

POSITION DESCRIPTION – Cardiac Sonographer Grade 3



POSITION TITLE: CARDIAC SONOGRAPHER GRADE 3	DIVISION: MEDICAL SERVICES - CARDIOLOGY
REPORTS TO: CARDIAC SERVICES MANAGER	DIRECT REPORTS: Nil
APPROVED: OPERATIONS MANAGER	APPROVAL DATE: Sept 2013
PRIMARY OBJECTIVE:	
The Grade 3 Cardiac Sonographer provides a patient focused Cardiac Ultrasound service to inpatients, emergency patients and outpatients across all Barwon Health cardiology sites.	
TERMS AND CONDITIONS: The terms and conditions of this position are set out in the Health and Allied Services, Managers and Administrative Officers, Health Professionals (Victorian Public Health Sector) Enterprise Agreement 2011 – 2015	
BARWON HEALTH VISION: To be Australia's Leading Regional Health Service – Building a Healthier Community	
PRIORITIES	VALUES
<p>Your Health We will work with the community to deliver significantly improved health outcomes</p> <p>Our Service Our health care service will be well-connected to ensure a positive experience for those we serve</p> <p>Our Region We will have strong partnerships with all providers who influence health in our region</p> <p>Our People Our workforce will be thriving, collaborative and highly skilled</p> <p>MISSION To provide accessible high quality healthcare services to our Barwon South western region communities</p>	<p>Respect For the unique qualities of each individual, family and community, for our partners, the organisation we represent and for each other</p> <p>Compassion For the circumstances of the people we care for</p> <p>Commitment To facilitate high quality health outcomes by working collaboratively with all stakeholders</p> <p>Accountability For all our actions and outcomes by working to clear objectives in a transparent manner</p> <p>Innovation To lead the way and develop creative initiatives to address the health needs of our community</p>



POSITION DIMENSION & DECISION MAKING AUTHORITY:		KEY COMMUNICATION CONTACTS (INFORMED)	
<p>Without referral to manager (RESPONSIBLE, BUT UNDER DIRECT TO INDIRECT SUPERVISION)</p> <ul style="list-style-type: none"> • Operate all Cardiac ultrasound equipment including information systems (CIS/PACS, BOSS) • Provide Cardiac ultrasound services to all emergency, outpatients, inpatients • Liaise with other departments (e.g. ED, referrers, research study coordinators) • Deputise for Grade 4 Sonographer 		<p>Contact/Organisation</p>	
		<p>Purpose/Frequency of Contact</p>	
		<p>Technologist/Sonographer Staff Meetings</p> <p>Echo Meetings</p> <p>Barwon Health - Clinical Areas</p>	
<p>After Consultation with manager or others (CONSULTED)</p> <ul style="list-style-type: none"> • Assist Echo Supervisor with development of PROMPT policies and procedures • Purchase orders for agreed consumables (echo consumables) 		<p>Monthly</p> <p>Weekly</p> <p>Daily contact with all clinical areas within the hospital in the provision of patient care</p>	
<p>Referred to managers or others (CONSULTED)</p> <ul style="list-style-type: none"> • Reporting of equipment faults • Reporting of consumer complaints 			
KEY ACCOUNTABILITIES			
Key Result Area	Major Activities	Performance Measures:	



1. Professional Practice Standards

- The Grade 3 Cardiac Sonographer must have completed Parts 1 and 2 of the DMU (or equivalent) and ASAR Registration. The sonographer must be able to practice independently and be competent in a wide range of Cardiac ultrasound
- The Grade 3 Cardiac Sonographer must have practical ultrasound experience equivalent to the minimum length of the university graduate diploma (2 years).
- Deliver advanced practice services to individuals in accordance with defined clinical practice guidelines, recognised best practice standards and relevant codes of conduct
- Operate within the scope of practice determined by the requirements of this role, professional qualifications, experience and credentialing requirements
- Independently operate all Cardiac ultrasound equipment including information systems (CIS/PACS, BOSS)
- Accept complete responsibility for the production of Cardiac ultrasound images. Such responsibility begins with the acceptance of a proper request for examination and is fulfilled when the complete examination is presented to the cardiologist for reporting
- Correct identification of patients using 4 step model consisting of: (i) verification of patient information, (ii) matching information against request form, (iii) timeout, (iv) post-procedure confirmation of identification of image including correct presentation
- The Grade 3 Sonographer is the expert practitioner in this modality. Accordingly they must be able to demonstrate extensive knowledge, experience and competence in ultrasound
- Professional memberships / registrations / licences / CPD
- Adherence to clinical practice guidelines and current best-practice responses
- Excellent time management skills
- Knowledge, experience and competence as assessed by area supervisor and Cardiac Services Manager
- Results of audit of images and all documentation in Files including request, , worksheets, image production
- Compliance with '4 Step Model for Correct Patient, Correct Site, Correct Procedure' Policies
- Participation in out of hours Cardiac Ultrasound as required



