

Agenda for Change	Version 10
Author: Qiqi Lam	Date: March 2024



Job Description

Job Group (Delete as applicable):	Allied Health Professional
Job Title:	Sonographer
Existing Grade:	Band 7
Care Group:	Clinical Support Services
Service Line:	Imaging Summary
Department:	Ultrasound
Location:	Derriford Hospital and peripheral sites
Appraiser:	Ultrasound Leadership Team
Accountable to:	Ultrasound Leadership Team
Position Number:	912011
Date:	March 2024

Job Purpose:

- To provide high quality ultrasound service, performing ultrasound scans at Derriford Hospital and at peripheral clinics as directed.
- To independently report examinations according to the level of reporting authorization agreed with the Consultant Sonographer and Clinical Lead in Ultrasound.

Key Dimensions:

The Department of Medical Ultrasound is an integral part of the Medical Imaging Directorate at Derriford Hospital, providing a comprehensive ultrasound service at Derriford Hospital, Plymouth. We provide our ultrasound service from different locations, with ultrasound rooms in the Imaging department within Derriford Hospital and additional rooms located in the Antenatal Clinic, Orthopaedic Outpatients, Children's and Young People's Outpatients, Surgical Assessment Unit, Acute Assessment Unit and peripheral external sites.

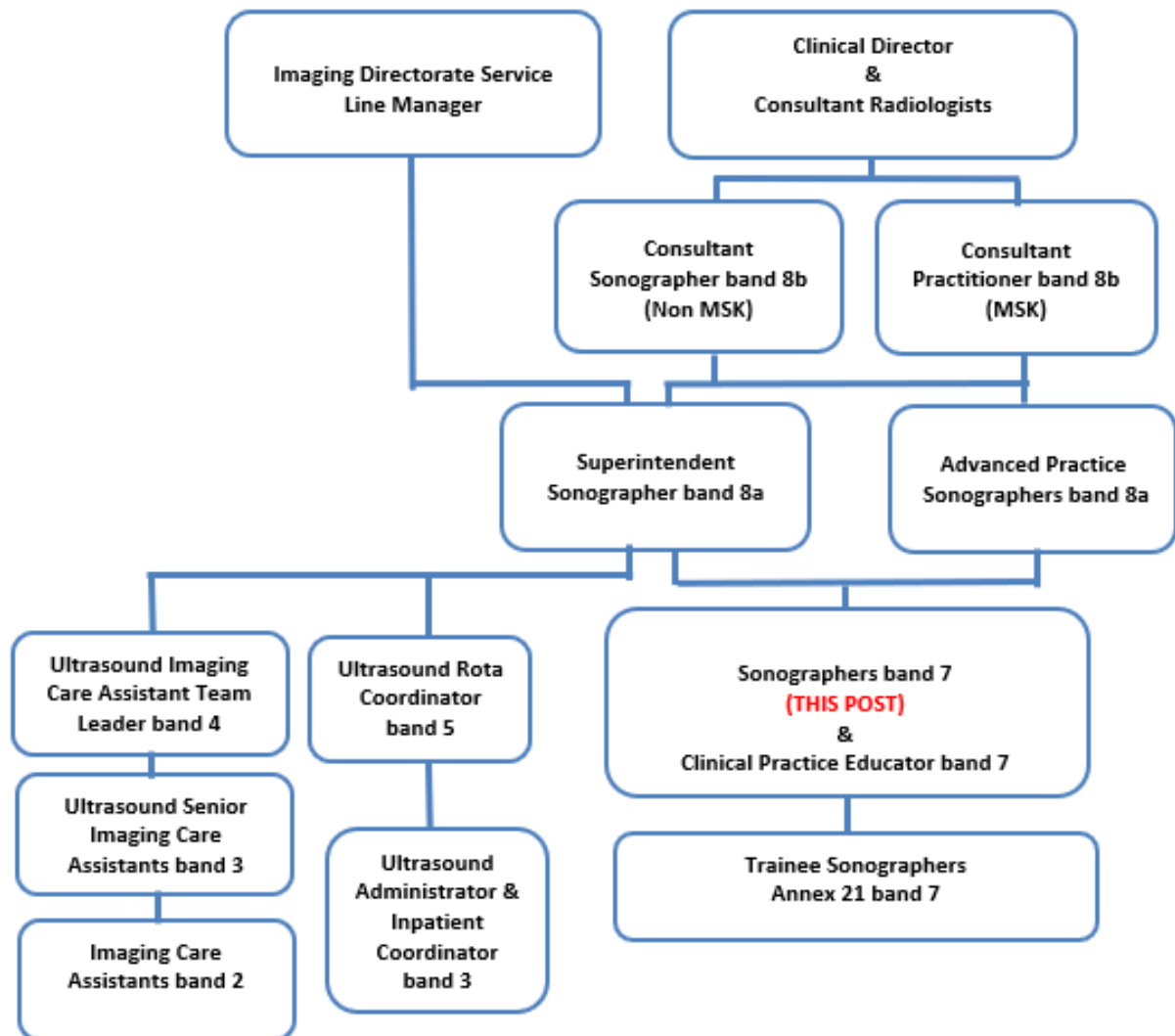
The scope of the service provided encompasses inpatient and outpatient in non-obstetric ultrasound scans (except adult cardiology and ophthalmology). Current activity levels are about 50,000 examinations per year. We currently provide for 10 different one stop clinics including orthopaedic, gynaecology, hepatology, urology, paediatric, neonatal and same day emergency care.

