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JOB DESCRIPTION

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

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| **JOB PURPOSE** |
| * To work to a high professional standard and to produce high quality ultrasound images and reports in: * 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) * To provide a diagnostic ultrasound scanning and reporting service for referrals at the main Hospital site, the Community diagnostic Hub and the Community Hospitals. * To assist in the day to day running of the department * To maintain high standards of patient care. * To maintain professional working relationships with staff across the Medical Imaging Department, wards, other departments and in the community settings. * To participate, where appropriate, in Ultrasound team, Medical Imaging Team and multidisciplinary team meetings relating to the delivery of the ultrasound service. * To maintain and participate in Continuing Professional Development. * To provide professional support and guidance for all staff involved in ultrasound imaging and participate in formal training of such staff if required. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Leadership and Management**   * On a daily basis be able to apply organisational and planning skills in the allocating and re allocating of time and resources to meet waiting time targets and rapidly changing operational and clinical requirements.   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 and similar risk   * To act as point of contact/coordinator in the main site ultrasound department in the absence of the Principal Sonographer or as required (daily organisation) * To be responsible for his/her actions and patient workload and be able to work unsupervised as well as part of a multidisciplinary team. * When required, to supervise the work of other qualified staff, students and support workers performing duties within the ultrasound imaging areas of the department. * To participate in the practical training of student radiographers and support and assist junior members of the radiographic staff in their duties, cascading necessary information and training as required. * To organise the Radiographic Assistants in order to prioritise and maintain safe levels of assistance/chaperoning * To be familiar with and adhere to all departmental guidelines. * To maintain a high standard of professional conduct and appearance at all times. * To ensure the correct procedures are followed regarding the input of data and images onto CRIS, INSIGNIA and Viewpoint.   **Professional and Clinical**   * To work as a clinical member of the ultrasound team to provide an efficient, high quality specialised service. * To carry out a wide range of ultrasound procedures and to provide professional guidance to other staff working within ultrasound imaging. * To make every effort to remain aware of the latest developments in diagnostic ultrasound and act as a ‘clinical expert’ in this area of work * Working within protocols, to provide accurate and timely clinical reports on a range of ultrasound examinations. * To work to a high level of specialist expertise in ultrasound imaging, demonstrating the practical application of professional skills that are underpinned by a robust theoretical knowledge. * To make autonomous decisions using professional knowledge, experience and advanced analytical judgement skill to ensure the most appropriate imaging examination is performed. * To work within the relevant trust guidelines when dealing with situations that present possible infection risks e.g. exposure to bodily fluids or that has the potential for compromising personal well-being such as aggressive or challenging patient behaviour. * Whilst working within defined occupational standards, protocols and professional guidelines be prepared to exercise a degree of freedom to act when clinical findings indicate a need to do so. * To be responsible for entering clinical data onto the RIS system and ensuring all images obtained are available on Insignia. * To be able to work to the highest levels of professional competence, whilst at the same time having to provide the maximum degree of physical, emotional and mental effort required to perform accurate examinations on patients who can be critically injured, terminally ill or otherwise immobile and unable to offer any assistance. * 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. * To maintain and continually update the specialist skills required to perform ultrasound imaging procedures, evidenced by participation in specialised post graduate training courses and programmes and to maintain a portfolio detailing this activity. |
| **KEY WORKING RELATIONSHIPS** |
| * Radiology Services Manager and Superintendent Radiographer * Consultant Radiologists and Radiology Registrars * FMAU Associate Specialist and Obstetricians. * Principal Sonographer * Sonographers and Radiographers * Radiographic Assistants * Departmental nursing Staff and Midwives. * Medical, nursing and administrative staff from wards and departments throughout the trust * Patients, their partners and associated carers * Student Sonographers, Midwives and Medical Students * External Medical staff for referral. * Administrative, Clerical and Support staff. * Neonatal Nurses and Paediatricians. |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * The role has a very high level of autonomy and independent working. The post-holder works as part of a team but also regularly as a lone worker (weekends, out of hours, community settings) managing their patient list independently and confidently making decisions about workflow and prioritisation of urgency and accommodating priority ad-hoc referrals * Responsible for own Professional Accountability * Responsible for reporting scans, recommending next stage of patient management and recommending onward referral (across specialities). * Responsible for discussing the outcome of the scan with the patient if appropriate – dependent upon diagnosis, potential impact of diagnosis and setting. * Responsible for referring under protocol for other imaging tests (further ultrasound, CT and plain film) * Responsible for determining the priority, urgency and suitability of scans based on clinical information provided by the referrer, seeking further information when necessary. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To communicate in a concise and appropriate manner complex information regarding Ultrasound scanning procedures to patients and relatives, other hospital staff and External referrers. * **To communicate with patients the need for further testing or urgent review of results with their referrer in a sensitive and professional manner** * To communicate distressing and sensitive information, relating to foetal abnormalities and demise to pregnant patients and relatives, offering emotional support in situations of heightened emotion and distress. * 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. * To provide clear, concise and accurate ultrasound reports. * To work and communicate efficiently with other members of staff throughout the Trust and beyond. * To ensure that the Principal Sonographer/Radiology Services manager is made aware of any matter which does or has the potential to affect the provision of the ultrasound imaging service currently offered by Diagnostic Services. * To inform a referring clinician of urgent or unexpected results, as appropriate. * To liaise with appropriate staff regarding the organisation of follow-up Outpatient appointments for patients following ultrasound imaging. * To actively participate in staff meetings/discussions re matters concerning the ultrasound service * To communicate effectively across different communication methods: face to face, e-mail, telephone |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * High