# JOB DESCRIPTION

## JOB DETAILS:

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| Job Title: | Advanced Practitioner - Ultrasound |
| Band: | 7 |
| Directorate: | HCS |
| Department: | Diagnostic Imaging Across Somerset |
| Base: | Ultrasound Department within Diagnostic Imaging Department, Musgrove Park Hospital or Yeovil Hospital. Regular sessions also carried out within other clinics both internal locations and peripheral hospitals. |
| Responsible for: | Performance of General and Obstetric ultrasound examinations. |
| Responsible to: | Lead Sonographer |

## Job Purpose:

To work as part of the ultrasound team undertaking a wide range of ultrasound examinations. The post holder will be expected to work independently and produce diagnostic reports which will provide advice on future patient management to other clinicians, including obstetricians, gynaecologists, midwives, GP’s etc. Experience of Nuchal Translucency scanning would be an advantage, but training can be provided.

To provide general and specialised ultrasound services in the main hospital and at outlying hospitals and clinics thus providing highly skilled patient focused care.

Any other reasonable task as directed by line manager commensurate with grade.

**Date of Job Description: April 2023**

## Duties and Responsibilities

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| **Communication and Key Working Relationships** |
| * With colleagues at all levels in the department, including clerical, nursing, ancillary and clinical staff, consultants and SPR’s. * With colleagues at all levels on other wards and in other departments. * With colleagues at all levels within outlying hospital where we provide an ultrasound service. * With patients, relatives and carers. * With external health professionals such as GP’s, nurses, consultants, midwifes and ambulance staff. * Presentations, seminars and training sessions. * Scan results, appointment times, patient preparation and transport requests are communicated in the form of face to face, telephone, written or electronic transfer (fax or email). |
| **Planning and Organisation** |
| * To contribute to the efficient day-to-day running of the ultrasound department, dealing with telephone enquiries, booking problems, whilst being flexible to the use of time and equipment and assisting patients to meet their needs as required. * To organise inpatient ultrasound lists, in the absence of the ultrasound co-ordinator. |
| **Analytics** |
| * Makes judgement when dealing with enquires, to resolve problems for patients and staff. * Evaluates imaging obtained to assess diagnostic quality of examination and informs clinician * Interpret imaging and draw conclusions to establish a diagnosis |
| **Responsibility for Patient / Client Care, Treatment & Therapy** |
| * To work independently in wide range of sonographic situations ( site specific) e.g., abdominal scanning, transvaginal scanning, DVT’s, Carotids, lumps and bumps/MSK, foetal anomaly scanning, obstetric and gynaecological scanning paediatric scanning to include hips for congenital dislocations of the hip (only if qualified or experienced in baby hip scans). * To provide highly complex, sensitive or contentious information to patients where there are barriers to understanding. * Highly developed interpersonal and empathic skills are required to impart this highly sensitive information. * Organise own, other sonographers, radiologist and support staff workloads. * Produce timely high-quality images of patients adapting techniques to the patient’s mobility/disability/age/condition. * To be responsible for reporting all obstetric, gynaecological, neonatal hip and abdominal scans in accordance with the local departmental protocols. * To convey abnormal and normal scan results to patients or parents eg obstetric scanning, neonatal hip scanning. * To use professional knowledge to give advice on images and appropriate examinations to clinicians when requested. * To take a full and active part in providing a high-quality service to the users. * A high degree of empathy is needed when dealing with distressed patients, relatives and carers and imparting potentially distressing results to patients, relatives and carers’ eg foetal abnormality and foetal death. This can often occur several times a week when working single-handed in a lone worker situation. * To ultrasound patients under difficult situations e.g., children, elderly, confused, disabled etc. * To take part in weekend and Bank Holiday shifts to maintain a core ultrasound sonographer led out of hours service. |
| **Policy, Service, Research & Development Responsibility** |
| * Maintain HPC registration. * To take responsibility for CPD. * Act according to department and Trust policy and protocols including the safe use of costly equipment. * To partake in audit and research studies as required, both national and local studies, some ongoing but at least 2 others a year. * To attend mandatory training and updates on a yearly basis as per Trust policy. * To undertake training in more specialised roles as the needs of the department change. Any changes will be made following consultation with each individual. |
| **Responsibility for Finance, Equipment & Other Resources** |
| * Responsible for the correct use of complex machines that are computer based with highly sensitive probes. The ultrasound machines range in value from £50,000 to £100,000 and the probes cost from £5000 - £7000 each. * No budgetary responsibility. |
| **Responsibility for Supervision, Leadership & Management** |
| * Provide cross cover for colleagues during periods of absence, acting up and down when required. * Support with welcoming, inducting, training, mentoring of new staff into the team as required – including those helping the team on a short-term basis. * Work flexibly across the Trust as required. * Act as a positive role model and lead by example * Assist with risk management. * Responsible for work of porters, HCAs in area. * Responsible for supervising and teaching students and SPR’s. * To train radiographers, midwives, SPR’s and students in both the practical and technical knowledge of ultrasound as required. |
| **Information Resources & Administrative Duties** |
| * Use the Trust’s PACS (Picture Archive Communication System) and the CRIS system (Computerised Radiology Information System). * To use the Viewpoint Obstetric reporting package and any additional patient information systems appropriate to the base site. * To use patient and image data archiving systems. * To use the hospital and radiology IT systems to enter and retrieve patient information accurately, including the identification of ultrasound images. * To type / dictate & verify reports as required. * To use computers regularly after each patient to update information and report on the scan. |
| **Any Other Specific Tasks Required** |
| * To work single handed in peripheral hospitals and clinics. * To work flexibly and able to travel to other areas as and when required. |