The Department is staffed by a team of qualified sonographers who, alongside their medical colleagues, work to deliver a high standard service. There is a commitment to continuing professional development and there is an expectation that sonographic staff will take advantage of this opportunity. There are assistants who support the scanning staff, along with clerical, portering, nursing, and secretarial staff from within the directorate.

The equipment base incorporates state of the art technology, and all images are stored in a PACS environment.

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Organisational Chart



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PRIMARY DUTIES & AREAS OF RESPONSIBILITY

1. The candidate must possess at least a postgraduate diploma qualification in ultrasound.
2. Formal qualifications must include abdominal and gynaecological ultrasound.
3. Other ultrasound skills required are testicular and DVT ultrasound may be developed with in house training.
4. Depending on service needs and training capacity, there may be a need for the candidate to develop further skills in other areas such as paediatric, head and neck or musculoskeletal ultrasound etc.
5. To be mindful of the needs, safety and concerns of patients; to protect their confidentiality and to adhere to the principles of informed consent.
6. To carry out ultrasound investigations and procedures safely, according to patient's clinical needs and departmental practice, and to produce a report on such investigations.
7. To ensure images, reports, and other documents are stored and handled securely, patient identification and image annotation are accurate, and all necessary data entry onto electronic records is carried out properly.
8. To independently report examinations according to the level of reporting authorization agreed with the Consultant Sonographer and Clinical Lead in Ultrasound.
9. To be able to independently manage an ultrasound list.
10. To collaborate with the Ultrasound and Imaging Team in delivering the highest quality and standards of care
11. To undertake the necessary training to remain conversant with current practice and maintaining and developing the clinical skills necessary for the role as a reporting sonographer.
12. To report any equipment failures or untoward occurrences to the line manager in a timely manner.
13. To work co-operatively and collaboratively within the multi-disciplinary team to ensure the highest quality patient-focused care.
14. To be a role-model for the Trust Values

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15. To undertake and maintain a record of continuing professional development according to the standards laid down by the HCPC.
16. To attend and participate in internal continuing professional activities within the department, including image review sessions, discrepancy meetings and educational seminars.
17. To participate in the regular sonographer quality assurance programme.
18. To undertake additional duties and departmental role relating to the smooth running of the ultrasound department after discussion and consultation with the US Leadership Team.

COMMUNICATIONS & WORKING RELATIONSHIPS

1. The post will involve communicating with patients, clinicians and other health care professionals, and representatives of outside organisations in an effective manner by direct conversation, telephone, written word and electronic mail.
2. There will be a need at times to convey sensitive information and bad news to patients and their carers.
3. The post holder will work closely with the Ultrasound Leadership Team in the department in order to ensure the day-to-day organisation of the department runs smoothly and have enough familiarity with departmental routines and practice to act independently during their absence.
4. The job requires use of IT infrastructure which will include password controlled accounts for e-mail, internet browsing, radiology system, obstetric system, PACS system and Trust area network. There will be a need to uphold patient confidentiality and data security and to operate within Trust policies on proper use of computer and network facilities.

