

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Trainee Sonographer |
| **Reports to** | Shelley Thompson |
| **Band** | 5 |
| **Department/Directorate** | Ultrasound / Radiology |

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| **JOB PURPOSE** |
| To train to become a general ultrasound practitioner, in various areas of ultrasound. To train to be part of the ultrasound team, delivering a high quality and safe patient focussed service.  To complete and pass the academic and clinical assessments that make up the requirements of the Pg Diploma in Medical Ultrasound Imaging. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| To be committed to, and engage in the academic and practical aspects of the ultrasound training programme.  Undertake appropriate ultrasound examination under the supervision of a qualified practitioner, according to departmental protocols.  To participate in a multi-disciplinary team.  Be committed to maintaining a high standard of all aspects of ultrasound.  Issue diagnostic ultrasound reports according to protocol, under the supervision of qualified staff.  Communicate highly complex information regarding diagnosis/treatment directly with patients/clinicians, under the supervision of a qualified member of staff.  To learn to independently prioritise patients and organise workloads from a variety of referral pathways to meet the needs of the service.  Participate in and undertake clinical research/audit/CPD. |
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| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Sonographers * Radiology Department assistants | * GP’s * Patients * University staff. | | * Superintendent Sonographer |  | | * Radiologists |  | | * Obstetricians * Midwives * Consultant obstetricians and gynaecologists * Nurses * Consultants |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| The post holder will operate under direct supervision at all times until qualification has been awarded. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| To give specialist and expert advice to a wide range of healthcare professionals, so must possess excellent interpersonal and communication skills.  To advise clinicians directly on diagnosis and recommendations for further investigation.  To develop and promote good working relationships between the multi-disciplinary teams.  To possess excellent communication and counselling skills. To impart highly sensitive and distressing information and discuss complicated issues when necessary with patients and their relatives in a clear and empathetic way.  To give clear explanation to patients regarding ultrasound examinations including risks, benefits, accuracy and limitations in order to gain informed consent.  Work in pressurised environments managing unpredictable workloads and patients demands  Ensuring that the work areas are kept clean, tidy and stocked and staff adhere to infection control policies |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| To undertake a wide range of ultrasound techniques, and have the ability to modify these techniques when appropriate, considering local ultrasound imaging protocols and patient condition.  To be responsible (with the rest of the ultrasound team) for the implementation and interpretation of quality assurance, specifically in antenatal screening programmes to maintain high standards of practice.  Identify and participate in relevant topics for audit within the department and contribute to the development and implementation of changes identified  Be aware of the appropriateness of different diagnostic investigations and make recommendations for assessment/referral where necessary  Demonstrate personal integrity and take accountability for actions of self and others |
| **PLANNING/ORGANISATIONAL SKILLS** |
| During the training programme, the student will be taught the following:  To assist with day to day running the sonography led ultrasound service.  To prioritise patients including wards and urgent requests independently and to organise workload from a wide variety of referral pathways.  To evaluate the appropriateness of imaging requests and determine patient preparation.  To participate in appointment scheduling and be responsible for one’s own caseload.  To be able to work within a pressurised environment and manage unpredictable workloads and patient demands. |
| **PATIENT/CLIENT CARE** |
| Should possess developed judgement, problem solving and clinical/professional reasoning skills based on scientific, technical and patient care related knowledge  Recognise and respond sensitively and appropriately to individual patients needs  Maintain high standards of patient care especially with regard to patient privacy, dignity and confidentiality  Ensure compliance with local infection control measures and ensure a safe and healthy environment for patients, visitors and staff.  Ensure that work areas are kept clean, tidy and stocked with appropriate equipment, and items necessary for the comfort of the patient.  The post holder must observe patient confidentiality at all times and work in accordance with ethical and legal policies.  The post holder will be responsible for ensuring that professional registration is maintained and for abiding by Code of Professional Practice as upheld by the Society and College of Radiographers.  Evidence of professional registration is required on the first day of employment and at the time of renewal |
