

Job title: Reporting Sonographer

Band: 7

Department: Radiology

Division: Planned Care



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Letter from Adam Sewell Jones, Chief Executive

Thank you for expressing an interest in working here at East and North Hertfordshire NHS Trust.

East and North Hertfordshire NHS Trust is a very special organisation. Our teams are amazing, and this was demonstrated even more so during the unprecedented challenges brought about by the Covid-19 pandemic. Our ability to be flexible and innovative in the way in which we work and deliver our services to our catchment has never been more important than it is now.

We are a large acute Trust which operates across four sites; acute services are offered at the Lister Hospital; specialist cancer services at the Mount Vernon Cancer Centre (MVCC); and non-acute services offered at the New QEII and Hertford County hospitals. We underwent an extensive £150m reconfiguration some years ago which saw all inpatient and complex services centralised at the Lister Hospital in Stevenage.

We are an organisation with a strong culture of positive values and our ambition is to provide high-quality, compassionate care to our community in all that we do, including patient experience, clinical outcomes, patient safety and financial sustainability.

We have many great people working for us doing all sorts of roles, ranging from porters to doctors, from administrators to nurses, and everything in between. But we all share one vision – we put our patients at the heart of everything we do.

We have recently partnered with the world-renowned Virginia Mason Institute in an exciting 3-year programme to create and embed a quality management system – our ENH Production System. Drawing on years of quality improvement and culture change experience, the ENH Production System will equip our teams to identify areas for improvement, make changes and measure impact – all with the patient at the centre.

If you decide to apply, you will be joining us at an incredibly exciting time as we continue on our transformation journey. I hope very much, that after reading this pack, you will want to join us on that journey.

I wish you the best of luck in your application.



Adam Sewell-Jones
Chief Executive

Benefits

As a Trust employee, you can access a range of financial and non-financial benefits to support our staff in all aspects of their life.

Wellbeing:

- Get confidential advice and support on personal, work, family and relationship issues, 24/7, from our Employee Assistance Programme
- Offers and discounts at local gyms
- In-house Health at Work service with advice line and self-referral facility for staff as well as signposting and access to other support, such as weight management clinics and physiotherapy
- On site workplace pharmacy at Lister offering a minor ailment service, flu vaccinations, travel clinic, sexual health, smoking cessation and health check services
- Opportunity to discuss ideas, problems or concerns easily and anonymously with our Speak in Confidence service

Travel:

- Save up to 30% on a new bicycle through our Cycle to Work scheme
- Reduced staff car parking costs through our Car Sharing scheme
- Discounts on local buses and trains
- Competitive rates through our car lease scheme
- Inter-site transport minibus which includes shuttle to Stevenage Railway Station

Work/Life Balance:

- Pursue different interests with the security of employment on your return from your break of 3 months to 5 years with our Career Break scheme
- Generous annual leave with additional days awarded for long service
- A variety of different types of paid and unpaid leave covering emergency and planned leave, such as special leave/ emergency leave/carers leave, through our Special Leave policy
- A Retire and Return scheme, enabling you to draw your pension whilst continuing to work for us after a short break
- Options for flexible working to provide you with a healthy work/life balance such as part time working, term time only, compressed hours (subject to service requirements), and flexible work schedules

Financial:

- Discounts on restaurants, getaways, shopping, motoring, finance through a variety of providers
- Access to the NHS Pension Scheme, providing generous benefits upon retirement, as well as a lump sum and pension for dependants

Learning and Development

- Extensive range of learning and development opportunities, including coaching, for both clinical and non-clinical topics
- Access to our Grow Together scheme, ensuring that you have meaningful, quality conversations with your manager about what matters to you and your development
- We fully encourage our staff to develop to their full potential and are supportive of secondments, acting up opportunities and all learning and development activities.

Other:

- Local and Trust wide staff award schemes where staff are nominated and recognised by their colleagues and peers for their hard work
- Assistance in relocating for some staff with our Relocation Policy

Our vision, mission, and values

Our vision is:

“To be trusted to provide consistently outstanding care and exemplary service”

Our mission is:

Providing high-quality, compassionate care for our communities

Our values are:

Include



We value the diversity and experience of our community, colleagues and partners, creating relationships and climates that provide an opportunity to share, collaborate and grow together

Respect



We create a safe environment where we are curious of the lived experience of others, seek out best practice and are open to listening and hearing new ideas and change

Improve



We are committed to consistently delivering excellent services and continuously looking to improve through a creative workforce that feels empowered to act in service of our shared purpose

Job description

Job title:	Reporting Sonographer
Band:	7
Department:	Radiology
Base:	Lister Hospital (You may be required to work on a permanent or temporary basis elsewhere within the Trust)
Responsible to:	Radiology Service Manager
Responsible for:	Undertaking the professional and technical requirements of this post in line with national and department protocols, working as an autonomous practitioner. Training sonography students, medical and non-medical staff, student radiographers, radiology department assistants (RDAs) within area of responsibility.

