



Ultrasound Clinical Tutor- Sonographer

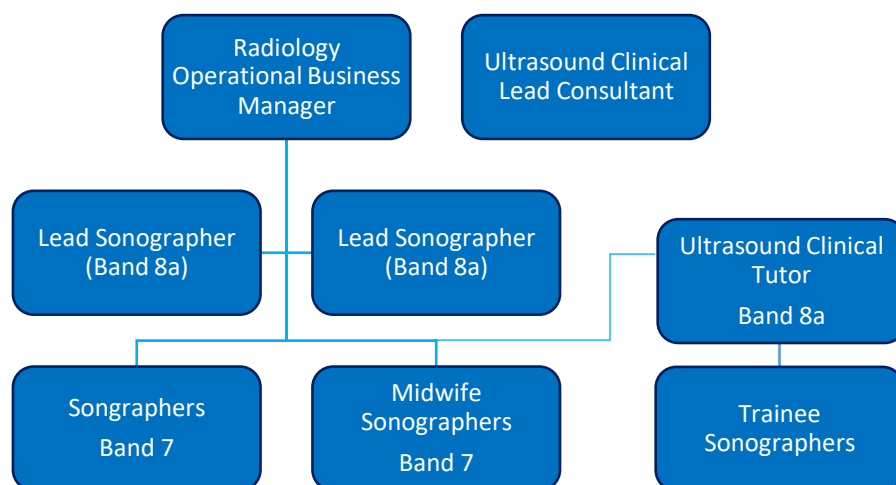
Diagnostic & Support Services Division

Department of Imaging

(Job description subject to minor changes due to AFC matching)

Job Title:	Ultrasound Clinical Tutor
Band:	8a (Pending AFC matching)
Working hours:	37.5
Responsible to:	Lead Sonographers
Accountable to:	Radiology Operational Business Manager Ultrasound Clinical Lead Consultant
Responsible for:	Trainee Sonographers & Midwife Sonographers Student Sonographers

Organisational Chart



Team Vision

To provide a Safe, Caring, Efficient and Quality Ultrasound Service to our patients.

JOB SUMMARY

To be a senior member of the ultrasound team with responsibility for coordinating and delivering specialist clinical training and education to ultrasound trainees.

DUTIES AND RESPONSIBILITIES

Key Responsibilities

- Responsible for the coordination and delivery of clinical education to ultrasound trainees from the University of Cumbria and other education providers.
- Responsible for providing a high quality Ultrasound scans in accordance with protocols within the Ultrasound department.
- Provide managerial cover in the absence of the lead sonographers.
- Responsible for autonomously performing Ultrasound examinations of complex conditions, clinically interpreting the images and providing the findings as facts to the referring clinician.
- Responsible for liaising with the medical team and coordinating the training of the junior and medical staff.
- Responsible for keeping up to date with current Ultrasound techniques and maintaining a CPD portfolio.

Teaching and Training Responsibilities

1. Ensure the requirements of the ultrasound placement handbooks and UoC validated programme specification are adhered to at all times and the requirements of the above are cascaded to all colleagues involved in student training and education.
2. Implement a mentor system within the department.
3. Lead and support the Mentors by advising them of expected standards, co-ordinate the 'mentor scheme' within the Department and participate in mentor workshops and in-service training as required.
4. As an Advanced Practitioner with expert knowledge of ultrasound techniques underpinned by theory and experience you will work as part of the team at Bolton Hospital NHS Foundation Trust sites delivering both academic and clinical teaching to all trainee sonographers.
5. Promote 'best practice' to sonographers and trainees within ultrasound.
6. Plan and organise training sessions, lectures of complex pathologies and tutorials of advanced techniques to both staff and students within the department.
7. Maintain records of the student's experience, achievement and attendance and monitor the student's Record of Clinical Practice
8. Undertake and organise individual student assessments (Formative and summative), managing the continuous clinical assessment of students ensuring competencies are achieved.
9. Aid in the training of student assessors.
10. Counsel students as necessary and keep the University Programme Leader and Clinical Experts informed of matters relating to student's progression and welfare.
11. Liaise with the University Programme Leader and Clinical Expert sonographers to take the lead in managing the clinical placement of trainee sonographers.
12. Support the wider ultrasound team in teaching practical skills associated with becoming a sonographer in accordance with the standards of the HCPC and The Society and College of Radiographers (SCoR).
13. Occasionally contribute to the University based teaching delivery of the ultrasound programme as required by the programme team.
14. Contribute to the departments' CPD programme by the presenting of lectures and tutorials.
15. Co-ordinate and supervise visits of potential trainees to our department and of our trainees to other clinical departments to enhance their training experience.
16. To ensure the completion of mandatory and statutory training is completed within the defined time scales by all students and sonographers.
17. To be responsible for the preceptorship programme and foster a nurturing environment for junior staff, whilst being a source of support to all staff.

