

JOB DESCRIPTION

Job Title:	Advanced Practitioner (Sonographer)
Band	Band 7
Care Group	Specialties
Directorate:	Radiology
Department:	Ultrasound
Location:	UHD
Accountable to:	Ultrasound Clinical Lead
Accountable for:	Preceptorship and trainee sonographers
Main Purpose	To work as a member of the radiology team providing an efficient and effective diagnostic imaging service. To produce a wide range of high-quality diagnostic images whilst optimising patient care. To work as a specialist in Ultrasound undertaking and producing autonomous reports on a range of ultrasound examinations. Assist with the day-to-day organisation of the department and supervision of staff in liaison with Sonographers and the Ultrasound Clinical Lead. This post will be cross-site covering Poole, Royal Bournemouth and Christchurch Hospitals.

General Duties

- To work as part of a specialist team providing a high-quality ultrasound service at UHD.
- Plan and prioritise own patient workload. Perform a comprehensive range of ultrasound examinations without supervision, both within the department and on the wards in accordance with department protocol.
- To assess and autonomously report own specialised workload, maintaining records as per departmental protocols.
- To maintain a high standard of patient care and professional conduct.
- Assist in the day-to-day organisation of workload and staff supervision as required.
- To prioritise patients and organise workload from a variety of referral pathways to meet the needs of the service, including issuing immediate reports where necessary ensuring clinical timescales are met.
- Training of student Radiographers, Trainee Sonographers and other medical staff.

Communication and Working Relationship Skills

- To work effectively in a multidisciplinary team with the ability to communicate and liaise with all health care professionals and staff to ensure high quality patient care. This will include consultants and medical staff, GP's, specialist nurses and midwives.
- Employing counselling skills to reassure the patient whilst demonstrating tact,

diplomacy, patience and empathy at all times. The post holder will have to frequently impart bad news to patients regarding fetal viability and abnormalities.

- Provide information by explanation of often complex procedures, listening to the patient's requirements to encourage compliance.
- Communicate with patients, staff and visitors in a professional and caring manner in compliance with The Patients' Charter.
- To communicate effectively with patients regarding the radiology service and their examinations, sometimes having to provide images on patients who may be terminally ill, distressed, in pain, have communication difficulties, learning difficulties, be under the influence of drugs/alcohol, be verbally aggressive or occasionally violent.
- Use appropriate channels to refer matters not within their own sphere of competence and referral of abnormalities to relevant clinical consultant as per protocols.

Analytical and Judgemental Skills

- To perform, and be fully accountable for, unsupervised ultrasound examinations, including obstetrics, gynaecological (including transvaginal examinations), general medical and small parts. Desirable areas to include neonatal hips, neonatal heads, MSK, LATP biopsies and a limited range of vascular scans to include Carotid Doppler and DVT scans.
- To use skills and in-depth knowledge of anatomy and pathology to formulate an appropriate diagnosis from a range of options. To autonomously report without the requirement of a counter signature, in line with department protocols. This includes discussion of abnormal findings in obstetrics and complications of early pregnancy (breaking bad news).
- Provide written and verbal ultrasound reports to referring clinicians, obstetrics patients and, where possible, to general medical patients to alleviate anxiety.
- To have appropriate clinical knowledge to prioritise patient workload in order of clinical need.
- Be accountable for own professional actions.
- Demonstrate an awareness of and minimise the risk of WRULD to yourself and others, using equipment and techniques appropriately.
- Expertly handle and operate highly specialised and expensive equipment. Skilled handling of ultrasound probes to obtain optimum images, which requires manual dexterity, combined with co-ordination and sensory skills.

Planning and Organisational Skills

- Assist in the planning and prioritising of the patient workload, appointments.
- To vet referrals for clinical accuracy, appropriate examination in accordance with department protocol.
- Be capable of working within a pressurised environment and manage unpredictable workloads.

Responsibility for Patient/Client Care, Treatment and Therapy

- To maintain a high standard of professional conduct.
- Ensure a high standard of care, patient dignity, privacy and confidentiality at all times.

Responsibility for Policy / Service Development

- Implement and comply with Departmental and Trust Policies and Procedures.
- Work within, and contribute to, evidence-based protocols and guidelines. When

inadequacies in protocols and guidelines are identified, work with the ultrasound team to develop updated evidence-based protocols.

