwelcome/unexpected results.
- Perform scans with relatives present, particularly children, with associated anxiety and expectations.
- Undertake examinations involving patients who have recently been diagnosed with terminal illness.

Working Conditions

- Follow Trust policies, protocols and guidelines to minimise risk from daily exposure to infectious diseases such as MRSA and hepatitis, and frequent exposure to body fluids, faeces, urine, infectious material, vomit, etc
- Working for long periods in a darkened room with no access to daylight or fresh air.
- Required to work within radiation protection guidelines to minimise radiation to self, patients and colleagues.

- Potential exposure to physical and verbal abuse from patients or patient's relatives.
- Participating in 24 hour on call rota and working alone on a regular basis

Signed:
(Post holder)

Date:

Signed:
(Directorate Manager or equivalent)

Date:



The Newcastle upon Tyne Hospitals NHS Foundation Trust

Person Specification

JOB TITLE: Sonographer**BAND:** 7**DIRECTORATE:** Radiology

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
Qualifications & Education	<ul style="list-style-type: none"> BSc Diagnostic Radiography or equivalent with previous recent post-graduation experience. Post Graduate qualification in ultrasound with experience or significant equivalent level clinical ultrasound experience. The post holder must be on the HCPC Register or equivalent Voluntary Register. 	<ul style="list-style-type: none"> ECDL qualification 	
Knowledge & Experience	<ul style="list-style-type: none"> Specialist knowledge and experience in ultrasound scanning. This will cover a wide range of scanning applications e.g. abdominal, small parts and vascular and requires an in depth knowledge of cross sectional anatomy, pathology and ultrasound physics ultrasound equipment applications and practical skills high level of ultrasound interpretation skills to enable the provision of a clinical report to the referring physician A wide knowledge of disease processes and histopathological conditions, able to identify (by image interpretation and clinical signs) those patients whose results need to be expedited in order to optimise patient treatment and care. Working knowledge of all relevant professional and NHS policies and procedures Experience in teaching and training of staff Evidence of ongoing CPD. 	<ul style="list-style-type: none"> Experience in a regional or specialist centre 	
Skills & Abilities	<ul style="list-style-type: none"> Good organisational interpersonal and communication skills, with ability to work in a team or independently as required. IT skills for Radiology Information Systems (RIS) and Picture Archiving and Communication Systems (PACS) Evidence of leadership skills 		
Values / Behavioural / Attitudes	<ul style="list-style-type: none"> Evidence of ongoing CPD. 		
Core Behaviours	<ul style="list-style-type: none"> Alignment to Trust Values and Core Behaviours 		

CANDIDATE:**REFERENCE NO:****SIGNED BY:****DATE:****DESIGNATION:**