

JOB DESCRIPTION

JOB DETAILS	
Job Title	Reporting Sonographer
Reports to	Principal Sonographer
Band	Band 7
Department/Directorate	Clinical Specialist Services

JOB PURPOSE

The post-holder works as a clinical member of the ultrasound team providing an in-patient and out-patient ultrasound service which includes:

- General abdominal ultrasound (including small parts and DVT scanning)
- Gynaecological ultrasound (Transabdominal and Transvaginal)
- Obstetric scanning (including 20-week anomaly scans and Nuchal Translucency scans for the national obstetric screening programme and Growth scans, Early pregnancy scans and Dating scans)
- Acute paediatric abdomens

The post holder will be expected to provide ultrasound services across the main sites; North Devon District Hospital and the Community Diagnostic Hub (CDC) in Bideford. Additional ultrasound services are also provided at Community Sites (Ilfracombe) and the post holder may be required to work at these sites as part of a rota to maintain service cover.

The post holder will also participate in weekend cover in the future development of services where necessary.

The post holder will be expected to maintain professional working relationships with staff across a variety of professional boundaries in order to maintain efficient links with other wards and departments across the Trust which includes providing expert ultrasound opinion as required.

The post holder will be involved in teaching and training of a wide range of staff including ultrasound trainees and Radiology Registrars as well as other clinical staff from around the Trust.

The post holder is expected to work to high professional and clinical standards, producing high quality ultrasound images and reports and as part of maintaining professional standards and quality they will participate in CPD and peer and case review.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- The post holder will be expected to work as a clinical member of the ultrasound team, working independently and without supervision producing high quality ultrasound images and reports across a wide range of ultrasound examinations.
- The post holder will be expected to be thoroughly familiar with and work within the department's protocols and Standard Operating Procedures
- The post holder will be expected to maintain high professional and clinical standards and be able to show evidence of maintenance of general technical and professional skills and participation in Continuous Professional Development, to such a level required to remain eligible for registration by the Health Professions Council.
- The post holder will participate in daily operational management of the main ultrasound department (NDDH) which includes prioritising workload, allocating available staffing and resources to help meet waiting time targets and to meet the rapidly changing operational and clinical requirements.
- To act as point of contact/coordinator at the main site ultrasound department and at the CDC in the absence of the Principal Sonographer, or as required. This responsibility includes liaising with other

service leads and department managers to keep them informed of operational issues and escalating concerns as appropriate.

- Responsible for providing high quality practical and technical ultrasound training to trainee ultrasound students, Radiology Registrars, visiting Medical students and other clinicians from around the Trust on the Focus Acute Medicine Ultrasound Programme (FAMUS).
- Responsible for supervision and support of junior sonographers/Radiographers, Radiology Assistants, work experience students on schools' programmes and other health care professionals as part of their post graduate/undergraduate training programmes.
- Responsible for working within local and Trust guidelines when dealing with infection control issues/risks, in particular practicing compliance with ultrasound probe decontamination procedures.
- To be responsible for carrying out and recording daily Quality assurance, in line with the departmental protocol as well as ensuring the correct care and use of complex equipment and resources generally throughout the department, but with particular reference to the problems of manoeuvring of large equipment in confined clinical areas.
- To have a flexible approach to working hours, and be prepared to participate fully in a weekend rota with a potential for extended working days as appropriate and in line with service development.
- To be prepared to carry out duties appropriate to role and grade in any area of the Radiology department if exceptional circumstances make this necessary