## Review of this Job Description

## This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## General Information

## At all times promote and maintain the safety of children by working according the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## Confidentiality

## The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act, the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## Equality & Diversity

## Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## Safeguarding

## All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust’s procedure for raising concerns about the welfare of anyone with whom they have contact.

## Risk Management / Health and Safety

## Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

## Records Management

## The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## Clinical Governance

## The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

## Prevention and Control of Healthcare Associated Infection

## The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## Smoking

## The Trust operates a ‘non-smoking’ policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## Policies & Procedures

## Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## Sustainability Clause

## Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

## Person Specification

**This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).**

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| **Requirement** | **Essential / Desirable** | **How Assessed** |
| **QUALIFICATIONS & TRAINING**  Post Grad Certificate or Diploma in medical ultrasound  Under graduate degree in Radiography, Nursing or Midwifery  CASE accredited qualification in Obstetric ultrasound  CASE accredited qualification in General Medical ultrasound  HCPC or NMC registration | **E**  **E**  **E**  **E**  **E** | **Interview &**  **Application form** |
| **KNOWLEDGE**  Knowledge of medical terminology Knowledge of Department and Divisional Structure  Knowledge of specialised examinations  Current developments in the NHS and their likely impact on imaging provision | **E**  **E**  **E**  **D** |  |
| **EXPERIENCE**  Evidence of supervisory and mentoring skills  NHS experience  Previous foetal anomaly, hips and abdominal scanning.  Nuchal scanning  Doppler experience and testicular scanning  Post qualification experience | **E**  **E**  **E**  **E**  **E**  **E** |  |
| **SKILLS & ABILITIES**  Good communication skills on the telephone, via email, face to face and in written correspondence  Professional and responsible approach at all times | **E**  **E** |  |
| **COMMUNICATION SKILLS**  Good analytical and judgmental skills with ability to prioritise  Evidence of a good standard of Literacy / English language skills  High degree of empathy, able to communicate unpleasant news sensitively and provide reassurance and counselling having attended an approved course  High level of communication and interpersonal skills  Good patient care skills | **E**  **E**  **E**  **E**  **E** |  |
| **PLANNING & ORGANISING SKILLS**  Ability to multi task  Ability to organise own time  Ability to manage junior staff working as part of the team  Ability to teach students from a range of differing backgrounds  Good organisational and planning skills  Decisive & Well motivated  Able to work independently  Flexible attitude to service provision and enthusiasm for change | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |  |
| **PHYSICAL SKILLS**  Able to cope in a busy working environment  Excellent hand to eye co-ordination  Able to sustain physical, mental and emotional effort  Manual dexterity | **E**  **E**  **E**  **E** |  |
| **OTHER**  Flexible approach to work  Demonstrate respect for confidentiality at all times  Proven experience of successfully working in team environment  Show initiative but also able to follow instruction as required  Car owner/driver  Basic IT Skills  Able to work in an adverse environment  Ability to work as part of a team  Willingness to use technology to improve standards of care and support to our patients | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |  |
| **SUPPORTING BEHAVIOURS**  To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values/standards and reflect these as their behaviours:   * Kindness * Respect * Teamwork | | |

