

JOB DESCRIPTION

TITLE OF POST:	Senior Sonographer
SALARY BAND:	Band 7
LOCATION:	Queen Charlotte's & Chelsea Hospital/ St Mary's Hospital
RESPONSIBLE TO:	Ultrasound Service Manager
PROFESSIONALLY ACCOUNTABLE TO:	General Manager
HOURS PER WEEK:	37.5

INSPIRING FUTURES

More than just a healthcare provider, Imperial College Healthcare NHS Trust is on a mission to give our patients exemplary, compassionate and safe care. We're doing this through innovations in patient care, education and research. Every day our people work hard to bring us closer to where we want to be. Join us and you'll be part of a community that recognises your contribution – and inspires you to achieve great things.

Five London hospitals make up Imperial College Healthcare NHS Trust: St Mary's Hospital, Charing Cross Hospital, Hammersmith Hospital, The Western Eye Hospital, and Queen Charlotte's & Chelsea Hospital. Some 10,000 people work together across these sites and in the community to provide the best clinical outcomes and standards of care to our patients.

One of the largest Trusts in the country, we're also the UK's first academic health science centre (AHSC), bringing together the benefits of cutting-edge research with high standards of patient care. With more than 50 specialties and one of the largest portfolios of services in the country, we're a place full of opportunity as well as inspiration. We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

Ultrasound

The Women's health ultrasound service is delivered across two sites: Queen Charlotte's and Chelsea Hospital and St Mary's Hospital. The workload is both varied and includes high and low risk pregnancies in addition to gynecological ultrasound. The Directorate of Maternity delivers over 9,000 women per year, with the recent reorganisation of maternity services in North West London. Queen Charlotte's and Chelsea Hospital is a tertiary referral unit with a high risk labour ward, obstetric high dependency unit and a tertiary and quaternary obstetric medicine service. It is the regional designated centre for tertiary fetal medicine with a level 3 neonatal unit. St Mary's Hospital is a secondary hospital with a level 2 maternity unit and high risk labour ward.

Imperial College Healthcare NHS Trust Values

- ☐ **Kind** - We are considerate and thoughtful, so you feel respected and included.
- ☐ **Collaborative** - We actively seek others' views and ideas, so we achieve more together.
- ☐ **Expert** - We draw on our diverse skills, knowledge and experience, so we provide the best possible care.
- ☐ **Aspirational** - We are receptive and responsive to new thinking, so we never stop learning, discovering and improving.

AIM OF THE ROLE:

- The post holder will be a qualified sonographer who will be expected to work autonomously within the specialist field of obstetrics and gynaecology imaging.
- To provide an efficient and professional ultrasound service, maintaining a high standard of patient care.
- Assess and report on own specialist workload.
- Participate in service activity within specialised areas of working.
- To provide supervision and training of junior ultrasound staff, students and doctors rotating through the ultrasound unit.
- To develop and improve professional expertise via continuous professional development
- To deputise for Superintendent Sonographer when required.

KEY WORKING RELATIONSHIPS:

- Major working relationships with all ultrasound department staff, working as part of the multidisciplinary team.
- Patients, families and carers.
- Liaison with other clinical professionals and support staff.
- Supervisory and training responsibility for medical staff and student sonographers at undergraduate and post graduate level.

KEY RESULT AREAS:

1. Perform obstetric & gynaecological ultrasound examinations according to Trust, Departmental and statutory regulations.
2. To work as part of a team providing the highest standard of patient care within the Women's directorate.
3. Assess and report on own specialist workload.
6. To communicate effectively in order to ensure the smooth running of the service.
5. To supervise ultrasound staff, students and medical staff.
6. Commitment to Directorate and Trust objectives.

MAIN TASKS AND RESPONSIBILITIES:

1. **Perform Obstetric & Gynaecological Ultrasound procedures according to Trust, Departmental and statutory regulations.**
 - 1.1 Undertake obstetric and gynaecological procedures in accordance with guidelines to maintain the set standard of practice.
 - 1.2 This role requires the post holder to have advanced clinical judgement to enable independent effective decision-making.
 - 1.2 Co-ordinate the day to day organisation of assigned area of work.
 - 1.3 To use the equipment correctly, reporting any faults to the Manager.
 - 1.4 To be proficient with the department computer systems and ensure that accurate records are maintained ensuring findings are reported and acted upon.
 - 1.5 To report any fault in the database.
 - 1.6 To participate in audit, research and quality control programmes.
 - 1.7 Provision of clinical information to the patient.
 - 1.8 Participation in the Down screening programme.

- 1.9 To ensure that all standard operating procedures and guidelines are adhered to by all members of staff.
- 1.10 To promote a high standard of technical expertise within the unit.
- 1.11 The post holder must be able to concentrate for long periods of time during each examination – the accurate interpretation of findings is essential.
- 1.12 A high level of physical skill is required by the post holder e.g. hand-eye coordination, sensory skills, sight and touch, dexterity and manipulation of the ultrasound probe. There is also a requirement for speed and accuracy.