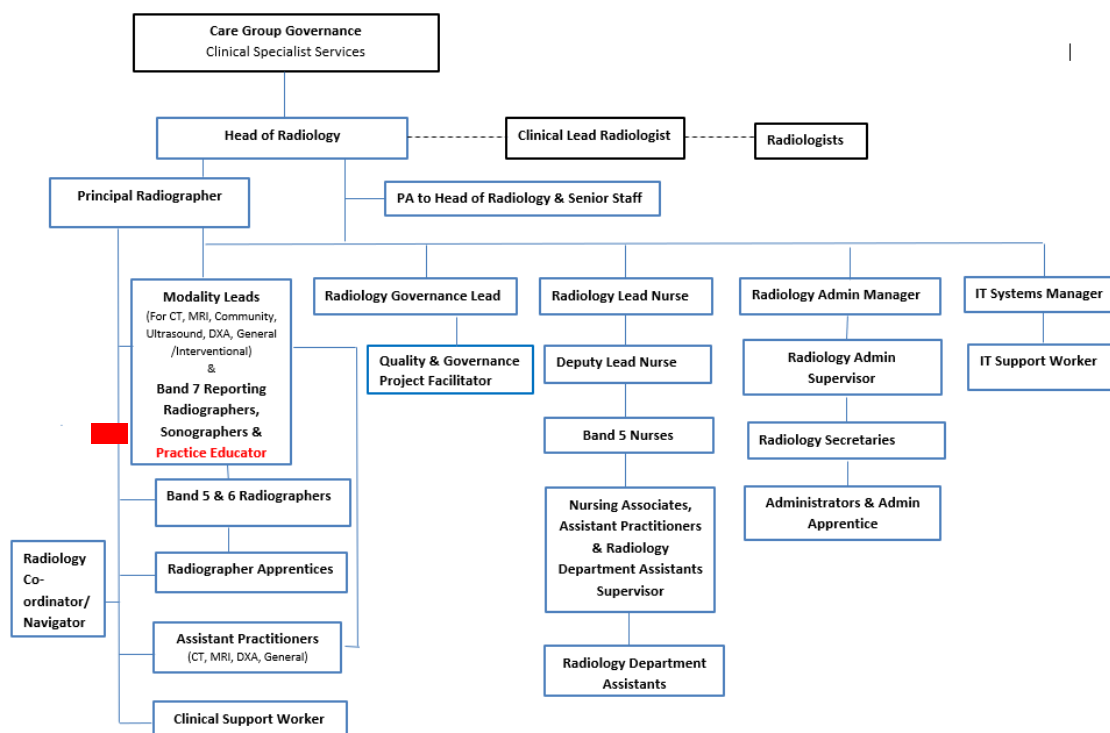
KEY WORKING RELATIONSHIPS

The post holder is required to work effectively with staff of all levels/disciplines throughout the Trust who they will encounter a day-to-day basis. This will include verbal and written communication as well as via a variety of electronic media/forums.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Radiology Services Manager and Superintendent Radiographers • Consultant Radiologists and Radiology Registrars • FMAU Associate Specialist and Obstetricians. • Departmental nursing Staff and Midwives. • Sonographers, Radiographers and support staff within the Department • Medical, nursing and administrative staff from wards and departments throughout the trust • Student Sonographers, Midwives and Medical Students • Departmental administrative, Clerical and Support staff. • Neonatal Nurses and Paediatricians.	• GPs • Referring external Medical staff. • Support agencies • Colleagues and service leads from other Trusts within the Peninsula • University staff supporting trainee students

ORGANISATIONAL CHART



FREEDOM TO ACT

- The post holder works independently and without supervision to make diagnostic decisions underpinned through using professional knowledge, experience and advanced analytical judgement skills. These skills are used to formulate both free hand and templated reports to communicate results of the diagnostic test to the referring clinician, on which patient management decisions can be made.
- The post holder is responsible for vetting and triaging ultrasound referrals, using clinical knowledge to determine suitability or appropriateness of the test as well as priority status to inform booking urgency.
- Whilst working within defined occupational standards, protocols and professional guidelines the post holder must be prepared to exercise a degree of freedom to act when clinical findings indicate a need to do so.

COMMUNICATION/RELATIONSHIP SKILLS

The post holder:

- Has to communicate the requirements of ultrasound scanning procedures to patients (adult and paediatric), relatives, trainees and other hospital/clinical staff. These procedures include examinations of an intimate or invasive nature when communication must be in a manner which is sensitive, reassuring and professionally confident.
- Has to communicate/report often complex diagnostic information in a concise and appropriate manner regarding the results of Ultrasound examinations. This includes informing referring clinicians of unexpected and urgent results, some of which may require immediate action or urgent further imaging.
- Has to be able to communicate appropriate follow up procedures to both referring clinicians and patients.
- Has to sensitively and compassionately communicate information, which is sometimes highly complex, regarding foetal abnormalities and foetal demise to pregnant patients and relatives. The post holder is required to offer the initial emotional support required in often distressing situations.

