

JOB DESCRIPTION

Job Title: Ultrasonographer

Band: Band 7

Department: Radiology

Reports to: Ultrasound Clinical Lead

Responsible to: Radiology Operations Manager

Responsible for: Student Sonographers

JOB PURPOSE

To work as an autonomous practitioner within undertaking a range of high quality ultrasound examinations, interpreting the resultant images and providing a diagnostic report in support of subsequent patient management.

As an Advanced Practitioner with expert knowledge of ultrasound techniques underpinned by theory and experience you will work as part of a team. The post holder will advise and assist less experienced staff ensuring high standards are maintained at all times.

To provide an efficient and high quality imaging service, whilst dealing with patients in a caring professional manner.

To act as an expert practitioner demonstrating extended clinical competencies and knowledge base, and to assist in the provision of ultrasound services in conjunction with the Consultant Radiologists.

MAIN DUTIES

Expert Practice

- To undertake a range Ultrasound examinations within scope of clinical expertise and knowledge. This may include the following examinations; Obstetric, Gynaecological, General Abdominal, Vascular, Musculoskeletal and additional examinations depending on training and knowledge base.
- Adapt clinical remit in line with Departmental Service needs. This may include training to undertake newly developed ultrasound procedures.
- To act as an expert practitioner demonstrating advanced clinical competencies and knowledge.
- To assist in the establishment of standards and guidelines for best practice and propose changes in procedures and protocols in the department.
- To assist in the training of Student Sonographers in support of service continuity.
- To have an interest in all aspects of Ultrasound, with the ability to develop skills in new technology.
- Assess requests imaging: justifying and/or authorising such requests as appropriate, liaise with Radiology/Radiography colleagues when specialist input, or advice regarding alternative imaging is required.
- To review images and ensure that supplementary imaging procedures/views are considered prior to patient departure from the Department.
- Provide a highly specialist clinical service and advice in the form of prompt formal written and verbal reports on ultrasound studies to the referring clinician.

Clinical

- Function as a key member of the Radiology team.
- To receive, register and be responsible for entering accurate data entry onto the RIS (Radiology Information System).
- To acquire to a high standard diagnostic images and physically position the full range of patient presentations accurately for examinations taking into account patient limitations and adapting standard techniques where necessary (presentations include distressed children, unconscious patients and uncooperative patients).
- To have excellent theoretical and practical knowledge of imaging equipment and techniques which may need to be modified in an appropriate manner to obtain the optimum image.
- To review current literature regarding current best practice and suggest change where necessary to the departmental imaging protocols.
- To ensure all appropriate infection control measures are utilised, paying particular attention to personal protection as well as the management of equipment and linens.
- Work as a senior member of a multi-disciplinary team, when undertaking ultrasound procedures to provide a high quality of service to patient's.
- Maintain and safely use highly specialised and expensive equipment (£30,000+) used by self and others
- To undertake other duties as and when required by the demands of the Clinical Lead.
- Be responsible for the delivery of clinical expertise in all aspects of patient care within the department
- At all times behave in a manner appropriate to the professional code of conduct of a State Registered Radiographer.

General

- Ensure a high quality of service within the Radiology Department or associated locations.
- To participate in the safe transfer of patients and equipment within the department and hospital respectively, using manual handling guidelines and risk assessment.
- Be able to exercise personal responsibility and make decisions in unpredictable situations.
- Maintain knowledge of the equipment to promote safe, effective and efficient handling within the clinical setting, to uphold COSHH (2002), Health and Safety guidelines.
- To attend departmental meetings as required to comment on departmental related issues.
- To reflect on systems of work and communicate areas of deficit or potential advancement to the Radiology Management Team.
- To adapt and quickly respond to changes in service, patients or departmental need
- Keep equipment, work areas and accessories clean and tidy. Be aware of all procedures to promote infection control and reduce cross infection.
- Be familiar with the range of technical applications available on imaging equipment.
- To complete all paperwork pertaining to compliance with Trust policies e.g. incident forms.
- Take responsibility for decisions undertaken when using own initiative whenever the situation demands e.g. referral to the Child Protection Team if applicable.
- To demonstrate a wide range of problem solving skills involving allocation of staff due to absence and associated adequate service provision.
- To conduct examinations according to protocol for a range of clinical trials.
- To participate in extended, 7 day provision of Ultrasound Services (including Public Holidays) in accordance with the requirements of the service.
- To practice on multiple sites within the Trusts catchment area.

COMMUNICATION

- Communicate highly complex and sensitive information to the patient and referring clinician related to diagnosis.
- Provide and receive highly complex information which requires empathy and reassurance and often involves overcoming barriers to understanding.

- Act as clinical interface between outpatient departments and Radiology; helping and offering advice to medical staff and interpreting images and.
- To act as a point of advice for imaging referrers and patient enquiries.
- To assess and provide specific communication needs of individual patients.
- Provide information by explanation and demonstration of often-complex procedures and listening to the patient's requirements in order to encourage compliance with the imaging process. Some patients will have a barrier to understanding e.g. dementia, language barriers, or be unable to communicate. Considering the predominantly unpredictable arrival of patients with communication difficulties, it is often down to the radiographer to develop some sort of improvised dialogue with the patient e.g. hand gestures and bodily movements.
- To communicate effectively and empathetically with relatives of patients.
- To ensure that urgent findings are communicated and patients are directed accordingly.
- To liaise with other departments/wards within the hospital and various external sources in order to provide a quality service to patients and clinicians. Keeping them informed of any delays to patient throughput that might result as a consequence of, for example excessive workload, equipment breakdown, sickness etc.
- Ensure that incidents are reported to the Clinical Services & Quality Manager in accordance with trust policy.