| **POLICY/SERVICE DEVELOPMENT** |
| N/A for this role. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| N/A for this role |
| **HUMAN RESOURCES** |
| N/A for this role. |
| **INFORMATION RESOURCES** |
| All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act in line with Trust policies.  The post holder is responsible for maintaining data accuracy and quality and must comply with the Trust’s policies, procedures and accountability arrangements to ensure probity in the recording of Trust activities. |
| **RESEARCH AND DEVELOPMENT** |
| The trainee will be part of the audit process for the screening programmes when training in obstetric ultrasound. |
| **PHYSICAL SKILLS** |
| Post holder requires highly developed physical skills such as dexterity, hand/eye coordination combined with spatial awareness, which allows precise acquisition of diagnostic images |
| **PHYSICAL EFFORT** |
| Need good sensory skills for positioning and manipulation of ultrasound transducer  Frequent requirement to exert moderate physical force to obtain required images  Ability to cope with unpredictable work patterns |
| **MENTAL EFFORT** |
| Frequent and long periods of intense concentration required to obtain and interpret images in a dynamic environment  To use analytical and judgemental skills to interpret highly complex images accurately differentiating between normal and abnormal finding, providing independent written reports which directly affect patient’s diagnosis/treatment  Communicate highly complex information regarding diagnosis and treatment directly to obstetricians and patients within a multidisciplinary team  Regularly reflect on, learn from and implement changes based on ultrasound research evidence and experience. Apply findings to practice  Able to use own initiative  Capable of problem solving  Engagement in CPD and Lifelong learning |
| **EMOTIONAL EFFORT** |
| Must be able to work effectively in a potentially high-pressurised emotive environment  Able to recognise and respond to physical/emotional needs of others  Able to recognise own needs and take appropriate action when exposed frequently to distressing or emotional circumstances  Frequently required to impart and discuss complicated and distressing news i.e. foetal abnormality or death, whilst recognising and responding to physical, emotional, ethical and moral issues involved |
| **WORKING CONDITIONS** |
| Frequently exposed to bodily fluids when performing intimate examinations  Occasional exposure to abusive, aggressive and intoxicated patients or relatives  To use a wide range of high specification technical equipment to gain maximum clinical information and enhance diagnostic accuracy  Ultrasound scanning frequently requires the sonographer to be in awkward positions, reach to the far side of the patient while applying sustained pressure; often in confined spaces, putting Sonographers at risk of work-related musculoskeletal disorders.  All sonographers should work to minimise this risk, reporting any concerns to the line manager and highlighting any factors that are putting them at greater risk through the appropriate channels. |
| **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 (DES) 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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Trainee Sonographer |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   * BSc in Diagnostic Radiography * Registration with the HCPC. * Up to date statutory skills – ALS. MMH, FHS | x  x  x |  |
| **KNOWLEDGE/SKILLS**   * Accountable for own professional actions as an autonomous practitioner. * IT experience to use necessary computerised reporting system and image recording system | x | x |
| **EXPERIENCE**   * Able to care and show empathy to all patients. * Demonstrate excellent communication skills * Very good communicator. Must be able to handle sensitive and demanding situations. * Ability to deal with highly unpleasant working conditions. * Will be recognised by employers and peers as a source of expertise and have the ability to motivate others. | x  x  x  x  x |  |
| **PERSONAL ATTRIBUTES**   * Post holder requires highly developed physical skills such as dexterity, hand/eye coordination combined with spatial awareness, which allows precise acquisition of diagnostic images * Need good sensory skills for positioning and manipulation of the ultrasound transducer. * Frequent requirement to exert moderate physical force to obtain required images * Ability to cope with unpredictable work patterns. Must be able to work effectively in a potentially high-pressured emotive environment * Able to recognise and respond to physical/emotional needs of others * Able to recognise own needs and take appropriate action when exposed frequently to distressing or emotional circumstances * Contribute to changes to policies/procedures in own work area | x  x  x  x  x | x  x |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | x | x |

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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 | N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  |  | x |
| Laboratory specimens | N |  |  |  |  |
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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) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  | xxx |
| 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 | 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 |  |  |