OTHER

5. Working hours, if full time, will be 37.5 hours per week, nominally from 0845hrs to 1700hrs with 45 minutes for lunch, but may be altered to support flexible working patterns if it fits in with service needs.
6. The department is currently open from Monday to Friday, but this is likely to be extended to include regular weekend working in the future.
7. There will be a requirement to perform transvaginal ultrasound scans and other intimate examinations.

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8. The post holder will be based Derriford Hospital or at peripheral sites. In this case travel may be by using their own vehicle, for which reimbursement at normal rates will be given, or by contract taxi or hire car supplied by the employer. Where the post holder's own vehicle is used, they must have a full current driving licence and appropriate insurance.
9. The department holds regular case review meetings and other training and development workshops from time to time. All clinical staff are expected to attend as many such meetings as possible.

All Job Holders are required to...

10. Work to the Trust values - Put patients first, take ownership, Respect others, Be positive, Listen, learn and improve.
11. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.
12. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
13. Attend statutory, essential and mandatory training.
14. Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR).
15. Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
16. Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
17. Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.
18. Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.

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19. Ensure they attend Child Protection training at the appropriate level within the specified time frame.
20. Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.
21. Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
22. Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

All Managers are responsible for...

23. Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.
24. Managing attendance in accordance with the Trusts Attendance Management Policy.

All Heads of Departments are responsible for...

25. Ensuring all necessary risk assessments are carried out within their division, Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

Note

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

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PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> ▪ Demonstrable experience of working in a hospital imaging department; familiarity with the common medical imaging techniques, practices and terminology. ▪ Demonstrable experience in working directly with patients, unsupervised, on a one-to-one basis ▪ Proven knowledge of all standard ultrasound techniques in general and gynaecological ultrasound practice. ▪ Familiarity with the common generic features and controls of a modern mid-high end ultrasound system, including Doppler. ▪ Proven knowledge of cross sectional anatomy (normal appearances and associated common pathology) in the regions commonly examined by ultrasound. ▪ Able to perform and report ultrasound scans for outpatients. 	<ul style="list-style-type: none"> ▪ Recent demonstrable working experience for last 2 years (including time as trainee sonographer) in Ultrasound department within a large clinical setting. ▪ Able to manage own ultrasound list competently and with good time management. ▪ Able to perform and report ultrasound scans for acute inpatients. ▪ Demonstrable experience of training, appraising, supervising or managing trainees in a clinical environment.
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ A Postgraduate Diploma in Ultrasound as a minimum which must include general ultrasound and gynaecological ultrasound. ▪ The post holder should be able to perform abdominal and gynaecological scans and create these reports independently, recognising when to seek a second opinion. ▪ Professional registration with the Health Professions Council or Register for Clinical Technologists. 	<ul style="list-style-type: none"> • Competency in DVT scans. • Competency in testicular ultrasound scans. • Competency in other ultrasound skills such as MSK, head and neck, paediatric etc. • Teaching qualifications. • Ability to travel between sites
APTITUDE & ABILITIES	<ul style="list-style-type: none"> • A patient, humble, friendly, caring, respectful, and empathetic attitude. • A good team player. • Able to manage your own workload and deliver a service to patients in a friendly, supportive and competent manner. • Excellent communication skills in written and spoken English, including the ability to construct clear reports, convey bad news, communicate moderately complex clinical information at an appropriate level to both the public and fellow healthcare professionals • Good clinical decision-making skills • Attention to detail 	<ul style="list-style-type: none"> ▪ More advanced clinical judgement and communication skills. ▪ Ability to communicate in difficult circumstances where there are barriers to communication.

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	<ul style="list-style-type: none"> • Ability to concentrate and focus on the task in hand. • A rigorous approach to infection control • Recognition of the limits of your ability and the resourcefulness to seek help where appropriate. 	
DISPOSITION / ATTITUDE / MOTIVATION	<ul style="list-style-type: none"> • Patient focused attitude, exemplifying the Trust values. • The ability to work co-operatively and collaboratively with other staff, both within imaging and the wider multi-disciplinary team. <ul style="list-style-type: none"> ▪ Willingness to share knowledge and expertise with those of different professional backgrounds as directed by the department. ▪ Mental and emotional resilience to be able to work in a busy environment. 	<ul style="list-style-type: none"> • Proactive, takes own initiative
OTHER FACTORS		