Clinical and Professional Responsibilities

1. Be willing to lead in audit and clinical governance activities.
2. To have experience of a wide range of ultrasound examinations within the scope of clinical expertise and knowledge. Desirable knowledge base may include the following examinations: Obstetric, Gynaecological (Trans abdominal and Trans vaginal), General Medical, HyCoSy, Musculoskeletal and additional examinations depending on training and knowledge base.
3. Manipulate highly complex ultrasound equipment to undertake a range of high- quality ultrasound examinations with narrow margins for error. Interpret the resultant images and provide a diagnostic report in support of subsequent patient management in line with Local, Regional and National Guidelines.
4. Use analytical and judgmental skills to provide complex interpretation of ultrasound images in order to provide independent written examination reports over a wide range of complex General, obstetric, gynaecological and early pregnancy examinations.
5. To assess the suitability of examination referrals and prioritise them according to clinical urgency. To possess the ability to advise clinical referrers on the appropriateness and quality of requests.
6. To practice unsupervised, providing an independent diagnostic report and to communicate scan findings to referring clinicians. To make clinical assessments as to whether additional imaging is required to aid a diagnosis.
7. Have a high degree of personal and professional autonomy. Have the ability to make clinical judgments and critical decisions of the highest order, using knowledge, skills and experience.
8. To provide high standards of patient care in a safe, clean and tidy working environment, observing all Trust and departmental policies and to maintain professional and personal standards. Also requires dealing with difficult, emotionally distressed and potentially aggressive patients and their relatives. To effectively manage unpredictable patient demands.
9. Independently request or make recommendations for further scans, assessment or referral where necessary and within guidelines and timeframes.

10. Responsible for breaking bad news to obstetric patients and their relatives when a fetal death or abnormality is found, and formulating the report.
11. Responsible for audit of personal reporting activities and participation in clinical audit.
12. Be prepared to participate, lead or have a key role in Departmental and Multidisciplinary Team (MDT) meetings and contribute to patient databases.
13. To be committed to lifelong learning and produce evidence of CPD. Thus, maintaining “fitness to practice” in accordance with the Code of Professional Conduct and the Health and Care Professions Council.
14. To daily facilitate the departments receptionist i.e. answer phones, make or amend appointments, greet patients and check details, CRIS and LE2.2.
15. To remain up-to-date with changes and current trends in medical ultrasound.
16. To maintain the highest personal, professional and ultrasonographic standards.
17. Communication with the lead sonographer’s and sonography team as necessary, to achieve and maintain the highest standards.
18. To be involved in the technical QA programme, and help develop Quality Initiatives in all Ultrasound departments throughout the Trust and within National QA programmes.

Managerial Responsibilities

1. Responsible for accurate data entry on the Radiology Information System
2. To ensure the accuracy of data quality in line with departmental policies and procedures (i.e. name, date of birth, address, postcode, referring clinician and telephone number) are all current and correct.
3. Work collaboratively with the Radiology Senior Management Team and Lead Radiologists/Clinical Director to deliver service improvement.
4. Demonstrate effective leadership qualities and promote teamwork.
5. Promote a working culture that improves quality.
6. Ensure that all ultrasound requests received are acted upon in a timely manner according to clinical urgency, eliminating any unnecessary delays to imaging from all referral pathways. To work with senior clinicians to identify and advance high-risk patients for imaging.
7. To provide advice to the Lead Sonographers on ultrasound and training issues affecting the Department.
8. To work in close conjunction with the Lead Sonographers in ensuring that resources are allocated effectively and demands of each imaging speciality are met.

