

POSITION DESCRIPTION

Position:	Sonographer
Department:	Radiology
Location:	Dunstan Hospital
Reporting to:	Department Manager
Direct Reports:	Nil
Functional Relationships with:	<p>Internal</p> <p>Dunstan Radiology Staff COHSL Clinical and Support Staff Clinical Services Manager Management Team</p> <p>External</p> <p>Patients and Whanau GPs, Private Specialists, other referrers SDHB and PRG Radiologists CDHB</p>
Position Purpose:	To provide efficient, safe, high quality, customer focused sonography services for inpatients, outpatients and community referred patients.

KEY TASKS	EXPECTED OUTCOMES
Undertake Ultrasound procedures	<ul style="list-style-type: none"> • Produces high quality diagnostic images • Provides an efficient and timely service • Works efficiently and cooperatively within the radiology multidisciplinary team • Look after the comfort and welfare of patients during their Ultrasound procedure <ul style="list-style-type: none"> ○ Patients are satisfied with the quality of service ○ Ensures that patients are fully informed of procedures and their comfort and wellbeing is always considered ○ Patients are treated with dignity and respect • Patients' spiritual and cultural needs are respected and managed as necessary
Participate as a member of the Radiology team	<ul style="list-style-type: none"> • Demonstrates initiative and flexibility in duties performed, and assists in other areas of the department as needed • Works positively and in partnership within the radiology multi-disciplinary team • Effective communication and co-operation within the radiology team and with all stakeholders

KEY TASKS	EXPECTED OUTCOMES
Maintain professional competence	<ul style="list-style-type: none"> • Maintains competency and works effectively as part of the multi-disciplinary team • Demonstrates annual competence and maintains NZ MRTB certification • Maintains a professional manner at all times • Plans and implements own continuing education programme and is up to date with current national and international practice
Continuous Improvement	<ul style="list-style-type: none"> • Clinical safety standards are maintained • Ensures QA monitoring is undertaken • Participates and assists with change processes • Participates and demonstrates a commitment to continuous quality improvement
Assist in managing supplies and equipment	<ul style="list-style-type: none"> • Supplies to meet service needs are maintained and stored appropriately • The department equipment quality control programme is maintained and up to date • Equipment issues are reported to the Radiology Charge or Department Manager
Understanding of the PACS system	<ul style="list-style-type: none"> • Able to produce high quality diagnostic imaging with all the correct information in place • Able to use escalation/contingency procedures in the event of issues or problems with PACS
Statutory & Treaty of Waitangi obligations	<ul style="list-style-type: none"> • Ensures the professional and clinical integrity of COHSL by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive • Shows sensitivity to cultural complexity in the workforce and patient population
Health & Safety	<ul style="list-style-type: none"> • COHSL health and safety policies are read and understood and relevant procedures applied to own work activities • Workplace risks are identified and reported, including self-management of risks where appropriate • All possible steps are taken to minimise risk to the health and safety of self and others • Where risk persists, the matter is reported to the Radiology Charge MIT or Department Manager, and Incident or Hazard Assessment form is completed. • Maintains workstation and work environment in a tidy manner at all times

PERSON SPECIFICATION

Professional requirements

- Must be a New Zealand registered Sonographer with the NZ Medical Radiation Technologist Board
- Must hold a current Annual Practicing Certificate
- Relevant scope of practice as directed by the NZ Medical Radiation Technologist Board and the Health Practitioners Competence Assurance Act (2003)

Role specific requirements

- Be proficient in the use of Radiology computer systems
- Comply with instructions, guidelines and protocols as outlined in department documentation
- Participate in Quality Assurance programmes (QC checks and programmes) for continuing quality enhancement and excellence in practice
- Have the ability to co-operate as part of a team and cope with a busy work environment
- Ability to work unsupervised using initiative at all times
- Assist in the training and support of students, trainees and staff
- Perform other duties required by the Radiology Charge or Department Manager

Behavioural Competencies

- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand patient information and uses it for improvements in services; acts with patients in mind; establishes and maintains effective relationships with patients and gains their trust and respect.
- **Integrity and Trust:** Can present the truth in an appropriate and helpful manner. Keeps confidences. Able to gain peer credibility and respect. Accepts responsibility for own actions; admits mistakes.
- **Drive for Results:** Can be counted on to reach goals successfully. Pushes self and others to achieve results.
- **Managing Diversity:** Demonstrates awareness of partnership obligations under the Treaty of Waitangi. Shows sensitivity to cultural complexity in the workforce and patient population. Ensures service provision that does not vary because of peoples' personal characteristics.
- **Priority Setting:** Spends own time and the time of others on what is important. Can quickly sense what will help or hinder when seeking to accomplish goals.
- **Problem Solving:** Uses logic and established processes to solve problems and achieve effective solutions. Can see hidden problems. Looks beyond the obvious; does not stop at the first answers.

Agreed by:

Signed: _____
(Jobholder)

Date: _____

Signed: _____
(COHSL)

Date: _____