2. *Customer Service*

- | | |
|---|---|
| <ul style="list-style-type: none">• Treat all patients with care, compassion, dignity and respect at all times and without compromise• Communicate health information data to other clinical staff within constraints of the privacy act and maintain accurate health information records as required by the Public Records Office of Victoria• Participate in continuing improvement program. This includes the identification of areas of cardiac sonographic practice that can be improved• Provide a high quality and safe service that is accessible and sustainable.• Identify and contribute to improving service quality to all customers.• Fosters good public relations and communication with patients, relatives, visitors and the general public. | <ul style="list-style-type: none">• Always willing to help others• Demonstrate care and compassion when treating patients• Considers the views and opinions of others• Demonstrate an understanding of privacy and confidentiality and implement appropriately in the workforce• Level of compliance with policies and procedures• Outcome of Riskman and consumer complaints and compliments• Evidence of good relationships with consumers• Identification of quality improvement initiatives• Actively contribute to safe quality care |
|---|---|



3. Leadership and Management	<ul style="list-style-type: none"> • Share the vision, mission statement and values of the organisation with staff. • Display a high level of professionalism as well as being motivated and enthusiastic, to be flexible, and use initiative to adapt in the work place and acts as a role model to other staff to encourage similar behaviour. • Deputise for the Echo Cardiography Supervisor as required • To be familiar with all policies and procedures within Barwon Health including those specific to the Cardiology department. • Provide an efficient and Cardiac Ultrasound service • Ensure the correct operation of all cardiac ultrasound equipment and to promptly report any problems. • Ensure the reporting of consumer complaints via Riskman • Assist the Echo Cardiography Supervisor with the regular review, formulation and implementation of policies and procedures • Assists the Echo Cardiography Supervisor in ensuring adequate supply of consumables (e.g. purchase orders for ultrasound consumables) • Provide leadership by example and using experience in their specific area 	<ul style="list-style-type: none"> • Display the behaviour consistent with the vision, mission and values • Level of compliance with policies and procedures. This would include Barwon Health Employee Code of Conduct, Leave Policies and local Cardiology policies. • Demonstrate a professional manner, flexibility and teamwork at all times • Communicates well on one-to-one basis • Demonstrates good listening skills
4. Supervision of Staff	<ul style="list-style-type: none"> • Assist with on-going practical supervision and tuition of students, and trainee cardiac sonographers in liaison with the Echo Supervisor • A Grade 3 Cardiac sonographer with specialised skills in a particular area would also be expected to provide tuition to their sonographer colleagues • Liaise with Echo Supervisor to ensure that all technologists receive appropriate guidance and supervision 	<ul style="list-style-type: none"> • Performance and capability of subordinate staff • Evidence of appropriate supervision and training • Evidence of teamwork and effective working relationships within functional area and with other staff • Holds team members accountable for what they should be doing
5. Self-Improvement	<ul style="list-style-type: none"> • Continues own personal and Professional Development by attendance at appropriate and relevant conferences • Ability to reflect on personal practice and develop and refine skills and knowledge and engage in self-directed learning 	<ul style="list-style-type: none"> • Provide evidence of personal and professional development attendance over the past 12 months • Demonstrate a proactive approach to personal development a skill development. • Evidence of CPD (ASAR)



