



JOB DETAILS:

Job Title	Superintendent Sonographer
Pay Band	Band 8a
Hours of Work and Nature of Contract	37.5 hours Permanent contract
Division/Directorate	Diagnostics, Therapies, Pharmacy and Specialist Services
Department	Radiology, Ultrasound
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:


Managerially Accountable to:	Clinical Director Radiology
Reports to: Name Line Manager	Superintendent Radiographer
Professionally Responsible to:	Professional Head of Radiography

OUR VALUES AND BEHAVIOURS:

MAE EIN
GWERTHOEDD
YN EIN HELPU
NI I FOD AR
EIN GORAU


OUR VALUES
HELP US BE AT
OUR BEST

RYDYN NI'N
GWRANDO,
YN DYSGU
AC YN GWELLA




WE LISTEN,
LEARN AND
IMPROVE

RYDYN NI'N
TRIN PAWB
A PHARCH



WE TREAT
EVERYONE
WITH RESPECT

RYDYN NI I GYD
YN CYDWEITHIO
FEL UN TIM



WE ALL WORK
TOGETHER
AS ONE TEAM

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve
We treat everyone with respect
We all work together as one team

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm->

Job Summary/Job Purpose:

The post holder will be responsible for service delivery within the Ultrasound department, to patients within Prince Charles Hospital, Cwm Taf Morgannwg UHB in a safe and effective manner. The post holder will work closely with Superintendent Sonographer colleagues at other CTM sites in order to support the ultrasound service across the Health Board.

Provide a caring and confidential diagnostic service to all patients, ensuring their dignity and privacy are not compromised.

Responsible for the day-to-day management of a comprehensive, efficient, relevant, and cost-effective ultrasound service at base site Prince Charles Hospital and the associated community hospitals.

The post holder will be responsible for leading, managing and organising the Ultrasound service working collaboratively with Radiology Manager and Radiology Clinical Director in this regard.

The post holder will assist the Radiology Manager in ensuring that guidelines and protocols are in place to ensure recognised best practice is performed and maintained throughout the Health Board.

The post holder will provide a lead for clinical development of professional ultrasound staff.

DUTIES/RESPONSIBILITIES:

Responsible for managing the team of reporting sonographers, trainee sonographers, and HCSW in the ultrasound department.

To ensure effective management and organisation of the ultrasound service, operating within established guidelines as required by clinical practice, directorate management, Health Board administrative procedures and local, regional and nationally agreed guidelines and service frameworks.

To monitor the ultrasound service provision and performance to enable a quality, timely and comprehensive ultrasound service which is sensitive to the requirements of its users.

To consider the demands on the service and direct initiatives for improvement as required by directorate/finance.

To participate in reviews of service structure, service redesign and modernisation, and advise on appropriate service changes in order to improve patient care and service efficiency.

To provide leadership, motivation and encouragement to staff within the service.

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To provide operational and training plans for the service and agree these plans with both Clinical and Directorate managers.

As the lead specialist in Ultrasound the post holder will provide second opinions to junior Sonographers where information needs clarification.

Participate in, support and develop Health Board and Service Audit activities, and is responsible for completion of the audit cycle and to prepare and implement Action plans.

Liaise and collaborate with other departments within the Health Board discussing and formulating improved service provision.

Represent the Health Board and ultrasound service in discussions with professional and technical bodies.

You will receive highly complex and highly sensitive information and deliver this to patients using your communication skills demonstrating a high degree of empathy and reassurance skills as the situation will often be highly contentious and sensitive with significant barriers to understanding.

You will be responsible for the interpretation and analysis of highly complex imaging to facilitate a medical diagnosis and deliver outcomes to multidisciplinary medical teams or other large groups of staff.

Communicate with all commercial companies/representatives as are necessary for service provision.

To act as the clinical lead for the ultrasound services in the Royal Glamorgan Hospital and associated community hospitals on a clinical, professional and technical basis.