- Has to be able to provide reassurance and overcome patient concerns and barriers to understanding in order to obtain the level of co-operation required to achieve a successful outcome to scanning procedures. This includes using translators and translation facilities.
- Has to work and communicate professionally and effectively with clinicians/staff throughout the Trust and those outside of the Trust in order to facilitate an efficient ultrasound imaging service.
- Has to ensure that the Principal Sonographer/Radiology Services manager/engineers are made aware of any matter which is affecting or has the potential to affect the provision of the ultrasound imaging service including prompt reporting of high levels of in-patient demand, equipment faults and staffing issues.

ANALYTICAL/JUDGEMENTAL SKILLS

The post holder will be required to use a range of analytical and judgemental skills within the clinical role. This includes:

- Frequent straightforward job-related facts (following appropriate protocols, selecting the appropriate ultrasound settings and technology, identifying equipment faults and probe damage which is likely to impact on the quality or safety of scanning)
- Frequently making judgements on facts that require analysis, which includes: using all available clinical information, from a range of sources, to inform the interpretation of the ultrasound findings; from which a considered, relevant and accurate ultrasound report can be made. This also includes vetting and prioritising decisions made on in-patient and urgent referrals. Within obstetrics this includes using all available clinical and scan information results to ensure maternal and foetal health and well-being are prioritised with regards next step management. The post holder will also be reviewing and analysing reports and images from other sonographers as part of peer review, using agreed assessment criteria to establish if the required quality/standard has been met.
- Often making judgements on a range of facts (sometimes complex) that require analysis and comparison of a range of options (Using skills and knowledge, all available clinical information and ultrasound findings to present differential diagnostic options to the referring clinician, recommending possible next step patient management/imaging options which includes further imaging and urgent specialist referral)
- The post holder will be expected to be involved in the evaluation and assessment of new and replacement ultrasound equipment relevant to their area of ultrasound imaging expertise, having an input on decisions made on what system to procure.

PLANNING/ORGANISATIONAL SKILLS

- The post holder frequently works within a pre-booked worklist setting where they are expected to organise their own day to day activities such as obtaining second opinions, ensuring completion of all ultrasound reports, ensuring breaks are taken, ensuring ergonomic well-being activities are considered and undertaken, communicating with colleagues to arrange support or rescheduling of individual workload.
- The post holder frequently works within an in-patient setting where planning is often straightforward, but sometimes complex when scheduling of patients requires liaising with other departments and clinicians to determine appropriate timings or to meet specific patient or examination requirements (e.g. post or pre-surgical procedures, dementia, infection control risks).
- The post holder is frequently required to utilise organisational skills as they participate weekly in a coordinator/point of contact role. This requires them to organise the workload and the allocation or reallocation of clinical staff or assisting staff to ensure the service runs effectively and efficiently. This task can be often challenging when they have to respond to short notice changes in service/staffing as it involves coordinating cover between different departments and hospital sites.

PATIENT/CLIENT CARE

- The post holder provides a highly specialist clinically technical service, scanning both adult and paediatric patients; the provision of this service supports the onward care and treatment of those patients examined.
- The post holder has daily direct contact with patients, adult and paediatric, and this involves physical contact due to the nature of ultrasound examination. Patient contact is often intimate when

performing gynaecological or small parts scanning. During these examinations the post holder is expected to work to the highest levels of professional competence ensuring patient care, dignity, privacy and well-being are prioritised at all times.

