



## Sonographer Job Description



**Job Title: Sonographer**

**Job location: Various mobile and fixed clinics across Cornwall and/or Devon**

**Hours of Work: Full-time 37.5 hours per week. Part-time working would be considered**

**Salary: £48,889 per year**

### **Key responsibilities**

- To provide a high standard of work as set by the service as regards the quality of ultrasound examinations.
- To ensure that the ultrasound examination of patients is carried out as quickly as possible, consistent with keeping to the standard required and that the patients are sent home with the least possible delay.
- To assist other colleagues in the ultrasound service team in maintaining service provision.
- To ensure quality control tests are carried out regularly and any malfunctions reported.
- To be responsible at all times for the patients' welfare and comfort.
- To behave always in a professional manner, be smart in appearance and uphold the reputation of the service and company at all times.
- To adhere to company policies and keep up-to-date with developments in ultrasound, to attend courses and seminars as necessary.
- To report any malfunctions of the ultrasound apparatus to the operations manager as soon as they occur.
- To contribute to and follow the safeguarding, health and safety, infection control and information governance and data protection policies of the service.
- Support the training and development of junior staff.

### **Clinical responsibilities**

- To be professionally and legally responsible and accountable for all aspects of work including clinical practice
- To ensure a high standard of clinical care within own professional practice, and support other staff to do likewise.
- To undertake the highly specialised comprehensive investigations of patients, including those with the most complex presentation, using advanced investigative and analytical skills and using standardised protocols where possible.

- To assess capacity and gain valid informed consent for treatment and support other staff to do likewise.
- To formulate individualised investigations, when necessary, based on a sound knowledge of evidence based practice, using advanced clinical reasoning skills and utilising a wide range of highly specialised sonographic skills to enable the production of effective good quality diagnostic imaging.
- To implement new techniques based on evidence.
- To assess and manage clinical risk within own clinic list and be proactive in seeking support from colleagues and/or clinical lead as needed.
- To autonomously compose and verify a written report which records the sonographic observations made during the examination, their significance and any limitations of the study,
- To be personally responsible for the accuracy of the report and ensure that the report is communicated according to the pathways in place.
- To ensure that any unexpected findings are reported immediately and captured on the clinical system, so that the patient can be managed promptly.
- To take part in personal, departmental and wider audit programmes where appropriate, to evaluate clinical practice and service to patients.
- To actively participate in activities designed to improve the service to clients, patients and clinicians.
- To promote patients' rights and ensure confidentiality of patient information.

### **Premises, equipment and supplies**

***The following is a joint responsibility of the sonographer and clinical assistant as a clinical team.***

- It is the responsibility of the post holder to ensure that their work area of responsibility is well maintained, meeting the standards required for Health and Safety and the needs of patients and staff and alert the operations manager to any defects.
- To ensure that there is due regard for security and safety of staff and patients

- To have an acceptable knowledge of computer connectivity in a scanning and reporting environment
- Set up and take down of portable ultrasound machine and clinic
- To work with the clinical assistant to monitor stocks and supplies and necessary equipment for day to day working

### **Education and Qualifications**

The post holder will need to be a UK registered sonographer who has successfully completed a certificate of diploma in Ultrasound with an HCPC or equivalent registration.

The post holder must have evidence of continuous professional development.

The post holder will have English as a first language or if English is a second language would have passed a suitable English language examination to the level required by the Health Professions Council.

## **WORKING CONDITIONS**

### **Physical Demands**

The post holder may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The working environment is busy and demanding so the post holder may find the environment to be busy, noisy and will need excellent organisational, time and stress management skills to complete the required tasks.

### **Mental Demands**

The post holder will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.

### **Confidentiality**

In the course of employment the post holder will have access to confidential information relating to the service. In the course of seeking treatment, patients entrust the company with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately. This information is to be treated as strictly confidential. Information relating to patients, carers,

colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the employers' policies and procedures relating to confidentiality and the protection of personal and sensitive data.

### **Data Protection**

The employer is registered under the Data Protection Act 1998. The post holder must not at any time use the personal data held by the employer or disclose such data to a third party for a purpose not described in the Register entry. If the post holder is in any doubt regarding what they should or should not do in connection with the Data Protection Act 1998 then they must contact the Data Protection Officer.

### **Health and Safety**

The post holder must be aware of the responsibility placed on them under the Health and Safety at Work Act 1974 to maintain a healthy and safe working environment for both staff and visitors. The post holder also has a duty to observe obligations under the company Health and Safety policies and to maintain awareness of safe practices and assessment of risk.

### **Risk Management Strategy**

The post holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, to include:

- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified.
- The post holder is responsible for the security of the property of the employer, avoiding loss of or damage to property and being economical and efficient in the use of resources.

### **Place of work**

The post holder may be required to work at any of the employer's locations sites in line with service needs.

## **Equality and diversity**

The post holder must cooperate with all policies and procedures designed to ensure equality of employment. Fellow workers, patients and visitors must be treated equally, irrespective of gender, ethnic origin, age, disability, sexual orientation, religion. The post holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

## **Personal/Professional Development**

The post holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

***This job description describes responsibilities, as they are currently required. This is an outline job description and should not be regarded as an inflexible specification. Priorities may change in line with service needs and new duties introduced after consultation with the post holder. It is anticipated duties will change over time and the job description may need to be reviewed in the future.***