Demonstrate and maintain a knowledge of a wide range of procedures in order to develop, implement and assess policies, procedures and protocols based on evidence-based practice.

To ensure the efficient operation of all equipment utilised within the service.

To advise on the sustainability of new technology and techniques in the context of service needs and practice.

To monitor the quality of work produced in line with both internal procedures and external guidance and provide direction to staff within the service.

To supervise and advise ultrasound staff regarding technical performance and guide the decision process should a change of practice / method be required for examinations performed.

To provide advice to Medical/Nursing and other Clinical Professional staff on all matters relating to the ultrasound service.

To provide highly specialist advice on complex issues concerning the appropriateness of examinations, patient preparation, result interpretation and any other factors enabling the correct production of relevant diagnostic information.

To provide advice on the safe use of ultrasound referring clinicians.

To support and encourage research and development of new methods and be instrumental in their implementation.

Responsible for liaising with external agencies for the provision of maintenance and repairs to all ultrasound equipment in use within the service ensuring a systematic approach to service and repair.

Identify and implement potential savings and income generation, and to ensure that the service is cost effective and relevant to its users.

To provide specialist advice and guidance on specification and clinical evaluation regarding the purchase of new equipment for the ultrasound department.

To act as an authorised signatory for ultrasound staff overtime payments.

To undertake procurement of ultrasound equipment and other consumables to act as a point of contact for service, maintenance and repair.

To assist and support the Radiology Manager and sire superintendent radiographers in the maintenance and improvement of professional and clinical standards by implementation of agreed policies, procedures and protocols.

To accurately record data and the Radiology Information System. To ensure image acquisition, post processing and storage is performed on the PACS system and complies with Data Protection principles.

Be accountable within the team for planning, implementation and evaluation of patient care within their clinical workload, maintaining agreed standards and ensuring patient satisfaction.

To evaluate and to take professional responsibility for the quality, accuracy and adequacy of their own completed examinations and those performed by Sonographers and student sonographers under their supervision.

To provide professional support and assistance for radiographers, sonographers, and Student Radiographers/nurses in the department in the delivery of ultrasound examinations.

Ensure staff within the post holders working area are compliant with safe working practices which includes use of personal protective equipment and the application of control of infection guidelines.

To undertake formal autonomous clinical reporting and interpretation of ultrasound images within their clinic scope of practice, providing clinical diagnosis and recommendations of further clinical referrals and/or follow-up.

Ensure systems are in place for training, development and assessment of student sonographers within the service, enabling appropriate compliance with knowledge and skills development, continued professional development and professional registration requirements.

Take an active role in collating and presenting regular audit projects.

Design and deliver CPD lectures for Radiology staff.

Take part in formal and informal teaching as may be required by student radiographers.

Complete mandatory training as appropriate to the role.

Undergo appraisal and assist in the formulation of a personal development plan with appraiser with the aim of meeting objectives and competencies that have been agreed.

Be responsible for organising and chairing the ultrasound service user group meetings and attending directorate clinical governance and clinical audit groups.

Keep abreast of modern developments and maintain a high level of professional competence in a medical ultrasound through regular CPD and in house training activities. Evidenced by compiling a comprehensive and current portfolio.

Ensure the service complies with all relevant Directorate/Health Board/NICE objectives and directives.

Undertake concerns management, investigating any issues raised and liaising with the relevant departments and also the patient involved in the concern. Following investigations, you will undertake the implementation of any relevant action plans reporting any developments to senior management if required.

To understand any risks to the service and feedback through the appropriate CTM user group ensuring compliance with Directorate/Health Board/National policies and procedures.

Ensure compliance with directorate/Health Board incident and near miss reporting system.

Practice evidence-based techniques using the Continuing Professional Development process recommended by the Society of Radiographers and HCPC.

Participate in service improvement projects within ultrasound services in Radiology.

To observe and comply with all Health Board and Directorate policies. Ensure adherence to departmental policies by the staff working in ultrasound and assist in the formulation and review of new departmental policies.

