

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Women’s Health Sonographer |
| **Reports to** | Principal Sonographer |
| **Band** | Band 7 |
| **Department/Directorate** | Child & Women’s Health |

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| **JOB PURPOSE** |
| **K•** **• To work to a high professional standard and to produce high quality ultrasound images and reports in:**   * **** To work to a high professional standard and to produce high quality ultrasound images and reports in: * Gynaecological ultrasound (Transabdominal and Transvaginal) * Obstetric scanning. Including anomaly scans, 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 and the Community sites, as required. * To assist in the day to day running of the department * To maintain high standards of patient care. * To maintain good working relationships with all wards and other departments and to participate in multidisciplinary meetings relating to the delivery of the ultrasound service where appropriate. * To encourage and participate in the concept of continuing professional development. * To provide professional support and guidance for all staff involved in obstetric and gynaecology ultrasound imaging and participate in formal training of such staff.   **General abdominal To encourage and of such staff as 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 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 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 be familiar with and adhere to all departmental guidelines. * To maintain a high standard of professional conduct and appearance at all times.   **Professional and Clinical**   * To work as a clinical member of the Women’s Health 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 women’s health ultrasound imaging. * To make every effort to remain aware of the latest developments in diagnostic ultrasound and act as a ‘clinical expert’ within obstetric and gynaecology ultrasound. * Work 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 obstetrics and gynaecology ultrasound, demonstrating the practical application of professional skills that are underpinned by a robust theoretical knowledge. * To be responsible for entering clinical data onto the Viewpoint system and ensuring all images obtained are available on PACS. * 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 obstetric and gynaecology ultrasound imaging, evidenced by participation in specialised post graduate training courses and programmes and to maintain a portfolio detailing this activity. |
| **KEY WORKING RELATIONSHIPS** |
| * Senior Midwifery Matron * Consultant Obstetricians & Gynaecologists * FMAU Associate Specialist and Obstetricians. * Principal Sonographer * Midwife Sonographers and Radiographer Sonographers * Healthcare 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** |
| * 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 professional autonomy, whilst practising within the realms of professional registration. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To communicate complex information regarding Ultrasound scanning procedures to patients and relatives, other hospital staff and G.P.’s in a concise and appropriate manner. * To communicate information relating to foetal abnormalities and demise to pregnant women and relatives, offering emotional support in such distressing situations. * 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. * To provide clear, concise ultrasound reports. * To work and communicate efficiently with other members of staff throughout the trust and beyond. To assist in the provision of an efficient ultrasound imaging service to the Trust. * To ensure that the Principal Sonographer/Senior Midwifery Matron is made aware of any matter which does or has the potential to affect the provision of the ultrasound imaging service currently offered by Obstetric and Gynaecology Services. * To inform a referring clinician of urgent or unexpected results, as appropriate. * To liaise with appropriate staff regarding follow-up Outpatient appointments for patients after ultrasound imaging, as appropriate. |
| **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, previous imaging studies. * Able to understand when a referral is inappropriate and decline the ultrasound request. * Utilising the above information to determine findings which are likely to answer the clinical question in the ultrasound scan. |
| **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. FTSC) 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 responsible 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. |
| **HUMAN RESOURCES** |
| * To be aware of and adhere to, all relevant Trust wide and Departmental policies and procedures. * To be aware of legislation relevant to patient confidentiality and to work to “best practice” guidelines at all times. * 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 & registration in any area of the Maternity department if exceptional circumstances make this necessary. * Participate in the Departmental appraisal scheme and using this to agree performance objectives and establishing a personal development plan. * To attend and participate fully in all Departmental meetings. |
| **INFORMATION RESOURCES** |
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| **RESEARCH AND DEVELOPMENT** |
| * To work closely with the Principal Sonographer in the monitoring and evaluation of existing processes and procedures associated with Ultrasound, participating fully in the development and introduction of revised improved methods of service delivery. * To be prepared to participate in research and on-going audit activities within Women’s Health, and to suggest appropriate subjects for activities for consideration by the Care Group and departmental audit and research co-ordinators. |
| **PHYSICAL SKILLS** |
| * The post requires excellent eye-hand coordination and considerable dexterity in order to dynamically assess a 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. |
| **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. |
| **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) 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 extended working days and on call rotas, as required. * 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 (DES) if appropriate to role. |
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| **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.  The RDUH 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** | Women’s Health Sonographer |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  BSc in Diagnostic Radiography or equivalent or BSc Midwifery/Nursing.  Current registration with the Health Professions Council or with Nursing & Midwifery Council.  PG Cert or equivalent in Medical Ultrasound (Obstetrics & Gynaecology)  Nuchal Translucency Accreditation with The Fetal Medicine Foundation. | **E**  **E**  **E** | **D** |
| **KNOWLEDGE/SKILLS**  Proven skills in performing a wide range of Ultrasound procedures, with documented evidence of the ability to report on a range of ultrasound imaging procedures.  Ability to provide a high level of patient care in accordance with current protocols.  Ability to prioritise day to day workload to provide an efficient and effective ultrasound service. | **E**  **E**  **E** |  |
| **EXPERIENCE**  Proven ability to work unsupervised as a member of a multidisciplinary team.  Experience of supervising, mentoring and assessing multidisciplinary students, junior doctors & colleagues. | **E** | **D** |
| **PERSONAL ATTRIBUTES**  Flexible approach to duties and working days.  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 and workload. | **E**  **E**  **E** |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Be prepared to deal with distressing and emotional situations on a daily basis, relating to foetal abnormalities and/or death.  To positively support 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, stretchers, ultrasound equipment and have a particular awareness of the potential health risks for staff associated with prolonged sessions of ultrasound scanning  Be in possession of current driving licence, with the ability to travel to other locations as required. | **E**  **E**  **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 | Y |  | X |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y |  | X |  |  |
| Blood/body fluids | Y |  |  | X |  |
| Laboratory specimens | Y |  | X |  |  |
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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) | Y/N | YX |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  | XYY  YX |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | X |
| Heavy manual handling (>10kg) | Y |  | X |  |  |
| Driving | Y | X |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | Y |  |  |  | X |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y |  |  |  | X |
| Working in isolation | Y |  |  | X |  |
| Challenging behaviour | Y |  |  | X |  |