

**WALSALL HEALTHCARE NHS TRUST
JOB DESCRIPTION****Post Title Sonographer****Grade Band 7****Reports to Professional Lead for Ultrasound****Responsible to Professional Lead for Imaging****Job Summary**

The post holder will be highly committed, enthusiastic and innovative with excellent clinical and communication skills and willing to join our expanding friendly team.

The post holder will work within both the obstetric and Imaging ultrasound departments, in line with competency, to provide a high quality ultrasound service, prioritising the workload and producing comprehensive independently written ultrasound reports. The post holder will communicate complex information to clinicians and patients, and will take part in the training of others in this modality. All members of the Sonography team will be responsible for the management and delivery of ultrasound services ensuring high standards of ultrasound provision in terms of quality, safety and access to services, providing the Professional Lead for Ultrasound with regular feedback regarding agreed key performance indicators for this service.

Key Responsibilities

- To supervise the activity of more junior staff and trainees within the department
- To be responsible for maintaining professional and technical standards relevant to ultrasound services
- To take part in the planning, coordinating and implementation of new services and strategies concerning patient care to enhance, develop and improve patient pathways
- To keep the Professional Lead for Ultrasound fully informed of issues within ultrasound and pertaining to delivery of the service
- To attend relevant meetings as directed, both internally and externally to the Trust

- To establish and maintain effective communication with all members of the Imaging and multidisciplinary team, in particular those associated with ultrasound.
- To challenge, in a positive manner, current working practices and promote a culture of continuous improvement and development.
- To participate with the recruitment and selection of staff.
- To coordinate routine maintenance of equipment and management of breakdowns liaising with external companies

Professional

- To independently undertake and use analytical and judgmental skills to report on ultrasound examinations, differentiating between normal and pathological findings
- To use analytical and judgemental skills to view the scan images taken, to assess their technical quality and to have the ability to identify reasons for performing additional views appropriately.
- To be aware of the importance of other diagnostic investigations. To make recommendations when reporting for further imaging assessment and referral where necessary after consultation / discussion with a Radiologist.
- Maintain fitness to practice with Professional Code of Conduct and through CPD
- To inform appointment scheduling and be responsible for one's own caseload. To prioritise patients independently and to organise workload from a range of referral pathways, within a pressurised environment
- To receive telephone enquiries from patients, ward or medical staff regarding clinical procedures or results
- To maintain patients' dignity whilst frequently undertaking examinations of an intimate nature, where there is a high risk of exposure to bodily fluids.
- To deal with a range of operational pressures and developments within ultrasound on a day to day basis providing specialist support to staff
- To independently assess and justify examinations using department protocols / guidelines.
- Ensure the implementation of examination protocols
- Attend appropriate clinical meetings, feeding back to the team and informing service improvement as appropriate

- To maintain a flexible approach to working hours such as extended days and weekend working to promote a 7 day service.
- Acts as a role model to all other staff.
- To assist in developing a learning environment within the Department by maintaining an up to date professional knowledge through CPD and demonstrate a proactive commitment to improving standards of service and maintaining standards
- Train, supervise and assess Undergraduates, Post Graduates and clinicians in the specialist field of ultrasound and the use of high specification ultrasound equipment
- Provide guidance, support and mentorship to less , experienced sonographers
- Accountable for own professional activities using a high degree of autonomy within the limitations of personal expertise and skill
- To possess a high level of knowledge over a range of ultrasound procedures and /or a high level of expertise in a particular area of ultrasound
- To give specialist and expert opinion to a wide range of Health Care professionals. To give information that can directly affect diagnosis or treatment
- To supervise the activity of less experienced sonographers, assistants and trainees within the ultrasound workplace. To undertake prolonged periods of intense concentration to obtain, interpret and record suitable images in a dynamic environment. To maintain concentrations during frequent interruptions from patients and staff.
- To have well developed hand / eye coordination combined with special awareness which enables precise acquisition of diagnostic images
- To communicate with all patients and visitors in a sensitive and empathetic manner. To give clear explanations to patients about ultrasound examinations including risk, accuracy and limitations especially regarding procedures that require consent.
- To use appropriate levels of tact and persuasion when dealing with aggressive behaviour, cultural differences, special needs and those with newly diagnosed illnesses.
- To promote best practice when advising and disseminating knowledge to the profession and beyond.