As lead for the ultrasound service, the post holder will undertake a wide variety of Ultrasound examinations of patients attending the Radiology department, ensuring precise positioning to obtain optimal diagnostic images.

To be aware of and comply with the IR(ME)R regulations and Ionising Radiations Regulations and any subsequent amendments.

To be aware of the need for financial control, using resources efficiently.

Be the patients' advocate; promote, safeguard and support safety for the patient and family and report any concerns relating to vulnerable adult and child protection issues.

To support IT development and implementation within the Radiology Service and act as ultrasound lead for implantation/installation of IT systems.

To provide training and technical support to ultrasound staff using radiology IT systems e.g. PACS, RIS.

To liaise with IT personnel for day-to-day and long-term issues affecting clinic effectiveness.

Be responsible for completing annual PDRs for all ultrasound staff, setting objectives and monitoring progress.

Monitor staff sickness and complete return to work interviews, escalating to formal reviews in line with the All Wales Managing Attendance at Work Policy.

Actively participate in the recruitment, interview and selection of new staff within areas of responsibility and ensuring Job Descriptions are fit for purpose and updated appropriately.

Be responsible for authorising all leave requests submitted by the staff in Ultrasound.

CTM is a Living Wage Employer
Mae Cwm Taf Morgannwg yn gyflogwr Cyflog Byw

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>BSc in Radiography or equivalent.</p> <p>Post-graduate qualification in Medical Ultrasound or equivalent.</p> <p>HCPC registration.</p> <p>Knowledge of advanced practice within wide area of specialist ultrasound applications to Master's level equivalency.</p> <p>Management Qualification or equivalent experience</p>		<p>Application Form</p> <p>Pre employment checks</p> <p>Interview</p> <p>References</p>
Experience	<p>Relevant personal history of continual development.</p> <p>Significant post-qualification experience.</p> <p>Experience of supervising and training sonographers and trainee sonographers</p> <p>Experience of advanced ultrasound clinical practice e.g. MSK vascular, interventional</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
Aptitude and Abilities		Ability to speak Welsh	<p>Interview</p> <p>References</p>
Values	Highly motivated and keen to develop professionally.		<p>Application Form</p> <p>Interview</p> <p>References</p>

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	Compassionate and empathetic. Dedicated to continually improving ultrasound services to stakeholders.		
Other	Ability to travel between sites in a timely manner. Able to work hours flexibly. Satisfactory DBS clearance.		Application Form Interview References

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 2018 and UK General Data Protection Regulations:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the data protection legislation and Organisational Policy. Any breach

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of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Line Manager) _____ Date: _____