level analytical skills are required for the role. * Required to assess information about the patient’s condition, symptoms, laboratory test results and previous imaging, pulling the information from multiple electronic sources in order to understand the relevance and suitability of the test and to determine the most likely findings indicated by the clinical question. * Able to understand when information regarding the scan request is insufficient and to judge when to seek further information from available resources: referring clinician, Radiologist, previous imaging studies. Able to understand when a referral is inappropriate and able to advise on the most suitable alternative test. * Able to understand how to interpret findings from previous imaging studies (CT/MRI/plain film) which impact on the potential findings of the ultrasound scan * Utilising the above information to determine findings which are likely to answer the clinical question in the ultrasound scan. * Using skill, knowledge and experience to interpret the imaging in order to form an accurate diagnostic report, and identify any findings which require urgent action or attention * Suggesting further imaging and/or appropriate onward patient management based on own interpretation of the findings. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Able to coordinate and organise own workload when lone working (out of hours) * Able to coordinate and organise multiple scanning lists in order to ensure work is carried out following principles of urgency and priority in a rapidly changing workflow setting (in particular in-patient ultrasound) * Be able to recognise and understand the skill set of colleagues and organise this workforce in accordance with the changing demands of the day * Recognise and anticipate when own mandatory training or competency assessments (e.g. FTCS, DVT ) are due or required and liaise with Principal Sonographer to plan these into own working schedule * Be able to identify priority patients, patients with additional needs at the point of vetting and so provide the appointments team the necessary instructions for the planning and organisation of the appointment (including time allowance, time of day for appointment, appropriate site for the appointment) to ensure best patient care. |
| **PATIENT/CLIENT CARE** |
| * Responsible for identifying patients (adults and children) at risk under the safeguarding principles and referring patients to the safeguarding team where appropriate. * Providing at all times the highest level of patient care, ensuring the patient experience is optimised. * Understanding and recognising when patients require additional support – either at the time of vetting the referral or when the patient enters the department and providing this with dignity and respect. * Recognising changing patients needs and responding appropriately * Providing reassurance, empathy and sympathy when in a breaking bad news situation, placing patient wellbeing at the centre of all your decisions/actions * At all times treating the patient with dignity and respect – with particular emphasis during intimate examinations |
| **POLICY/SERVICE DEVELOPMENT** |
| * The post holder will work within departmental policies and protocols * The post holder will contribute to the development and evaluation of protocols and SOP’s relevant to their experience and area of speciality, participating fully in the development and introduction of revised 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 responsibly for using it safely, ensuring it is not treated in a way which is likely to cause damage. * They are 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. * Assist in the evaluation and assessment of new and replacement items of equipment relevant to ultrasound imaging. * Follow the correct probe decontamination/disinfection protocols to ensure no damage is caused to the ultrasound probes during the process and also and to ensure that decontamination/disinfection is performed to a high standard. * The post holder is responsible for reporting any fault identified with the ultrasound systems/probes in a timely way, removing any equipment from use if deemed to be unsafe. |
| **HUMAN RESOURCES** |
| * The post holder is responsible for any trainee Sonographers, student Radiographers and work-experience students with whom they might be working with. * The post holder must be aware of and adhere to, all relevant Trust wide and Departmental policies and procedures. * The post holder must be aware of legislation relevant to patient confidentiality and to work to “best practice” guidelines at all times. * To attend and participate fully in all Departmental meetings. |
| **INFORMATION RESOURCES** |
| * The post holder is required to use a variety of IT systems which are essential to the performance of their day to day work including; CRIS, PACS, EPIC and Viewpoint. * They must ensure the correct procedures are followed regarding the input of data and images onto CRIS, INSIGNIA and Viewpoint. * The post holder is required to use additional IT systems in order to undertake on-line learning, which includes E-learning for Health and Learn+ * The post holder is required to use IT systems and platforms for CPD and their Personal Development Plan. |
| **RESEARCH AND DEVELOPMENT** |
| * The post holder will be expected to participate in research and on-going audit activities within Ultrasound imaging, contributing to discussion on appropriate subjects for auditing. * The post holder will be part of a rota for being the author of the 6 monthly peer review audit * The post holder will work with the obstetric screening support sonographer in order to ensure they are compliant with the requirements of the FTCS in order to maintain their FMF licence * The post holder will be expected to share learning/interesting cases with the wider team contributing to development of individuals. |
| **PHYSICAL SKILLS** |
| * The post requires excellent eye-hand coordination in order to dynamically assess a patient. The post holder is required to scan in multiple planes, responding and reacting to fetal movements and making multiple right and left hand and arm movements throughout the entire scan in order to obtain the required images and capture them for archiving. * Considerable dexterity is required for the role in order to scan across and around the patient. * The post holder is responsible for working to good ergonomic principles to prevent injury and strain in what is a physically demanding role. |
| **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 * Flexibility and manoeuvrability when performing gynaecological scans |
| **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 using this to inform further investigation or views. * 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 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 as serious pathology (cancer) is often detected and 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 * The role involves performing intimate (transvaginal, testes) examinations * The role involves examining patients who may be aggressive or violent, particularly in the in-patient setting. |
| **OTHER RESPONSIBILITIES** |
| * To have a flexible approach to working hours, and be prepared to participate fully in such shift, extended working day and on call working rotas as may be required. * 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 To take part in regular performance appraisal * To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling * To contribute to and work within a safe working environment * The post holder is 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. * 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** |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.  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.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. |