TRAINING & DEVELOPMENT

- Support the education of both undergraduate and postgraduate students.
- Maintain an extensive and contemporary knowledge of ultrasound by participating in on-going education development and research.
- Encourage staff to improve their knowledge and skills and, where possible extend their roles.
- Provide evidence of continual professional development.
- Assist in the training of Doctors, Student Radiographers and Student Sonographers.
- Help Develop Radiology services in collaboration with other members of the team.
- In conjunction with the Clinical Services & Quality Manager and Radiologists actively establish and carry out continual audit programmes in order to evaluate the accuracy reporting.
- To undertake formalised assessments of undergraduate students and document findings in accordance with each academic institution's requirements.
- As a senior member of the team to offer support, mentoring, advice and ensure the corrective guidance of junior staff, demonstrating an ability to motivate, particularly by example.
- To participate in the academic programme of the department as required.
- To actively participate in the department's audit programme.
- To evaluate technology and its clinical application.
- To provide training in the use of clinical equipment for other staff. Advising on appropriate record keeping.
- To provide elements of induction training and support for other staff.
- Maintain a commitment to CPD, keeping up to date with latest developments as required for Clinical governance; ensure CPD portfolio is kept up to date.

ORGANISATIONAL RESPONSIBILITIES

- Assist in the establishment and revision of standards and guidelines for best practice.
- Help organise and manage the workload for the ultrasound service as a Senior member of staff
- To participate in the appraisal of junior staff and students.
- To have expert knowledge and have the ability to train others on the full range of appropriate technical applications available in the ultrasound departments.
- Advise more junior members of staff about their quality of work.
- To assist in the planning and organisation of the workflow of the department.
- To help maintain adequate stocks of consumable items.
- To organise workload in line with clinical priorities

- To monitor and report deficits in the data integrity of the information systems in use in the department.
- To report clinical, non-clinical and radiation incidents in line with Trust and departmental risk management policies.

PROFESSIONAL RESPONSIBILITIES

- Ensure compliance with requirement to re-new Professional Registration Bi-Annually.
- Uphold Professional Conduct at all times in accordance with Society of Radiographer (SOR) Statements for Professional Conduct and Health Professions Council (HPC) Standards of Proficiency for Radiographers.
- Undertake appropriate, documented Continuing Professional Development in accordance with the requirements of the HPC.

EFFORT FACTORS

- PHYSICAL EFFORT**

What physical effort is required for the job ?

Type of Physical Effort	How Often	For How Long	What weight is involved	Any Mechanical aids
Assistance and Transfer of Patients on and off, couches etc	Frequently	Short Periods	Adult & Paediatric Patients	Trolleys, Patslides, other mobility devices available.

Is the job holder expected to sit / stand in a restricted position ? **Yes** ✓ Nature of ultrasound requires the sonographer to sit or stand in close proximity to the patient for a period of time, multiple times per day.

- MENTAL EFFORT**

Are there any particular duties requiring particular concentration ? **Yes**

Types of Duties	How Often	For how long
PC Based work to include: Input of data to CRIS, PACS system. Compilation of complex diagnostic reports based on the findings of imaging procedure. Work with Computer Console equipment when operating equipment and inputting data to Radiology Information System. Inputting of data to	Frequently	2-3 hours per occasion in any one day.

spreadsheets and documents for record purposes. Analysis of Digital Images on PACS workstations in order to produce a diagnostic report, requiring intense concentration.		
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Are there any duties of an unpredictable nature ? Yes – Patients may be distressed by the results of their examination and may require immediate counselling.

- **EMOTIONAL EFFORT**

Does the job involved dealing with any distressing or emotional circumstances ?

Type of circumstances	Direct / Indirect Exposure	How Often
Dealing with critically ill and seriously injured patients. Sharing findings of ultrasound examinations with patients which may sometimes be bad news.	Direct & Indirect	Occasionally/Frequently

- **WORKING CONDITIONS**

Does the job involved exposure to unpleasant working conditions ? Occasional / Frequent exposure to body odours highly unpleasant working conditions / body odours / transvaginal scans.

Employment Acts & Codes of Conduct

All employees are required to comply with employment legislation and codes of good practice.

Health & Safety

In accordance with the Health & Safety at Work Act 1974, and other supplementary information, all employees are required to take reasonable care to avoid injury during the course of their work and cooperate with the Trust and others in meeting statutory requirements.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a principal investigator or local researcher, or assistant researcher, you must comply with the principles of clinical governance and the research governance framework.

Development Review

Key performance objectives, development needs and compilation of a personal development plan will be discussed and agreed at the annual development review meetings.

Rules, Regulations, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, standing orders and financial instruction policies of the trust.

Review

This is not intended to be a comprehensive description of the duties of this post. Due to the trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder.

The trust operates a No Smoking Policy and is an Equal Opportunities Employer.

ACCEPTANCE OF JOB DESCRIPTION

I confirm that I accept the duties contained in the above job description.

Name.....

SIGNED.....

DATE.....

Date Prepared: January 2011 Prepared By: David O'Brien