- The post holder will be required to examine patients with a range of physical and cognitive and learning abilities, as well as patients in acute and chronic distress and pain, terminally ill or injured patients and patients in various states of mental health. The post holder will be expected to offer the necessary care and assistance in all cases in order to perform a thorough and confident examination.
- The post holder will be expected to maintain excellent patient care (empathy, compassion, understanding and reassurance) in the obstetric setting when bad news is being broken, ensuring the well being of both the patient and attending relatives. In emergency gynae the post holder will be expected to understand and respond to the welfare needs of patients who may be actively miscarrying or bleeding heavily during the ultrasound examination.
- The post holder will need to be aware of the need for the highest level of patient care at all times, with particular reference to the hazards posed by cross infection in infection control situations.

POLICY/SERVICE DEVELOPMENT

- The post holder is expected to work within the protocols and SOPs relevant to their area of expertise/practice.
- The post holder will contribute to the development of SOPs describing new clinical practice or changes to existing SOPs, working alongside the Principal Sonographer appraising the changes in practice.
- The post holder will contribute to discussions on service improvement and will be involved in appraising or evaluating changes when introduced as new or improved methods of service delivery

FINANCIAL/PHYSICAL RESOURCES

- The post holder will be using equipment which is both of high value and complexity and is responsible for using it safely, ensuring it is not treated in a way which is likely to cause damage. They will be expected to ensure there is correct care and use of the equipment and resources generally throughout the department, but with particular reference to the problems of manoeuvring of large equipment in confined clinical areas and handling and transporting of ultrasound probes.
- The post holder is responsible for carrying out and recording daily Quality assurance, in line with the departmental protocol.

HUMAN RESOURCES

- Teaching and training is a significant part of the job role. The post holder will be expected to teach and train trainee sonographers how to scan on a daily/weekly basis and will be training Radiology Registrars on a weekly/monthly basis.
- The post holder is responsible for the supervision of trainee Sonographers/midwife sonographers, trainee Radiography assistants and Medical Students when working with them. In addition to this the post holder supervises any work experience candidates assigned to their scanning list.
- The post holder will be involved in mentoring newly qualified sonographers and newly appointed sonographers and will have opportunities to act as preceptors to preceptorship sonographers
- The post holder will be expected to be aware of legislation relevant to patient confidentiality and to work to "best practice" guidelines at all times, and to carry out duties appropriate to role and grade in any area of the Radiology department if exceptional circumstances make this necessary
- The post holder will participate in the Departmental appraisal scheme, using this to agree performance objectives and establish a personal development plan and they will attend and participate fully in all relevant Departmental meetings.

INFORMATION RESOURCES

- The post holder is required to use a variety of IT systems for inputting, storing and providing information i.e. documenting ultrasound reports and communicating with referrers. These systems include; CRIS, PACS, EPIC and Viewpoint.
- They must ensure the correct procedures are followed regarding the input of data and images and that the information is accurate and relevant at all times.

- The post holder will be responsible for organising collection of data for the purposes of peer review and for any clinical practice audit that might be assigned to them.

RESEARCH AND DEVELOPMENT

- The post holder will be expected to participate in research and on-going audit activities within the ultrasound service, contributing to discussion on appropriate subjects for audit.
- The post holder will be responsible for performing department wide peer review on a rotational basis, presenting the results to the Principal sonographer
- The post holder will identify examples of their First Trimester Combined Screening (FTCS) scans for submission to the Foetal Medicine Foundation (FMF) for audit to ensure they are competent to deliver this screening programme. A current licence is essential for participating in the FTCS programme.

PHYSICAL SKILLS

- The post requires excellent eye-hand coordination, considerable dexterity and flexibility in order to dynamically assess a patient.
- The post holder is responsible for working to and maintaining good ergonomic principles to primarily prevent work related upper limb injury.