PERSON SPECIFICATION

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| **Job Title** | BAND 7 REPORTING SONOGRAPHER |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  BSc in Diagnostic Radiography or equivalent or Registered Midwife  Current registration with the Health Professions council  PG Dip or equivalent in Medical Ultrasound  Training and experience in abdominal, obstetric and gynaecological ultrasound  Nuchal Translucency Accreditation, Vascular ultrasound, paediatric ultrasound | E  E  E  E | D |
| **KNOWLEDGE / SKILLS**  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.  Ability to demonstrate up to date knowledge of ultrasound imaging techniques.  Ability to provide a high level of patient care in accordance with current protocols. | E  E  E |  |
| **EXPERIENCE**  Proven ability to work unsupervised as a member of a multidisciplinary team.  Experience of working unsupervised with particular reference to out of hours working.  Experience of supervising, mentoring & assessing Student Radiographers and Assistant Practitioners. | E  E | D |
| **PERSONAL ATTRIBUTES**  Flexible approach to duties and ability to participate in shift and extended day  Ability to communicate well with all grades and disciplines of staff, patients and relatives.  Be reflective in thinking and outlook and be available as a source of advice, coping with multiple demands during the working day. | E  E  E |  |
| **OTHER REQUIRMENTS**  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.  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 sessions.  Ability to travel across sites as short notice. | E  E | D |

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