2. Provide a high standard of patient care.

- 2.1 To ensure the highest standard of patient care is maintained at all times.
- 2.2 To communicate distressing and unwelcome news to patients using tact, empathy, diplomacy and persuasive skills.
- 2.3 To assist with development of departmental guidelines in order to ensure best practice is maintained.
- 2.4 To participate in the monitoring of standards.
- 2.5 To facilitate patients enquiries and concerns.
- 2.6 To ensure that the patient welfare, privacy and comfort are maintained to the highest standard of care.

3. Assess and report on own specialist workload

- 3.1 To undertake a wide range of obstetric and gynaecological procedures as an independent practitioner.
- 3.2 To interpret the examination and provide a diagnostic report to the referring clinician.
- 3.3 To advise and arrange follow-up action regarding patient management.
- 3.4 To communicate effectively the results of the examination.
- 3.5 To formulate a comprehensive diagnostic report independently on a wide range of clinical conditions.
- 3.6 To be accountable, have flexibility and freedom to refer independently.
- 3.7 To effectively communicate with referring clinicians regarding the ultrasound report in order to assist with patient management.

4. Communicate effectively to ensure the smooth running of the service

- 4.1 To communicate and liaise effectively with other staff within the Trust and members of the public to ensure the smooth running of the service.
- 4.2 Ensure that enquiries are dealt with promptly and efficiently.
- 4.3 To report immediately to the manager / deputy of any patient or staff complaint.
- 4.4 Liaise closely with the reception staff.
- 4.5 The post holder will assist with and encourage service development and innovation.

5. To supervise junior ultrasound staff, students and Clinical Fellows.

- 5.1 To supervise, mentor, train and advise students and ultrasound staff.
- 5.2 To support other disciplines within the Trust, external attachments, clinical, technical and nursing when deployed to the ultrasound department.
- 5.3 To assist in the development of staff.
- 5.4 To be a role model.

6. Commitment to Directorate and Trust Objectives

- 6.2 Participate in annual IPR and CPD.
- 6.3 Take responsibility for continual professional development while liaising with the line manager for advice, guidance and allocation of appropriate resources for training and development.
- 6.4 Participate in research and development related to speciality.
- 6.5 Assist with departmental audit and quality control.
- 6.6 To attend and participate in Trust study forums within directorate.
- 6.7 The post holder will undertake reflective evaluation of practice and actively support and promote Clinical Governance.

General Responsibilities

Any other duties commensurate with the grade of the post; including adherence to appropriate Trust policies.

Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

IMPERIAL COLLEGE HEALTHCARE NHS TRUST

PERSON SPECIFICATION

POST: Senior Sonographer Band 7

DEPARTMENT: Women & Children's Directorate

LINE MANAGER: Ultrasound Service Manager

ATTRIBUTE/SKILLS	MEASUREMENT	ESSENTIAL	DESIRABLE
EDUCATION	<i>Application form/CV:</i>	Recognised postgraduate qualification in ultrasound. DMU / PgDip/ Pg Cert Medical Ultrasound. Evidence of CPD.	Nuchal translucency accreditation Further professional qualifications HPC registration
SKILLS/ABILITIES	<i>Application form/CV:</i>	Independent reporting. Computer literate. Organisational skills. Adaptable. Able to work under pressure Professional attitude. Leadership qualities.	Demonstrate experience of audit
	<i>Assessment/Interview:</i>	Good Interpersonal skills. Team spirit. Ability to mentor a student To be able to work flexibly to meet the needs of the service.	Ability to mentor a student Ability to interpret statistics and utilise knowledge to help advise women regarding antenatal screening and diagnosis of fetal abnormalities Use of computerised information including PowerPoint presentation
EXPERIENCE	<i>Application form/CV:</i>	Experience of range of obstetric/ gynaecological ultrasound including: TV scanning, all aspects of fetal anomaly screening programme and obstetric scanning, including Doppler Patient care. Awareness and knowledge of current safety requirements; NSC, NICE and other relevant national	Keen to support the Maternity Services Strategy, with particular regard to the quality of the patient journey.

		guidelines	
	<i>Assessment/Interview:</i>		Experience of specialised procedures. Supervisory experience.
COMMUNICATION SKILLS	<i>Application form/CV:</i>	Effective communication in a wide range of situations in writing, person or by telephone. Good interpersonal skills and ability to network across professional boundaries	
	<i>Assessment/Interview:</i>	Effective interaction and verbal communication	
PHYSICAL QUALITIES		Good general health. Sufficient to fulfil the duties of the post with any aids and adaptations Able to scan for the duration of the scan list	
VALUES	<i>Assessment/Interview:</i>	Demonstrable ability to meet Trust values	