

# Sonographer

## Diagnostic & Support Services Division

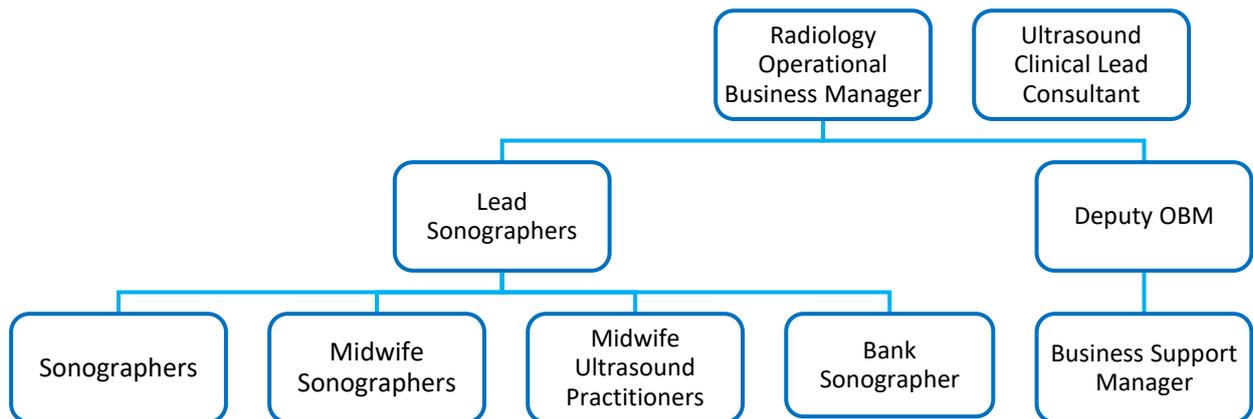
### Department of Imaging

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<b>Job Title:</b>	Sonographer
<b>Band:</b>	7
<b>Working hours:</b>	37.5
<b>Responsible to:</b>	Radiology Operational Business Manager
<b>Accountable to:</b>	Ultrasound Clinical Lead Consultant
<b>Responsible for:</b>	Sonographers & Midwife Sonographers Junior Sonographers & Midwife Sonographers Trainee Sonographers & Midwife Sonographers Student Sonographers

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### Organisational Chart



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### Team Vision

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

## OUR VALUES

### Vision

We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable. We make decisions that are best for long term health and social care outcomes for our communities.

### Openness

We communicate clearly to our patients, families and our staff with transparency and honesty. We encourage feedback from everyone to help drive innovation and Improvements<sup>1</sup>.

### Integrity

We demonstrate fairness, respect and empathy in our interactions with people We take responsibility for our actions, speaking out and learning from our mistakes.

### Compassion

We take a person-centred approach in all our interactions with patients, families and our staff We provide compassionate care and demonstrate understanding to everyone.

### Excellence

We put quality and safety at the heart of all our services and processes We continuously improve our standards of healthcare with the patient in mind.

## DUTIES AND RESPONSIBILITIES

### Clinical and Professional Responsibilities

1. To undertake a range of ultrasound examinations in line with local, regional and national guidelines.
2. To provide a full ultrasound scanning and reporting service. Use analytical and judgmental skills to provide interpretation of ultrasound images in order to provide independent written examination reports over a wide range of obstetric, gynaecological, early pregnancy and general medicine ultrasound examinations.
3. To participate in the provision of emergency department based ultrasound.
4. 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.
5. To practice unsupervised, providing an independent diagnostic report and to communicate scan findings to referring clinician. To make clinical assessments as to whether additional imaging required to aid a diagnosis.
6. 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.
7. 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.

8. Independently request / book or make recommendations for further scans, assessment or referral where necessary and within guidelines.
9. To contribute to the training in ultrasound of others, as agreed with the Radiology Operational Business Manager and the Ultrasound Lead Consultant Radiologist, whilst maintaining efficient throughput of patients. This includes sonographers, radiographers, midwives, radiology trainees and other medical staff and healthcare professionals (on approved training programs).
10. Be prepared to participate, lead or have a key role in departmental and Multidisciplinary Team (MDT) meetings and contribute to patient databases
11. Be willing to collect and have an active role in audit and clinical governance activities.
12. 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.
13. To daily facilitate the departments receptionist i.e. answer phones, make or amend appointments, greet patients and check details, CRIS and LE2.2.
14. To remain up-to-date with changes and current trends in medical ultrasound.
15. To maintain the highest personal, professional and ultrasonographic standards.
16. Communication with the sonographer’s and senior team as necessary, to achieve and maintain the highest standards.
17. 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.