## SUPPLIMENTARY INFORMATION

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| **Physical Effort** | **Yes** | **No** | **If yes – Specify details here - including duration and frequency** |
| Working in uncomfortable / unpleasant physical conditions | **✓** |  | Some scanning rooms are small and cramped and may have to scan in these areas for between half a day to a full day; also more than once a week. |
| Working in physically cramped conditions | **✓** |  | Some scanning rooms are small and cramped and may have to scan in these areas for between half a day to a full day; also more than once a week. |
| Lifting weights, equipment or patients with mechanical aids | **✓** |  | Occasionally a patient may need hoisting. |
| Lifting or weights / equipment without mechanical aids | **✓** |  | May have to move the ultrasound machine into a different position, whilst they are on wheels they are quite heavy and cumbersome. |
| Moving patients without mechanical aids | **✓** |  | Exposure to moving heavy objects ie patients in wheelchairs or stretchers; heavy ultrasound equipment and couches (approximately 5 times a day). |
| Making repetitive movements | **✓** |  | Requires long periods of physical and mental effort. Different ultrasound examinations vary in length from 15 to 30 minutes or more. A high level of concentration is needed throughout every scan as well as physical effort in holding and adapting the position of the probe to the different areas being scanned.  Increased risk of repetitive strain injury affecting hands, arms, shoulders and neck. This is due to the need to hold the arms and hand in a repeated position using fine control of the ultrasound probe and patient positioning. |
| Climbing or crawling |  | x |  |
| Manipulating objects | **✓** |  | Holding an ultrasound probe on a patient in varying positions for between 15 to 20 minutes at a time; whilst also manipulating the various control knobs and switches during the scan. |
| Manual digging |  | x |  |
| Running |  | x |  |
| Standing / sitting with limited scope for movements for long periods of time | **✓** |  | Whilst scanning the Sonographer will be required to sit or stand next to a patient for the period of the scan, between 15 to 30 minutes at a time, repeated throughout the day. |
| Kneeling, crouching, twisting, bending or stretching | **✓** |  | Whilst sitting or standing next to the patient during the scan, the Sonographer will be required to extend their arm with the ultrasound probe and to stretch over the patient for the entirety of the scan. Between 15 to 30 minutes at a time, repeated throughout the day. |
| Standing / walking for substantial periods of time |  | x |  |
| Heavy duty cleaning |  | x |  |
| Pushing / pulling trolleys or similar | **✓** |  | Some patients from the wards will be on beds or trolleys or wheelchairs. May be required to push patients into and out of the scanning area. Possibly 4 or 5 times a day, maybe more. |
| Working at heights |  | x |  |
| Restraint ie: jobs requiring training / certification in physical interventions |  | x |  |
| **Mental Effort** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Interruptions and the requirement to change from one task to another ( give examples) | **✓** |  | Requires long periods of physical and mental effort with interruptions to answer the phone or deal with enquiries. All on a regular basis eg from one to several times per session.  Requires the ability to resolve conflicting demands, patient concerns and workload problems as they arise. |
| Carry out formal student / trainee assessments |  | x |  |
| Carry out clinical / social care interventions |  | x |  |
| Analyse statistics |  | x |  |
| Operate equipment / machinery | **✓** |  | Requires long periods of physical and mental effort. Different ultrasound examinations vary in length from 15 to 30 minutes or more. A high level of concentration is needed throughout every scan as well as physical effort in holding and adapting the position of the probe to the different areas being scanned.On every patient scanned. |