- To take part in the planning, co-ordinating and implementation of new services and strategies concerning patient care to enhance, develop and improve patient pathways.
- Demonstrate an understanding of Clinical Governance and Risk Management and apply this in the work situation.
- Actively participate in the identification of relevant topics requiring audit and advise the lead professional accordingly. Participate in such audits as are agreed by department head. Implement required changes as identified

Responsibility for Finance, Equipment and Other Resources

- The Safe use and maintenance of expensive specialist ultrasound machines, probes and other equipment. Record and report all equipment faults, untoward occurrences or accidents and bring them to the attention of the Ultrasound Clinical Lead.
- Monitor stock levels of supplies in ultrasound rooms and stock cupboards as required.

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

- Provide and assist in clinical training to student Sonographers and other staff, as appropriate, e.g., Registrars in Obstetrics /Gynaecology. Support less experienced Sonographers.
- Act in supervisory capacity which may involve close liaison with the University at which the current trainees attend to co-ordinate training and practical assessments with academic studies.
- To participate in the staff appraisal scheme as an appraisee and be responsible for complying with agreed personal programmes to meet set knowledge and competencies.

Responsibility for Information Resources and Administrative Duties

- To enter patient and examination related information on to the computerised radiology information system (RIS) ensuring that data held is accurate, completed in a timely manner. Comply with the data Protection act.
- Use 'Viewpoint' computerised reporting system for recording results of obstetric examinations.
- Be competent in the use of the PACS (Picture Archive Communication Solution) enabling efficient reviewing and transmission of digital images and scanning of documents.

Responsibility for Research and Development

- Participate in mandatory training and actively pursue and provide continuous professional development, keeping an up-to-date personal record.
- Attend multidisciplinary meetings to discuss ultrasound cases.
- Participate in audits and clinical research as required by the department, regularly attend appropriate MDT meetings.
- Participate in the ultrasound QA programme to ensure consistency of operator and equipment.
- Use software programmes such as Microsoft Word and Excel to create documents and tables for QA and audit.
- Maintain knowledge of technological and clinical advances in methods of ultrasound scanning to promote a culture of continuous improvement within the department.

- Develop knowledge and understanding within an evidence-based framework and transfer situations encountered into practice.

Freedom to Act

- To perform, and be fully accountable for, unsupervised ultrasound examinations, including obstetrics, gynaecological (including transvaginal examinations), general medical and small parts.
- To provide a written report without the requirement of a counter signature, in line with department protocols. This includes discussion of abnormal findings in obstetrics and complications of early pregnancy (breaking bad news).

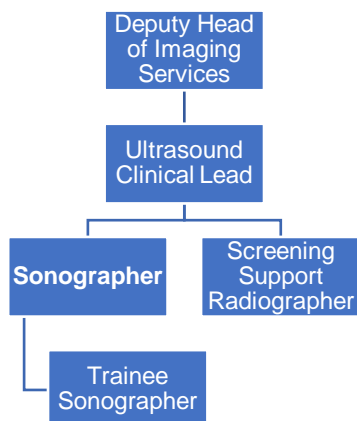
Mental, Physical, and Emotional Effort

- Frequent long periods of intense concentration on patient scanning and reporting will be required
- Frequently having to deliver bad news in a professional and sympathetic manner.
- Ability to deal with ensuing patient's questions and emotional distress. This will require empathy, reassurance and counselling skills.
- Demonstrate an awareness of and minimise the risk of WRULD to yourself and others, using equipment and techniques appropriately
- This post involves frequent pushing and manoeuvring of patient trolleys and wheelchairs, the safe transfer of patients from trolley/chair to the ultrasound couch and the occasional use of mechanical lifting aids.
- The post holder will frequently be exposed to bodily fluids; unpleasant odours, foul linen and on occasion parasitic infestations. Some ultrasound examinations require the use of a transvaginal probe.
- Frequently work in a darkened room with only artificial lighting.
- Possibility of being subject to violence and aggression from patients/carers, or general public which may or may not be related to patient's illness.

Any Other Specific Tasks Required

- Comply with Safe Scanning guidelines and complete online Sonographers Manual Handling Theory Test.
- Participates in the seven-day working system
- Maintain appropriate CPD file and participation in departmental CPD sessions
- To attend further external training and updating of professional skills by attendance at both internal and external courses
- Must be responsible for his/her own health and safety and that of other persons within same environment who may be affected by their acts or omissions

Organisational Structure of Department



Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust in October 2020.

Partnership with Bournemouth University

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero-tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal. The Green Plan is the Trust's Sustainability Strategy and is a board approved policy document. This plan puts the Trust on a path to having 'Net Zero' carbon emissions by 2040, in line with NHS England's goal. It also commits the Trust to becoming a "Clean Air Hospital" by 2026, to deliver against all of the UN Sustainable Development Goals and attain a 100% score by 2030.

CRB/Disclosure and Barring Service (DBS)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

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 will be reviewed in conjunction with the post holder on an annual basis at appraisal.