Signed: (Service Group Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

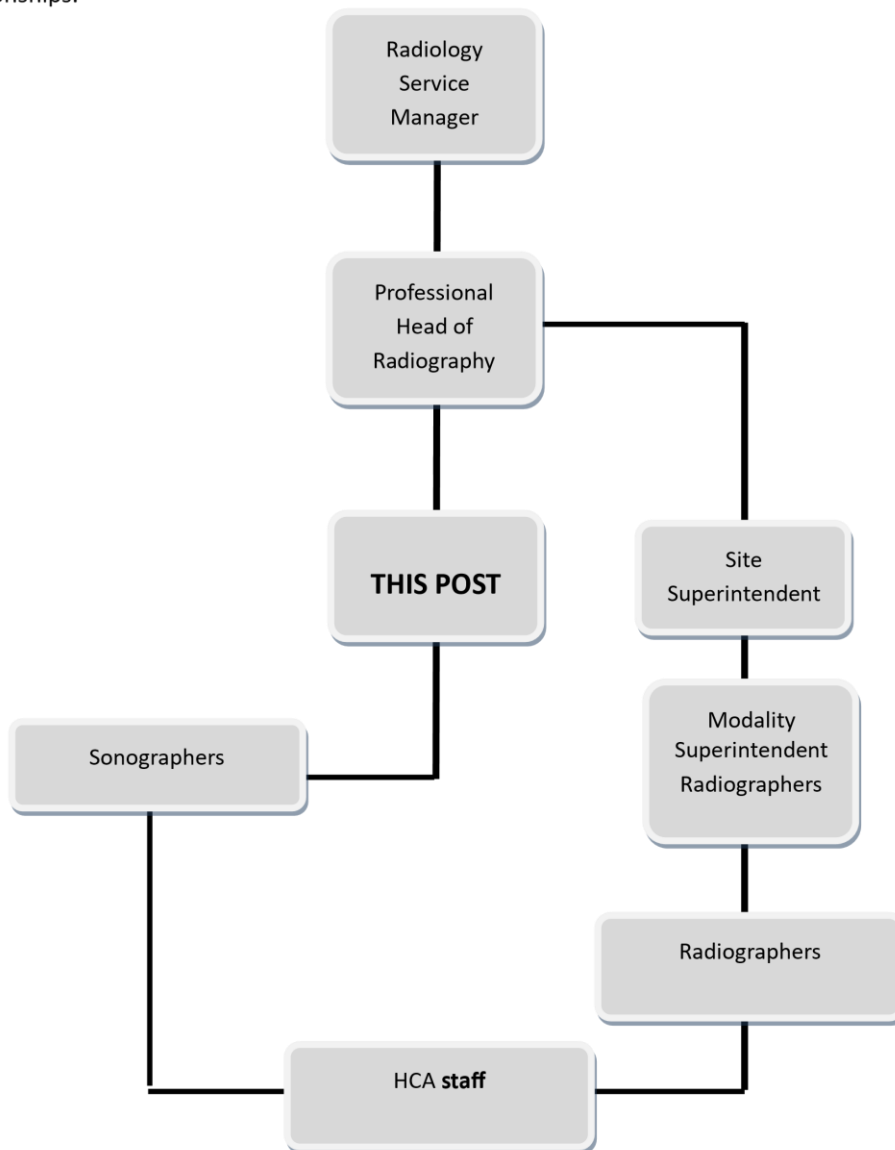
APPENDIX 1

Job Title:__Superintendent Sonographer____

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



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Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Nature of work will require periods of light physical effort in a restricted position regularly over short periods of time, occasionally over longer periods of time, on a repetitive basis.	Daily	Regular times throughout the day	Repetitive movements, twisting.
Post holder will need to assist patients to transfer from chairs, beds, wheelchairs and trolleys to the examination couch.	Daily	For all less mobile patients	Moderate physical effort.

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Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Concentrate on the work performed to ensure the examination and report produced are diagnostic and accurate.	Daily	For every patient	Operate equipment. Produce clinical diagnostic images. Produce detailed reports for Clinicians
Work pattern can occasionally be unpredictable. Working pattern / rota may be altered at short notice to accommodate changes in service demand.	Weekly	Occasionally	Booked appointments / lists may be disrupted to accommodate emergency scans.

Emotional Effort

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This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Patients attend from a wide range of referral sources and post holder will be required to examine patients in highly distressing or emotional circumstances.	Daily	Several times in the day	Identifying cancer. Diagnosing foetal abnormalities or delivering highly distressing news in early pregnancy unit.
Will require considerable empathy, compassion and understanding when performing interventional, invasive procedures as patients can be extremely anxious and apprehensive of the procedure and the results.	Weekly	All patients	Patients under stress and apprehensive of procedure and results. Providing care for terminally ill
Counselling skills.	Weekly		Explanation of procedures and findings. Identifying and discussing foetal deaths with patients
Work with patients with terminal or debilitating illnesses	Daily		

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Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
During work post holder will be in contact with body fluids and be required to wear appropriate personal protective equipment (PPE).	Daily	Varies depending on number of patients	PPE required for unwell patients / barrier nursed / interventional procedures.
Frequently exposed to smell and bodily fluids..	Daily	Several times throughout the list	Care to be taken when handling chemicals and biopsy samples.