Job summary:

- Candidates must hold either the DMU or PgC/Dip/MSc in Medical Ultrasound, and HCPC (or other professional body) registration
- To work as an independent practitioner by performing ultrasound scans to a high diagnostic standard, formulating a report and communicating the results to the appropriate clinician and to be accountable for own professional actions.
- Perform and report a wide range of ultrasound examinations, working within agreed protocols (abdominal, gynaecology including transvaginal scanning, obstetric, vascular and paediatric)
- Have the ability to make clinical judgements and critical decisions of the highest order, using knowledge, skills and experience.
- Advise on and provide training for other medical and professional staff.
- This post is based at Lister Hospital but rotation to other sites will be expected as part of cross site working.
- The department offers a 7 day service

Key working relationships:

Work as part of a multi-disciplinary team delivering a high quality ultrasound service for patients and provide expert clinical reports in line with departmental guidelines.

Discuss and advise clinicians of all grades and non-medical staff referrals on appropriate imaging examinations.

Radiology Service Manager, Operational Leads, Lead sonographers, Lead Radiographers, Sonographers, Radiographers, Nurses, Radiologists, Consultants, Nursing Assistants, RDAs and Admin & Clerical Staff

Main responsibilities:

- The sonographer will be responsible for scanning patients and producing independent reports and images of these scans in line with departmental guidelines.
- The sonographer will take an active role in teaching and practical training of student sonographers, specialist registrars and others in training.

- The sonographer will also participate in the management of the ultrasound department and in audit, clinical governance programs and research.

Clinical Responsibilities:

- Work as part of a multi-disciplinary team delivering a high quality ultrasound service for patients and provide expert clinical reports in line with departmental guidelines.
- To assess and vet appropriately the need for referral of patients, in line with departmental guidelines.
- To communicate with patients, their relatives and others about the purpose of the examinations and the scan results (in line with departmental guidelines). This will include reacting sensitively and professionally to unforeseen clinical situations such as the breaking bad news in cases of foetal abnormality, intrauterine death and other extremely sensitive and complex situations.
- To ensure patients are giving informed consent for all examinations.
- To develop skills and knowledge and contribute to the development of others, identifying any training and continued professional development needs to the Lead Sonographer.
- To plan and prioritise workload to ensure the efficient flow of work, keeping waiting times to a minimum whilst maintaining a high standard of service delivery.
- To take active role in the development of clinical guidelines and protocols.
- To ensure the safe use and maintenance of ultrasound machines and associated equipment and report any faults to the appropriate person.
- To supervise and provide clinical training for student sonographers, specialist registrars and others in training in ultrasound, checking where necessary their scan techniques and clinical reports to ensure patient safety and good professional practice is maintained at all times.
- To attend clinical meetings where possible and present cases/communicate findings effectively through reports and where required in other formats (eg verbally) at MDT
- Cascade clinical knowledge and expertise to other sonographers through presentations and training sessions.
- To monitor and maintain health, safety and security of self and others within the working environment. Be aware of specific risk management issues associated with ultrasound scanning and take reasonable precautions to avoid repetitive strain injury or work-related upper limb disorder.
- To enter observations and scan results on the relevant PACS and CRIS information systems.
- To actively participate in clinical governance, risk management and audit programs.
- Manage high volume workload efficiently and effectively, prioritising clinically urgent cases with the ability to cope with an unpredictable workload.
- Be accountable for own professional actions and conduct.
- Any other duty that may be required by the Lead Sonographer after discussion.

EFFORT, PHYSICAL SKILLS and WORKING CONDITIONS:

Physical skills	-Highly developed physical skills, dexterity, coordination and sensory skills whilst scanning in a clear and logical manner -Organise room equipment and working environment to reduce the risk of work related upper limb or other musculoskeletal disorders including DSE/VDU assessment
Physical effort	-Manual handling of equipment eg couch, beds, wheelchairs, US machine -Manual handling of patients
Mental effort	-Have a working knowledge of PACS and CRIS to securely store, report and verify clinical reports independently -Interruptions to work, expectations to respond quickly to problems arising -Flexibility to cover other areas in incidences of staff shortages
Emotional effort	-Dealing with aggressive/ challenging behaviour -Dealing with patients with serious illnesses -Informing patients and their relatives distressing/ unwelcome news, including fetal death or abnormality.
Working conditions	-Dealing with body fluids e.g. saliva, sputum, urine and unpleasant body odours -Working in potentially infectious environment. -Taking responsibility for our own role in infection control and the protection of patients using required PPE -Be responsible for the safe use of expensive and complex equipment when carrying out examinations and report equipment faults promptly.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the lights of changing circumstances and in consultation with the job holder.

Supplementary job description information:**Confidentiality**

Each of us have a personal responsibility and liability under the Data Protection Act 2018 around the confidential nature of our jobs. Details of a confidential nature, including information relating to patients or staff, must not under any circumstances be divulged to any unauthorised person. Breaches in confidence will result in disciplinary action, which may result in dismissal. In exceptional circumstances this could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018.

