

# IMPERIAL COLLEGE HEALTHCARE NHS TRUST

## JOB DESCRIPTION

### TRUST INFORMATION

Imperial College Healthcare NHS Trust was launched on 1<sup>st</sup> October, 2007. Made up of five hospitals; Charing Cross, Hammersmith, Queen Charlotte's and Chelsea, Hammersmith, St Mary's and the Western Eye, and integrating with Imperial College London, it is the largest Trust in the UK with an annual turnover of £760 million and employing 9,700 staff. Offering more than 50 clinical specialities, and with one of the largest portfolios of services in the country we expect to treat more than one million patients a year.

The Trust has established the UK's first Academic Health Science Centre (AHSC). The AHSC aims to bring together the delivery of healthcare services, teaching and research in a partnership for the purpose of improving the health of its patients, advancing clinical teaching and scientific invention and innovation.

The Trust's sites:

- **Hammersmith Hospital** - a postgraduate teaching hospital, famous for its research, and a centre for respiratory medicine, rheumatology, cardiac sciences, gastro - intestinal disease, cancer, particularly gastro - intestinal and HPB, lung and solid organ cancers, and renal medicine. It contains the largest clinical research imaging centre in Europe.
- **St Mary's Hospital** - in Paddington is world renowned and provides general hospital services to local communities in West London and beyond, and specialist services in paediatrics, obstetrics, infection and immunity, ophthalmology, robotic surgery and cardiology which are accessed by patients from across the nation and the world. St Mary's is a teaching hospital for academic research and medical education.
- **Charing Cross Hospital** - An undergraduate teaching hospital and a centre for major trauma and serious illness, emergency surgery, neuroscience, vascular services and musculo - skeletal services.
- **Queen Charlotte's & Chelsea Maternity Hospital** - A world-renowned advanced obstetrics and fertility centre, women's health and ambulatory paediatrics services.
- **Western Eye Hospital** - is the inpatient specialist hub for ophthalmic services in West London offering the only 24 hour emergency eye care in London.
- **Imperial College** - is one of the largest and most influential medical schools nationally and internationally with excellent credentials in teaching and research. It is regularly assessed as one of the top three-biomedical research institutions in the UK. It is highly ranked for undergraduate medical education, has an outstanding record of postgraduate medical education and in producing the research leaders of the future. The College has one of the largest operational estates of any UK University. It includes six central London campuses: The main South Kensington campus, Hammersmith, Charing Cross, Chelsea and Westminster, Royal Brompton and St Mary's.

## **JOB DESCRIPTION**

**TITLE OF POST:** Senior I Sonographer  
**SALARY BAND:** Band 7  
**LOCATION:** Rotational ST Marys/Hammersmith  
**RESPONSIBLE TO:** Clinical Services Manager  
**PROFESSIONALLY ACCOUNTABLE TO:** General Manager  
**HOURS PER WEEK:** 37.5

### **AIM OF THE ROLE:**

- To provide an efficient high quality ultrasound service comprising unsupervised scanning sessions within the trust maintaining a high standard of patient care.
- To work as an independent practitioner by performing ultrasound scans to a high diagnostic standard, formulating a report and communicating the results to the appropriate clinician and to be accountable for own professional actions.
- Provide specialist advice pertaining to the ultrasound service.
- Responsible for training and supervision of all staff within the ultrasound unit.
- To be actively involved and assist with the department Audit, Research and Clinical Governance programme.
- To deputise for Superintendent Sonographer.
- Organisational chart attached.

### **KEY WORKING RELATIONSHIPS:**

- Major working relationships with all imaging staff, to influence the decision making process in order to collectively manage workload.
- Liaison with other clinical professionals, support staff, patients and carers on clinical and organisational issues.
- Liaison with external agencies such as other NHS organisations and healthcare providers.
- To work closely with the Lead Ultrasound Consultant for clinical reporting.
- Be a source of expertise for consultation by other clinicians.
- Supervisory and training responsibility for Radiology registrars, student sonographers at undergraduate and post graduate levels.
- To work as a team with a multi-disciplinary approach.
- Travel cross-site to complete induction, mandatory training, attend meetings/lectures.

### **KEY RESULT AREAS:**

1. Perform general and specialised ultrasound procedures according to Trust, Departmental and statutory regulations.
2. Provide a high standard of patient care.
3. To provide independent diagnostic reports and to communicate scan findings to clinician and/or patient.
4. To communicate effectively in order to ensure the smooth running of the service.
5. To supervise and train ultrasound staff and students.
6. To deputise for Superintendent Radiographer.
7. Commitment to Directorate and Trust objectives.

### **MAIN TASKS AND RESPONSIBILITIES:**

- 1. Perform General and Specialised Ultrasound procedures according to Trust, Departmental and statutory regulations.**
  - To perform a wide range of general and complex ultrasound examinations. To mark suitable sites to aid localisation for interventional procedures.
  - To clinically justify ultrasound requests and plan work load by prioritising requests in accordance with clinical urgency.
  - Assist in the day to day running of the ultrasound unit and to deal effectively with unpredictable patient demands.
  - Assess the quality of images and advise junior staff when required.
  - To use the equipment and accessories safely and effectively' reporting any faults through the appropriate channels.
  - To be conversant with the department computer systems and ensure that accurate records are maintained.
  - To participate in database housekeeping as required.
  - To participate in audit, research and quality control programmes.
  - Provision of clinical information to the patient whilst interpreting, negotiating and adapting the procedure as applicable to that patient.
  - Participation in the IV injection programme (training provided as required).
  - To ensure that all standard operating procedures, protocols and guidelines are adhered to by all members of staff.
  