- To be competent in the operation of the Radiology Information System / PACS System.

Other Duties

- To provide suitably recorded reports and images in line with data protection Legislation.
- To ensure the safety of self with regard to the use of imaging equipment in relation to Work Related Disorders, taking all necessary steps to reduce risk and maintain own health.
- Responsible for implementation and recording of a QA programme, in Conjunction with the Professional Lead for Ultrasound taking appropriate action on results.
- To identify and manage risks.
- To be fully aware of the employees duties under the Health and Safety at Work Act, to observe Trust policy relating to Health and Safety, risk management and COSHH regulations.
- To actively participate in the identification of relevant topics requiring audit and advise lead professionals accordingly. Participate in such audit as agreed and implement changes as identified.
- To assist in the development of Departmental protocols and Standard Operating Protocols.
- To participate in research and development as required.
- To ensure that ultrasound evidence based protocols and guidelines are complied with.
- To perform audits.
- To develop a culture that is patient centred and focussed.
- To work closely with the Professional Lead for Ultrasound and Consultant Sonographers to investigate complaints, developing appropriate action plans.
- Ensure documentation is accurate and relevant.
- To be responsible for ensuring a high standard of cleanliness, of both equipment and environment, is maintained.
- To ensure that all infection control procedures are followed.

- To be aware of financial considerations within the environment and make judgements to maximise cost effectiveness and cost efficiency.
- To achieve and maintain the appropriate waiting times targets pertaining to Ultrasound.
- To identify and deliver action plans as required in line with national and trust requirements.
- To support the Head of Diagnostics in understanding demand and capacity and changes in clinical practice in relation to Ultrasound services.
- Be willing to embrace change and learn new techniques outside of current scope of practice, further enhancing Sonography role and providing additional services.
- Participate in the development of evidence based practice and ensures that clinical practice is based on the latest available clinical evidence to provide optimum patient care and is supported by robust policies and procedures.
- To assist with the procurement, evaluation and selection of equipment.
- To assist with developing and ensuring implementation of service improvement and departmental policies / guidelines.

Confidentiality and Data Protection

All employees who have access to personal data in relation to patients or employees will be aware of their responsibilities under the General Data Protection Regulation (GDPR) (EU) 2016/679. Any breach of the Regulation could result in disciplinary action being taken and criminal charges being brought against the individual who has breached the Regulation.

Health and Safety

Individual employees of Walsall Healthcare Trust and other NHS employees contracted to work on the organisation's premises have an equal responsibility, along with managers and supervisors, for maintaining safe working practices for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

All employees must adhere to their duties under the Health and Safety at Work Act 1974 and other associated safety legislation, including all new Health & Safety Regulations. In addition employees must comply with all the Trust's policies relating to Health & Safety and Risk Management to secure a safe workplace and will draw management's attention to any deficiencies and/or hazards, which might prove detrimental to themselves or others.

There is a general responsibility for employees to act sensibly and reasonably, and attend mandatory health and safety training sessions.

Clinical Governance

All employees are required to actively contribute towards the organisation's clinical governance systems, taking responsibility as appropriate for quality standards and work towards the continuous improvement in clinical and service quality.

Safeguarding

Children Walsall Healthcare NHS Trust, working with partner agencies, is committed to safeguarding children and promoting their welfare. All employees have a responsibility to ensure that children and young people are safe from abuse and harm, regardless of their role or where they work. Children include young people up to the age of 18 yrs.

Employees must comply with Walsall Local Safeguarding Board Child Protection Procedures and Trust Child Protection Procedures and recognise the importance of listening to children. All employees must attend child protection training relevant to their role and know how to seek advice or support from their manager or the Safeguarding Children team if required.

Vulnerable Adults

All employees have a responsibility to support the safety and well-being of vulnerable adults and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Vulnerable Adults responsibilities. All employees must comply with organisational and Walsall Local Authority Vulnerable Adults policies and procedures.

Equality and Diversity

The Trust is committed to promoting equality opportunities to achieve equity of access, experience and outcomes, and to recognising and valuing people's differences. All employees have an obligation to help achieve this through personal example, open commitment and clear action.