9. Refer students as appropriate to services providing further help.
10. Ensure staff compliance with all statutory, professional and organisational training requirements
11. Promote quality initiatives, ensuring the quality of patient care and compliance of quality standards.
12. Ensure effective communication within the Ultrasound department, and throughout other departments within the Trust and other agencies.
13. To supervise the effective use of resources and contribute to the development of the annual savings plan.
14. Participate in the procurement (specification, evaluation and selection) of ultrasound equipment.
15. Promote compliance with all Trust risk management procedures and ensure risk management strategies are implemented including Health & Safety legislation for Control of Radiation, COSHH, VDU use, handling of patients, fire regulations and security etc
16. Responsible for the development and implement protocols and guidelines in conjunction with the Team Leads/Advanced Practitioners.
17. Responsible for leading the Radiology policy group within the division.
18. To support the development of the sonography service, keeping abreast of any changes in work procedures and ensuring that local needs and demands are met.
19. Involvement in recruitment activity e.g. opens days and interviews.
20. To ensure adequate stock levels are maintained for service provision.
21. To work with colleagues both within and outside of the directorate to confirm that service provision and referral pathways are co-ordinated, helping to ensure that all teams/departments are work towards combined goals.
22. To support the design, implementation and evaluation of innovative service developments ensuring robust evidence is available to continually improve performance and ensure continued viability of services.
23. To work with multi-disciplinary teams in the planning and organising of new pathways to enhance patient care.
24. To resolve operational difficulties between radiology and other internal or external service users.
25. To ensure that Trust's policies and procedures relating to Human Resources are correctly applied and monitored and to advise the Lead Sonographer of the specific needs of the services.
26. Ensure that current legislative requirements in relation to the Health and Safety at Work Act and COSHH and the Trust Health and Safety policies, as applied in the local setting are understood and complied with by student sonographers.

27. Manage own role: clinical, scholarly, teaching and administrative activities, with guidance if required.

Clinical Governance

1. To take part in the establishment of standards and guidelines for best practice and in the planning and development of the imaging team to ensure a high quality service is provided in line with the process of Clinical Governance.
2. To facilitate in the development and introduction of new techniques and pathways.
3. To influence both local and national policy development.
4. To take responsibility for risk management within the department.
5. To contribute to complaint management, incident investigations, including serious incident investigations, and Divisional reviews.
6. To be responsible for the appropriate use of the facilities within the Sonography Department ensuring that there are systems in place for reporting faults, risks etc.
7. To support development of the Quality/Clinical Governance Agenda within the Imaging Team and to encourage staff to implement and change practice where appropriate.

Communication

1. To provide effective communication locally, with all staff members, trainees, and regionally using a variety of mediums to promote and sustain the profile of services.
2. To maintain and promote effective working relationships within the service and between all grades of staff, by encouraging open communication and be accessible to all.
3. To work in conjunction with the Lead Sonographers to ensure all staff are kept up to date of any changes and that communication channels are clear and transparent.
4. To implement change management strategies negotiating with the Lead Sonographers and staff to involve them at all levels.
5. To demonstrate effective communication with staff, patients and carers as required and appropriate in the management of conflict across a range of situations including the resolution of complaints which may involve diffusion of hostility and aggression.
6. To communicate effectively and empathetically with staff, patients and carers, some of whom have difficulty understanding due of barriers such as hearing loss, pain, fear and language or learning difficulties.
7. To deal with highly complex and sensitive information which requires the highest level of communication skills.
8. To facilitate a professional culture which is open to change, new ideas, concepts and innovation, whilst reflecting Trust strategy and direction.
9. To consider, recommend, implement and monitor methods of obtaining patients views of the service, ensuring continual improvement and enhanced patient satisfaction.

10. To promote a professional culture of challenge and reflection, encouraging critique and debate of current and evolving practice.

Health, Safety and Security

1. All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
2. To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.
3. All employees must comply with all relevant policies, procedures and training in relation to fire safety and attend fire safety training on an annual basis.

Confidentiality

1. Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality

1. All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
2. Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability

1. You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control

1. You must comply with all relevant policies, procedures and training on infection prevention and control.
2. To prevent the spread of infection by adopting measures appropriate to the situation, and participating in education of staff, patients and carers.
3. To contribute to environmental audits and implementation of action plans.
4. To comply with policies for the correct disposal of clinical and other waste, sharps and soiled linen and ensure all staff adhere to these policies.
5. To maintain standards of cleanliness and hand hygiene.

6. To maintain a high level of environmental quality by complying with infection control policies and ensuring that all imaging and processing equipment is cleaned to a standard appropriate for the examination of clients.

Safeguarding Children and Vulnerable Adults

1. You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality

1. You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.
2. All employees are to ensure they work within the Trust's Equal Opportunities Policy and accept everyone has a right to their distinct identity.
3. All employees must treat everyone with dignity and respect, and to ensure that what all our customers (patients/carers/visitors/staff) tell us is valued by reporting it back into the organisation.
4. All employees to be responsible for promoting and participating in the achievement of the departmental Equality and Diversity Action Plan.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

Prepared by: Chris Honor- Lead Sonographer

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