6. Information Management	<ul style="list-style-type: none"> • Operate and understand CIS/PACS systems • Ensure integrity accuracy and medico legal aspects of computer based cardiology records are met. • Be familiar with Barwon Health systems including BOSS and PIMS 	<ul style="list-style-type: none"> • Competency based assessment by supervisor • Provide evidence of accuracy of computer based cardiology records in accordance with Diagnostic Imaging Accreditation.
7. Health & Safety Management	<ul style="list-style-type: none"> • Comply with ASUM health and safety policies and procedures • Comply with Barwon Health OH&S policies, procedures and legislative requirements. • Participate in regular training as required including hospital emergency, fire and evacuation procedures and policies. • Be conversant with and respond to the action required in the event of either an internal or external emergency situation. Be familiar with Barwon Health Policies for Code Brown (DISPLAN) and other Codes • Report all incidents involving staff and patients on Riskman. • Take corrective action to remedy safety hazards or risks 	<ul style="list-style-type: none"> • Level of compliance with policies and procedures • Evidence of monitoring and reinforcement of policies and procedures by subordinate staff • Level of compliance with policies and procedures (Riskman mandatory for radiation incidents and incorrect patient, incorrect site, incorrect procedure)
8. Equal Employment Opportunity	<ul style="list-style-type: none"> • <i>Develop an understanding of Barwon Health EEO policies and procedures</i> • Ensure that own behaviour towards fellow employees is fair, non- discriminatory and free of harassment 	<ul style="list-style-type: none"> • Sound knowledge of Barwon Health EEO policies, procedures • Employees are aware of their obligations and comply with requirements



<p>9. Other Duties</p>	<ul style="list-style-type: none"> • Exhibits a commitment the Barwon Health’s Values including team based above and below behaviours • Undertake special projects or reports required by the cardiology department on a wide range of issues • Report all incidents through the incident management system • Practice in accordance with the relevant health care or industry standards • Complete mandatory training and education • Comply with relevant Barwon Health policies and procedures • Participate in quality improvement activities • Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness 	<ul style="list-style-type: none"> • Barwon Health values modelled at all times. • Performance Review • Demonstrated use of incident management system • Adherence to applicable health care or industry standards • Demonstrated completion of mandatory training • Adherence with Barwon Health policy and procedures • Active participation in required quality improvement activities • Performance Review
-------------------------------	--	--



KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK

Barwon Health Leadership Capabilities

Leadership Behaviour 1 – SHAPES STRATEGIC THINKING

- *Confidently contributes new ideas to the team and is committed to continuous improvement.*
- *Correctly integrates information from different sources.*
- *Assesses information critically to suggest appropriate solutions.*
- *Actively support and contribute to safe, quality care.*

Leadership Behaviour 2 – ACHIEVES RESULTS

- *Exercises sound judgement in decision making based on complete & accurate information.*
- *Applies technical knowledge to help Barwon Health progress.*
- *Proactively and correctly assesses possible problems and, in consultation, participates in action to solve them accordingly.*
- *Is responsive in balancing priorities to ensure timeframes are met.*

Leadership Behaviour 3 – FORGES RELATIONSHIPS AND ENGAGES OTHERS

- *Works well with others and collaborates effectively with other team members.*
- *Consults and shares information with own team and seeks input from others.*
- *Acknowledges the skills, diversity, knowledge and contributions of others.*
- *Contributes to the development of individuals.*

Leadership Behaviour 4 – EXEMPLIFIES PERSONAL DRIVE AND PROFESSIONALISM

- *Communicates well across all levels*
- *Utilises non-verbal communication and active listening effectively.*
- *Builds and maintains the best possible relationships with patients.*
- *Uses organisational awareness when discussing solutions with stakeholders.*
- *Models a professional approach to service delivery.*

Leadership Behaviour 5 – DRIVES BUSINESS EXCELLENCE

- *Completes all work ensuring appropriate attention to detail.*
- *Gains credibility by showing reliability and consistency in principles, values and behaviour.*
- *Works in accordance and accepts Barwon Health's expectations, protocol's, policies and values.*
- *Adopts a flexible attitude towards changing circumstances, consulting or adapting if necessary.*



KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

Qualifications and Experience

- Cardiac Sonographers must have successfully completed a post graduate qualification in ultrasound (e.g. DMU or university graduate diploma)
- All Sonographers including trainees must be registered with the Australian Sonographer Association Registry (ASAR)

Core Competencies –

- Cardiac Sonographers must be competent in all major clinical areas of cardiac ultrasound and be able to practice independently. Competency includes technical competency and agreed time management.
- Maintain extensive knowledge, experience and competency in Cardiac Ultrasound
- Display leadership by example and experience