### **Clinical Governance**

1. To act as a senior member of the imaging department attending departmental, divisional, trust and network meetings as necessary and when instructed to do so by the Lead Sonographer.
2. To lead 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.
3. To facilitate in the development and introduction of new techniques and pathways.
4. To influence both local and national policy development.
5. To take responsibility for risk management within the department.
6. To monitor patient/client complaints and act on them as necessary, advising the Operational Business Manager as appropriate.
7. To contribute to complaint management, incident investigations, including serious incident investigations, and divisional reviews.
8. 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.
9. To support development of the quality/clinical governance agenda within the imaging team and to encourage staff to implement and change practice where appropriate.

10. To take part in local and national audits on a regular basis.

### Communication and Leadership

1. To communicate with all grades of referrer to ensure that imaging requests are justified and appropriate
2. To provide effective communication locally, with all staff members, and regionally using a variety of mediums to promote and sustain the profile of services.
3. 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.
4. To work in conjunction with the Operational Business Manager and Team Leads to ensure all staff are kept up to date of any changes and that communication channels are clear and transparent. This involves ensuring regular staff meetings take place to communicate and disseminate information, and that staff are actively encouraged to contribute to the management of the department.
5. To implement change management strategies negotiating with the Operational Business Manager and staff to involve them at all levels.
6. 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.
7. To communicate effectively and empathetically with staff, patients and carers, many of whom have difficulty understanding because of barriers such as age, infirmity, hearing loss, pain, fear and language or learning difficulties.
8. To deal with highly complex and sensitive information which requires the highest level of communication skills.
9. To facilitate a professional culture which is open to change, new ideas, concepts and innovation, whilst reflecting Trust strategy and direction.
10. To consider, recommend, implement and monitor methods of obtaining patients views of the service, ensuring continual improvement and enhanced patient satisfaction.
11. To promote a professional culture of challenge and reflection, encouraging critique and debate of current and evolving practice.

### Research, Audit and Training and Development

1. To promote a learning environment which facilitates appropriate education and training through the organisation's appraisal system and the clinical supervision policy, encouraging staff to optimise their practice in order to be accountable practitioners.
2. To recognise skills and strengths of others, developing these to enhance the performance of individuals and teams, ensuring that a productive balance is maintained.
3. To ensure that Trust and local induction programmes for new starters are complete and to ensure development and updates of the induction packages within the area.
4. To ensure access to appropriate training programmes for all staff in line with professional and service developments.
5. To be responsible for the preceptorship programme and foster a nurturing environment for junior staff, whilst being a source of support to all staff.

6. To facilitate professional and academic development for all staff members, providing learning opportunities for staff through the departmental CPD programme.
7. To take the lead in audit, supporting staff to undertake audit and research, and ensuring that audit is conducted and action plans are devised to inform clinical practice.
8. To co-ordinate research within the department, liaising with the principal investigator and medical physics expert to ensure that studies are registered and the Imaging Form is complete.
9. To co-ordinate and implement the setting of standards.
10. To ensure all mandatory and statutory training is completed within the defined time scales.
11. Using critical analysis, keep abreast of new clinical developments and research based practice, making recommendations to changes in practice as appropriate.
12. To maintain partnerships with higher education institutions.
13. To be responsible for the implementation of staff appraisal, personal development and career planning for staff.
14. To empower staff to be responsible for their own learning and development, facilitating a culture of achievement, encouraging the development of the reflective practice, sharing of best practice and positive experience.
15. To contribute to the education of multi-professional staff within and outside of imaging.
16. To demonstrate evidence of continued professional development.
17. To support placements and supervision of students.
18. To support the training of other healthcare professionals as appropriate.

### 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.

### Training

1. To take responsibility for your own and your staff's development.
2. All employees have a duty to attend all mandatory training sessions as required by the Trust.

Any other general requirements as appropriate to the post and location

**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.

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**Prepared by:** Jennifer Unsworth – Operational Business Manager, Radiology  
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