| Give evidence in a court / tribunal / formal hearings |  | x |  |
| Attend meetings (describe role) | **✓** |  | Staff meetings, team meetings. Monthly |
| Carry out screening tests / microscope work | **✓** |  | Carry out Nuchal screening scans.  Carry out 18-22 week anomaly scans.  Carry out assessment of abdominal organs to exclude lesions. |
| Prepare detailed reports | **✓** |  | A medical report needs to be generated at the end of each scan. There is a need for a high degree of accuracy of movement at a controlled speed. On every patient scanned. |
| Check documents | **✓** |  |  |
| Drive a vehicle |  | x |  |
| Carry out calculations | **✓** |  | Need to input data on to charts for obstetrics or measure organ sizes. On every patient scanned. |
| Carry out clinical diagnosis | **✓** |  | Produce a report giving a differential diagnose of a patients condition. On every patient scanned. |
| Carry out non-clinical fault finding |  |  |  |
| **Emotional Effort** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Processing (eg: typing / transmitting) news of highly distressing events | **✓** |  | Writing contentious and distressing reports. Giving contentious and distressing reports. Occasionally. |
| Giving unwelcome news to patients / clients / carers / staff | **✓** |  | Includes dealing with distressed patients, relatives and carers |
| Caring for the terminally ill | **✓** |  | These patients often require ultrasound scans, therefore staff are exposed to the emotional factors relating to this type of patient. |
| Dealing with difficult situations / circumstances | **✓** |  | Occasionally |
| Designated to provide emotional support to front line staff |  | x |  |
| Communicating life changing events |  | x |  |
| Dealing with people with challenging behaviour | **✓** |  | Occasionally |
| Arriving at the scene of a serious incident |  |  |  |
| **Working conditions – does this post involve working in any of the following:** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Inclement weather |  | x |  |
| Excessive temperatures |  | x |  |
| Unpleasant smells or odours |  | x |  |
| Noxious fumes |  | x |  |
| Excessive noise &/or vibration |  | x |  |
| Use of VDU more or less continuously | **✓** |  | All the time. Ultrasound machines are VDU as are the computers that reports are generated upon |
| Unpleasant substances / non household waste |  | x |  |
| Infectious Material / Foul linen |  | x |  |
| Body fluids, faeces, vomit | **✓** |  | Includes exposure to bodily fluids eg when performing transvaginal scans (daily and often several times a day) and scans on post operative patients, patients with leg ulcers, incontinent patients  Deal with highly unpleasant working situations on a regular basis eg bodily fluids (daily), trauma (casualty patients), lice, fleas and infectious conditions. Also threatening situations, both verbal and physical at least once a week. |
| Dust / Dirt |  | x |  |
| Humidity |  | x |  |
| Contaminated equipment or work areas |  | x |  |
| Driving / being driven in **Normal** situations | **✓** |  | Includes travel to and from outlying sites and working single handed for long periods (up to 8 hours). |
| Driving / being driven in **Emergency** situations |  | x |  |
| Fleas or Lice | **✓** |  | Deal with highly unpleasant working situations on a regular basis eg bodily fluids (daily), trauma (casualty patients), lice, fleas and infectious conditions. Also threatening situations, both verbal and physical at least once a week. |
| Exposure to dangerous chemicals / substances in / not in containers |  | x |  |
| Exposure to Aggressive Verbal behaviour | **✓** |  |  |
| Exposure to Aggressive Physical behaviour | **✓** |  |  |

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

**Job Profile Agreement**

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| Agreed and Signed: | (Manager) | Date: |  |
| Agreed and Signed: | (Post Holder) | Date: |  |
| Date Role Description is Effective From: | |  | |