##### JOB DESCRIPTION

**JOB TITLE:** Sonographer

**RESPONSIBLE TO:** Lead Clinician**/** Radiology Services Manager

**ACCOUNTABLE TO:** Radiology Services Manager

## **JOB SUMMARY**

The purpose of the job is to manage the day to day patients allocated for examination within the Ultrasound Department. The Sonographer will be acting as an autonomous practitioner where supervision and support may be at a distance delivering patient focussed care that includes; assessment, planning, delivery and evaluation in line with Practice Plus Group’s model. The coordination and facilitation of activities during the shift is essential to ensure a seamless service to patients. The Sonographer has a professional obligation for training and development and audit within the sphere and scope of practice within the department. There will be a general amount of administration and IT tasks in relation to the patients pathway.

### Principal Duties and Responsibilities

* Adopt ultrasonographer technique in accordance with patients’ individual capabilities.
* Produce high quality diagnostic images which may be used for teaching or referral to local Trust.
* Assess images for clinical significance and to take appropriate action when necessary.
* Explain procedures and reassure patients by answering any questions relating to the procedure.
* To justify referrals and produce report examination within accordance of the Practice Plus Group guidelines and policies.
* Reviews the departments policies and procedures annually and assists in the development of action plans to improve clinical services and patient outcomes.
* Local knowledge of specific departmental policies as well as awareness of NHS policies required.
* Be responsible for own CPD and ensure national registration is up to date at all times by attending in-house and external training.
* Plays an active role in adhering to the outcomes and action plans for Clinical and Non-Clinical Risk Assessments for Patient Care and the Environment.
* Plays a part in the training of less experienced and bank staff as part of their ongoing development.
* Responsible for the cleaning and general upkeep of the ultrasound room and equipment and to report any faults to the Radiology Services Manager.

**Communication**

* Communicate effectively with patients demonstrating politeness, courtesy and sensitivity and at all times maintaining patient confidentiality.
* Be actively involved in team meetings to ensure flexible working and service provisions.
* Play an integral role in ensuring that all team members are aware of local and general Health & Safety matters, Clinical Governance and other on-going issues, which arise including patient safety issues.
* Provide and organise support through the means of clinical supervision in accordance with Company policy.

**Quality Issues**

* Participate in department and company audits in accordance with clinical governance guidelines.
* Report any malfunctions of the ultrasound equipment.

**Performance Assessment**

* Ensure diagnostic skills are up to date with current clinical development and practice.
* Partake in the peer review process.

**General**

* Ensure updated mandatory training requirements are met and equipment training records are maintained.
* Assist in the orientation and support of new staff to the unit.
* To maintain standards of infection control within the unit and during clinical care and to assist patients to maintain their own infection control needs.

**Health and Safety**

As an employee of Practice Plus group, the postholder has a duty under the Health and Safety at Work Act 1974 to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the hospital, not intentionally or recklessly interfere with, or misuse, anything provided in

the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder …………………….……………..

Signature …………………………………...

Date …………………………………...

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| **Person Specification – Sonographer** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * BSc in radiography or equivalent qualification. * Post Graduate certificate in Ultrasound. | * Evidence of CPD. * Post Graduate Diploma and/or MSc in Ultrasound. |
| Experience | * Post graduate experience as a qualified radiographer. * Competency in reporting of ultrasound workload / images. * Broad range of competencies to including general and gynae. * Minimum of 2 years ultrasound scanning. | * Experience of healthcare in the NHS and / or independent sector. * Experience of participation in clinical audit. * Certified and experienced with USGI examinations. * Experience with MSK ultrasound. |
| **Skills and Knowledge** | * The ability to formulate clear and concise reports. * Excellent communication skills at all levels, verbally and in writing. * A reflective approach to own work and work of others. * Understanding of risk management, clinical governance and maintaining a safe working environment. |  |
| Other Factors | * Perceptive, flexible and effective interpersonal skills. * Highly motivated and organised. * Ability to work in a multi-disciplinary team or independently as required. * Committed to customer care and first class service provision. * Ability to cope in stressful situations. * Flexible to the needs of the service. * Mentally and physically fit to undertake the role. |  |