##### *JOB DESCRIPTION*

**JOB TITLE:** Sonographer

**HOURS:** Variable

**RESPONSIBLE TO:** Diagnostic Clinical Lead

**ACCOUNTABLE TO:** Service Manager

**ESSENTIAL QUALIFICATIONS:** Diploma in medical ultrasound (DMU) or a

Post-graduate certificate or diploma in medical ultrasound

(Pg Cert or Pg Dip)

**ESSENTIAL REQUIREMENTS:** HCPC Registration

**KEY WORKING RELATIONSHIPS:** Diagnostic Clinical Lead

Ultrasonography team

Divisional Imaging Manager

Service Manager

Clinical Director of Diagnostic Imaging

Service users & members of the general public

Other Practice Plus Group staff

External members of staff & Contract sponsors

**LOCATION:** Practice Plus Group Diagnostics, Buckinghamshire

**JOB REQUIREMENTS:**

The post holder will be expected to produce a high standard of professional ultrasonography practice at all times, maintaining a level of professional accountability in accordance with the SOR / COR statements of professional conduct, whilst undertaking all ultrasonography duties performed within the scope of practice of the appointed role.

**SPECIFIC REQUIREMENTS:**

The post holder must be able to;

* Work both autonomously and as part of a multi-disciplinary team, managing examination workload effectively and producing a consistently high quality and safe level of care for all patients.
* Clinically justify ultrasound referrals using referral acceptance criteria defined within the

Practice Plus Group referral and scanning protocols.

* + Must be capable of prioritising a number of complex activities at any one time to react to the demands of the service and be able to adjust workload to accommodate urgent referrals or equipment breakdown.
  + Must be capable of managing work load effectively to ensure the timely completion of examinations.
* Undertake a broad range of ultrasonography techniques and be flexible in adapting to

the requirements of all patients and examination scenarios.

* Communicate appropriately with patients, relatives and other members of staff both

internally and externally, maintaining patient confidentiality at all times.

* Demonstrate a high level of respect to all patients ensuring privacy and dignity

are maintained at all times, offering reassurance and confidence in the quality of the

service provided within Practice Plus Group.

* Ensure patient identification is checked prior to commencement of the examination

confirming that patient demographical data provided is accurate and entered correctly

on to all ultrasound and radiology IT systems.

* Maintain cleanliness in all clinical areas using appropriate measures for infection

prevention and control of disease.

* Maintain all required mandatory training to ensure compliance with the essential standards

of quality and safety defined by the Care Quality Commission.

* Demonstrate an understanding of the importance of a clinical governance framework

within the diagnostic imaging department. The post holder will be expected to participate

in clinical audit and will have knowledge of quality assurance, incident reporting,

risk assessment, information governance and patient experience and engagement.

* Successfully undertake a process of competency assessment which will assess

the candidates ability to fulfil the requirements of a sonographer. This process

will be undertaken using a variety of assessment methods.

* Take responsibility for ensuring that they engage in regular continuous professional development

in order to maintain their professional registration with the HPC and to ensure they are fit for

purpose in the role of a sonographer.

* + Demonstrate a knowledge of good Health & Safety practice ensuring that the repetitive nature of this role does not impact on the health and well-being of the individual.
* Fully engage with the Practice Plus Group core values which are defined within the ‘Fulfilling Lives’

strategy. These values encourage positive behaviours which are so important in enhancing

the patient and staff experience in all Practice Plus Group diagnostic centres. (Further details below)

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 treatment centre, 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. The post holder must be flexible to the needs of the business at all times.

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

I confirm that I have read and fully understood this Job Description;

Name of Postholder …………………….……………..

Signature …………………………………...

Date …………………………………...

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| **Person Specification – Sonographer** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Diploma in medical ultrasound (DMU) or Post-graduate certificate or diploma   (Pg Cert / Dip)   * HPC Registration. * A good general standard of education. |  |
| Experience | * Broad range of ultrasonography competencies matched to the job description. * Experience of autonomous practice and independent reporting is essential. | * Experience within the private and/or independent sector healthcare environment within the UK. |
| **Skills and Knowledge** | * To be competent to assess, scan, diagnose and report your own ultrasound caseload maintaining accurate patient records at all times. * Demonstrate an understanding of the requirements of safe clinical practice and the responsibilities and accountability that are associated with this role. * To understand the importance of Health & Safety regulations; maintaining good ergonomics and posture when scanning to reduce the risks associated with repetitive strain injury (RSI). * Excellent communication and interpersonal skills with colleagues and all other partners. * An ability to cope in a fast-paced working environment whilst producing high quality images and succinct and accurate reporting of all examinations. * To show high levels of self-motivation and be capable of using your own initiative. * To show an understanding of Clinical Governance and the importance of all aspects which contribute to a safe and high quality ultrasound service. | * Demonstrate an understanding of the registration processes associated with the Care Quality Commission and Diagnostic Imaging services. |
| Other Factors | * Enthusiastic, highly motivated, flexible and committed individual. * Accuracy and dexterity. * The ability to provide an ultrasound service over an extended working hours schedule. * Smart, professional appearance. * Honesty and reliability. * Ability to work in a multi-disciplinary team but also in an autonomous role. * Demonstrate customer focus in an adaptable, friendly, polite, courteous manner. * To respect the privacy and dignity of patients and colleagues. * Committed to self learning and professional development. * Provide support and encouragement to colleagues recognising ideas and contributions of all members of the team. |  |

I confirm that I have read and fully understood this person specification. The above person specification has been agreed and accepted.

Name of Post-holder …………………….……………..

Signature …………………………………...

Date ……………………………………

**Fulfilling Lives**

Practice Plus Group is committed to enabling people to live fulfilling lives whatever their health and social care needs are.

The diagnostic imaging service has an opportunity to embrace the fulfilling lives strategy and encourage the positive behaviours that are so important in enhancing the patient and staff experience in each of our centres.

There are three Practice Plus Group **values** which are integral to the concept of fulfilling lives;

* **We believe that every one of us can make a difference.**
* **We see the world from the point of view of our service users and our customers.**
* **We continually strive for innovation and new ways to improve the service that**

**we offer.**

The Fulfilling Lives strategy is expected to improve the experience for patients and staff using Practice Plus Group services. The strategy also encourages increased motivation of staff and positive behavioural traits which can make a significant difference to the lives of patients and other members of staff that they encounter on a day to day basis.

As a candidate who is considering employment within Practice Plus Group you should review the Practice Plus Group values that are described above and decide what the values specifically would mean to you.