PHYSICAL EFFORT

The role involves moderate and frequent physical effort in the following areas:

- Manual handling of patients in wheelchairs and beds, assisting patients to manoeuvre from chair to bed and back
- Scanning patients in beds and chairs which requires stretching and reaching
- Applying sustained pressure with the ultrasound probe to the patient's skin often in a static position in order to obtain the required views
- Frequent considerable effort/exertion of the scanning arm is required when scanning patients with a high BMI or those in the later stages of pregnancy

MENTAL EFFORT

- The role involves considerable and frequent mental effort in order to assess and examine the patient, interpret the findings over the course of the examination, understanding their significance and use this to formulate an accurate report or inform further investigation. The post holder also has to maintain reassuring communication with the patient throughout the examination ensuring at the same time that the patient is not alarmed or alerted to significant or urgent findings until such a time becomes appropriate and/or necessary.
- The post holder is expected to concentrate throughout the day whilst scanning and reporting often in a busy environment with frequent interruptions.
- The role involves high levels of mental effort when interpreting complex findings, ensuring those findings are described in a way which informs the referring clinician of the significance and urgency of the diagnosis.

EMOTIONAL EFFORT

- There is considerable emotional effort involved in obstetric scanning which is frequently within a highly emotive setting. The post holder is expected to communicate distressing and highly impactful findings to parents in a calm and controlled way so that the required information is shared and the diagnosis is understood.
- There is also emotional effort required when scanning non-obstetric findings such as serious pathology (cancer) which is often detected. The post holder must remain professional and calm during the examination and not cause any distress to the patient.
- In both the general and obstetric setting there will be occasional back to back distressing diagnoses made.

WORKING CONDITIONS

- The post holder is required to work in darkened rooms looking at either the ultrasound machine monitor or PC monitor for sustained periods.
- The post holder occasionally works in small rooms where the temperature is raised and rooms where there is no natural light.
- The role involves:
 - Contact with body fluids, smells and occasionally distressing sights
 - Performing intimate (transvaginal, testes) examinations
 - Examining patients who may be aggressive or violent, particularly in the in-patient setting.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Reporting Sonographer
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Requirements	Essential	Desirable
<u>QUALIFICATION/ SPECIAL TRAINING</u>		
• BSc in Diagnostic Radiography or equivalent or Registered Midwife	E	
• Current registration with the Health Professions Council	E	
• PG Dip or equivalent in Medical Ultrasound	E	
• Training and experience in abdominal, obstetric and gynaecological ultrasound	E	
• An in-date licence for Nuchal Translucency Accreditation (support available for reaccreditation if it has lapsed)	E	
• Vascular ultrasound, paediatric ultrasound		D
<u>KNOWLEDGE / SKILLS</u>		
• Proven skills in performing a wide range of examinations and procedures in Ultrasound, with documented evidence of the ability to report on a range of ultrasound imaging procedures.	E	
• Ability to demonstrate up to date knowledge of ultrasound imaging techniques.	E	
• Ability to provide a high level of patient care in accordance with current protocols.	E	
<u>EXPERIENCE</u>		
• Proven ability to work unsupervised as a member of a multidisciplinary team.	E	
• Experience of working unsupervised with particular reference to out of hours working.	E	
• Experience of supervising, mentoring & assessing Student Radiographers and Assistant Practitioners.		D
<u>PERSONAL ATTRIBUTES</u>		
• Flexible approach to duties and ability to participate in shift and extended day	E	
• Ability to communicate well with all grades and disciplines of staff, patients and relatives.	E	
• Be reflective in thinking and outlook and be available as a source of advice, coping with multiple demands during the working day.	E	
<u>OTHER REQUIRMENTS</u>		
• Be prepared to deal with distressing and emotional situations on a daily basis, e.g. relating to foetal abnormalities and /or death to patients and relatives who may be distressed, aggressive or abusive.	E	
• To be physically able to safely and competently position and manoeuvre patients and equipment as a routine part of the daily duties, including wheelchairs, beds and stretchers and have a particular awareness of the potential health risks for staff associated with prolonged sessions of U/S scanning.	E	
• Ability to travel across sites as short notice.		D
• The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		x		
Contact with patients	Y				
Exposure Prone Procedures	Y	x			
Blood/body fluids	Y				x
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y	x			
Respiratory sensitisers (e.g isocyanates)	Y	x			
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y			x	
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y	x			
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				x
Heavy manual handling (>10kg)	Y			x	
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y			x	
Mental Effort	Y				x
Emotional Effort	Y				x
Working in isolation	Y			x	
Challenging behaviour	Y			x	