Health and Safety

You must take reasonable care of your own health and safety and that of other people who may be affected by acts of omission at work and to ensure that statutory regulations, policies, codes or practice and department safety rules are adhered to.

Sustainable Development

We recognise the need for a sustainable development strategy that focuses on reducing carbon emissions. We do this through:

- Reducing environmental impact achieved by greener waste disposal and travel, energy and water consumption
- Being a good community role model and supporter of the local economy
- Providing excellent value for money

- In order to reduce our carbon footprint, every single one of us must play a part in ensuring we are an environmentally-responsible organisation. You recycle at home, we ask that you do the same simple things at work
- When you can, use public or inter-site transport, cycle between sites and claim for mileage
- Recycle all you can: paper, CDs, batteries – there are recycling stations throughout the Trust
- Always switch off lights, PCs and other electrical appliances when not in use
- Don't waste water

Safeguarding

You must have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004.

You must treat all patients with dignity and respect and ensure that vulnerable adults are safeguarded from abuse and neglect within the provisions of the Hertfordshire Safeguarding Adults from Abuse Procedure.

Infection Control

You are expected to take individual responsibility to ensure working practice is safe.

Continuous Improvement

As part of our commitment to continuous improvement, we want to ensure that our culture and ways of working reflect and embed the philosophy and methodologies of our East and North Hertfordshire Production System (ENHPS). As a result, you may be invited to attend and complete relevant training and Kaizen (continuous improvement) events to support this commitment. Full attendance and completion of identified courses will be considered mandatory for this post.

Equality, Diversity and Inclusion

The organisations which make up Herts and West Essex Integrated Care System believe that fairness for people is fundamental to providing good care. We want to ensure that those who work with us and for us share this core value.

We are committed to equality, diversity and inclusion for all job applicants, staff, patients and the wider community. We are continuing to develop the strength of our inclusive approach, and creating a workforce which represents the diverse communities we serve is an important part of this.

We have agreed to:

- Work together to learn, celebrate and embrace diversity, end unfairness, discrimination and racism, and embed these changes into our everyday work
- Strive towards being an exemplar group of organisations for equality, diversity, inclusion, fairness and belonging
- Commit to value all people and promote a culture of zero tolerance to all kinds of harassment, bullying, discrimination and racism in the workplace
- Pro-actively champion national and local policies and initiatives to address health and workforce inequalities
- Work in partnership with other professional and health and care organisations to embed these principles

Each organisation with the Herts and West Essex Integrated Care System has agreed to include this statement on their job descriptions so that staff and job applicants are aware of this commitment. Staff are expected to be supportive of these principles and to demonstrate this in everything they do at work, regardless of their role.

You are required to always demonstrate behaviours which support our commitment to equality, diversity and inclusion, as detailed below, so that our workplaces are free from harassment and/or unlawful discrimination and where diversity is actively valued and celebrated.

Review

These guidelines are provided to assist in the performance of the contract but are not a firm condition of the contract. The job description will be reviewed as necessary to meet the needs of the service, in consultation with the post holder.

Person specification

Requirements	Essential	Desirable
Qualifications / Training	<p>Educated to degree level or equivalent.</p> <p>Hold postgraduate accredited qualification in medical ultrasound</p> <p>Current HPC registration (or equivalent)</p>	MSc in Medical Ultrasound
Previous Experience	<p>1 year/agreed competence post qualification</p> <p>Must have relevant skills/knowledge/ experience in the range of ultrasound techniques required</p>	NHS ultrasound experience
Skills	<p>Relevant post qualification clinical experience in General Abdominal, Obstetrics and Gynaecological scanning</p> <p>Demonstrable advanced knowledge of pathology pathways relevant to the area of specialisation</p> <p>Excellent communication skills</p> <p>Must be able to work independently</p> <p>Competent to write concise and accurate clinical reports</p> <p>Work effectively in a potentially high pressure and emotive environment</p> <p>Possess full understanding of ethical and moral issues to enable delivery of bad news to patients in an appropriate manner</p> <p>Committed to providing a high quality ultrasound service for patients</p> <p>Behave in a professional manner at all times</p>	Experience in small part, paediatrics, vascular or MSK scanning

Knowledge	<p>Possess knowledge and understanding of the audit and clinical governance processes</p> <p>Must show evidence of and be prepared to continue with CPD to ensure a high standard of examinations and patient care</p> <p>Be prepared to provide practical and theoretical training in medical ultrasound to specified staff, countersigning reports for trainees</p> <p>Contribute to developing the service and necessary protocols</p>	<p>Participate in departmental audit/research</p>
Other requirements	<p>IT skills to use the CRIS and PACS system and basic computer literacy.</p> <p>Experience and evidence of engagement around equality, diversity and inclusion issues in relation to policy, service development and service delivery in respect of both services to users and the management of staff</p> <p>Role model our Trust values every day</p>	<p>Experience in research and development</p> <p>Experience at writing protocols and care pathways using research based evidence for best practice</p>