- 2. Provide a high standard of patient care.**
  - To ensure that the service delivery is patient focused and the highest quality.
  - To ensure that the patient welfare, privacy and comfort are maintained to the highest standard of care.
  - Communicate distressing and unwelcome news using tact, empathy and diplomacy.
  - To participate in the monitoring of standards.
  - To assist with the development of departmental procedures and protocols in order to ensure best practice is maintained.
  - To facilitate patient enquires and concerns.
  
- 3. Assess and report on own specialist workload.**
  - To practice unsupervised and report a wide range of ultrasound examinations as an independent practitioner
  - To use analytical and judgment skills to interpret highly complex images whose acquisition is operator dependent, accurately differentiating between normal and pathological findings.
  - To formulate a comprehensive diagnostic report on a wide range of clinical conditions. To ensure that the report is communicated to appropriate clinician in accordance with departmental protocols
  - Provide advice on future patient management (advice on further imaging & referral) in consultation with the consultant radiologist to clinicians.
  - Have a high degree of personal and professional autonomy and the ability to make clinical judgments and critical decisions of the highest order, using knowledge, skills and expertise.
  - To promote a high standard of technical expertise within the unit.
  
- 4. To communicate effectively in order to ensure the smooth running of the service.**
  - To communicate effectively with a multidisciplinary team and members of the public to ensure the smooth running of the ultrasound service and provide a high quality of care.
  - Ensure that enquiries are dealt with promptly and efficiently and assist with complaints.
  - To effectively communicate with referring clinicians regarding the ultrasound report in order to assist patient management.
  - To attend regular ultrasound and ultrasound staff meetings for 2 way communication and feedback.

**5. To supervise Ultrasound staff and Students.**

- To supervise, mentor, train and advise ultrasound staff and students.
- To undertake induction of staff and students in the assigned area.
- To assist in the development of staff.
- To be a role model.

**6. Deputise for Superintendent Radiographer / Sonographer**

- To take responsibility for the organisation of the assigned area.
- Ensure equipment is working correctly, undertaking troubleshooting if required.
- Reporting any equipment faults through appropriate channels, this may include calling out an engineer.
- Liaise closely with the reception staff regarding urgent and complex appointment bookings.

**7. Commitment to Directorate and Trust Objectives**

- Participate in annual IPR and PDP.
- Adopt and implement agreed service developments in line with the Directorate and Trust objectives.
- Take responsibility for continual professional development while liaising with the line manager for advice, guidance and allocation of appropriate resources for training and development.

**Scope and Purpose of Job Description**

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

## **ADDITIONAL INFORMATION**

### **Confidentiality**

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990).

### **Health and safety**

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

### **Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust.

In addition the NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation, other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position which may give rise to a conflict of interests between any work that you undertake in relation to private patients and your NHS duties.

### **Code of Conduct**

All staff are required to work in accordance with the code of conduct for their professional group (e.g Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

### **Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

### **Clinical Governance and Risk management**

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Talking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

### **Information Quality Assurance**

As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

### **Freedom of Information**

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

### **Management of a Violent Crime**

The Trust has adopted a security policy in order

- To help protect patients, visitors and staff
- To safeguard their property

All employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible.

### **Equal Opportunities**

The Trust aims to promote equal opportunities. A copy of our Equality Scheme is available from the Human Resources department.

Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### **No Smoking**

The Trust operates a non-smoking policy.

### **Medical Examinations**

All appointments within the National Health Service are subject to pre-employment health screening.

### **Professional Association/Trade Union Membership**

It is the policy of the Trust to support the system of collective bargaining and as an employee in the Health service, you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.

**IMPERIAL COLLEGE HEALTHCARE NHS TRUST**

**PERSON SPECIFICATION**

**POST:** Senior I Ultrasonographer

**DEPARTMENT:** Imaging Directorate

**LINE MANAGER:** Clinical Services Manager

<b>ATTRIBUTE/ SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE*</b>	<b>MEASUREMENT</b>
<b>EDUCATION</b>	BSc Radiography or Diploma of the College of Radiographers (DCR). UK - HPC registration. DMU / PgDip Medical Ultrasound. Evidence of CPD.	Further professional qualifications	CV/Application form Original certificates/diplomas UK - HPC
<b>SKILLS/ABILITIES</b>	Computer literate. Organisational skills. Adaptable. Team spirit. Good Interpersonal skills. Professional attitude. Leadership qualities	IV injecting	Application forms/interview/ Assessments
<b>EXPERIENCE</b>	Must have worked as a senior radiographer carrying out a wide range of general ultrasound procedures. Patient care.	PACS Experience of specialised procedures. Supervisory experience.	Application form/interview/ references
<b>COMMUNICATION SKILLS</b>	Effective communication in a wide range of situations in writing, person or by telephone.		Application form/interview/ Assessments
<b>PHYSICAL QUALITIES</b>	Good general health. Sufficient to fulfil the duties of the post with any aids and adaptations		

Candidates must be able to speak and write English to the appropriate standard necessary to fulfil the job requirements.