Each individual will take responsibility for promoting inclusive and accessible service provision, employee development and a culture that values and respects difference. All employees should be familiar with, actively promote and work within Equality and Diversity policies at all times ensuring that they do not unlawfully discriminate, either directly or indirectly, on the grounds of race or ethnicity, nationality, religion or belief, sex, marital or civil partnership status, sexual orientation, disability, gender reassignment, age, pregnancy/maternity or any other grounds.

This applies to all activities as a service provider and as an employer. All employees must adhere to the Equality Act 2010

Patient Experience and Public Involvement (PEPI)

The Trust is committed to gaining feedback from all patients using a variety of methods including electronic, paper based and verbal. Within this Trust that feedback is monitored by the patient experience group and used to ensure that future services meet the needs of the patients and demonstrate continuous improvement. Volunteer, staff and families participate in the collection of this data.

Customer Care

The aim of the organisation is to provide patients and other service users with the best possible care and service, therefore all our staff are required at all times to put the patient and our service user first and to do their utmost to meet their requests and needs courteously and efficiently.

Infection Control

Employees will work to minimise any risk to clients, the public and other employees from Healthcare Associated Infection including MRSA and *C. difficile* by ensuring that they are compliant with the Health and Social Care Act 2008 – Code of Practice (and as amended from time to time) for the prevention and control of Healthcare Associated Infections (The Hygiene Code); and by ensuring that they are familiar with the organisations Infection Control policies located on the Intranet.

Further responsibilities involve employees in ensuring that service users and members of the public are actively engaged (using a variety of methods) in appropriate service delivery, service development and decision making within their service area and the wider organisation. Determination of these responsibilities should be in conjunction with your line manager and delivered accordingly.

Smoking

The organisation operates a No Smoking policy.

Duty of Candour

There is also a contractual duty of candour imposed on all NHS and non-NHS providers of services to NHS patients in the UK to 'provide to the service user and any other relevant person all necessary support and all relevant information' in the event that a 'reportable patient safety incident' occurs.

The Duty of Candour is a legal duty on hospital, community and mental health trusts to inform and apologise to patients if there have been mistakes in their care that have led to significant harm.

Duty of Candour aims to help patients receive accurate, truthful information from health providers.

The NHS's duty of candour guidance seeks to demystify how health providers can deliver on candour, achieving a wholly transparent culture in health provision – being open when errors are made and harm caused.

All NHS provider bodies registered with the Care Quality Commission (CQC) have to comply with a new Statutory Duty of Candour

Policies and Procedures

All employees need to be aware of the organisations policies, procedures and protocols relating to their service and work within the guidelines at all times.

Employees have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both themselves and their peers within an open 'no-blame' culture.

General Medical Council (GMC) Revalidation (Medical and Dental Staff only)

Revalidation is the process by which all licensed doctors are required to demonstrate on a regular basis that they are up to date and fit to practise in their chosen field and able to provide a good level of care. This means that holding a licence to practise is becoming an indicator that the doctor continues to meet the professional standards set by the GMC.

Licensed doctors must usually revalidate every five years, by having annual appraisal based on our core guidance for doctors, Good medical practice. This needs to be adhered to as per Trust Policies and Procedures. Failure to comply will result in being withdrawn from Medical practice.

Personal Development Review (PDR) (Medical and Dental Staff only)

A part of the revalidation process, all Medical and Dental Staff are required to have an effective IPDR every 12 months. This is a requirement for all staff and will need to be arranged by the individual.

PDR (All Staff)

The NHS Constitution requires organisations to provide staff with clear roles and responsibilities, personal development and line management, to support them to succeed.

An organisation-wide appraisal process that focuses on performance and personal development helps deliver this.

It is required for staff to have a yearly effective and meaningful appraisal with their Manager

Nursing and Midwifery Council (NMC) Revalidation (Nursing and Midwifery Staff only)

Revalidation is the process that all nurses and midwives in the UK will need to follow to maintain their registration with the NMC. Failure to revalidate will result in withdrawal from practice

Revalidation will help you as a nurse or midwife demonstrates that you practice safely and effectively. It will encourage you to reflect on the role of the Code in your practice and demonstrate that you are 'living' the standards set out within it.

Major Incident Planning and Business Continuity

Managerial post-holders, will be responsible for the development and delivery of major incident planning, business continuity and resilience. This will include ensuring there are effective and up to date plans that comply with legislation and guidance that meet the requirements of the Civil Contingency Act (CCA) for their area of responsibility