

Position Title:	Sonographer
Operationally reports to:	Chief Medical Imaging Technologist via the Modality Manager
Professionally reports to:	Chief Medical Imaging Technologist
Department:	Medical Imaging
Directorate:	Clinical Operations
Cost centre:	Y2042
Code & classification:	Grade 3 (SO57-SO60)
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021 – 2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan 2024-26* provides the direction for GV Health with key elements summarised below.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.



Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.



Respect

- We respect the patient's voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.



Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.



Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don't compromise on our standards.



Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.



Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient's privacy and trust;
- We stand up against unsafe practice.



CREATE Outstanding

CREATE Outstanding encompasses foundation elements of the Goulburn Valley Health Strategic Plan 2024-26 to link GV Health's purpose, values and our Culture of Care with fundamental organisational systems and processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.

ROLE STATEMENT:

The Sonographer Grade 3 reports to the Chief Medical Imaging Technologist within Medical Imaging, via the Ultrasound Modality Manager. The employee will have sound knowledge of ultrasound imaging of the abdomen, obstetrics and gynaecological structures. The Sonographer Grade 3 may have incomplete or limited knowledge of ultrasound imaging of the musculoskeletal system, superficial parts and vascular structures.

The Sonographer Grade 3 exercises clinical independence to ensure clinical and operational efficiency and patient safety using best practice, following established principles, ethics and code of conduct. The Grade 3 Sonographer works under the direction of the Modality Manager.

The Sonographer Grade 3 will work mostly in ultrasound and may be required to rotate through other imaging modalities if operationally required.

KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Work independently in ultrasound and perform examinations to a consistently high standard.
- Manage own time effectively in line with Ultrasound and Medical Imaging priorities.
- Prioritise workloads in accordance with hospital procedures, guidelines and clinical urgency.
- Ensure best practice through continuous quality improvement.
- Where the clinical questions or appropriateness of a request may be in question, consult with the radiologist to assess the justification of ultrasound referrals and manage accordingly.
- When sought by clinicians and within the scope of practice/competency, provide verbal advice regarding the ultrasound imaging appearances.
- Adhere to the requirements of the patient identification protocols of the department and hospital.
- Document findings with detailed and accurate information using the relevant worksheets.
- Communicate effectively with other staff members to facilitate teamwork and service excellence.
- Remain aware of department guidelines and protocols to ensure accountability for ensuring optimal imaging outcomes, timely service and safety for each patient.
- Assist in the supervision of trainee sonographers as directed by the Modality Manager.
- Support service stability through cross device knowledge facilitating work across all machines.
- Monitor day to day use of equipment, consumables and work practices to ensure a safe workplace.
- Maintain a high level of expertise in the safe operation of ultrasound equipment.
- Remain cognizant of professional responsibilities set out in the Medical Imaging Radiation Management Plan.
- Ensure compliance with accreditation, training and safety requirements.
- Complete reports as directed by the Chief MIT or delegate to meet department requirements.
- Demonstrate efficient time management and sound judgement to meet Department priorities.
- Actively support trainee sonographers by demonstrating and supervising work as necessary, under the direction of the Modality Manager.
- Disseminate information to other sonographers that contribute to meeting department objectives.
- Monitor personal performance indicators including, but not limited to turnaround times, accuracy of scanning, radiologist directed recalls and completion of worksheets to guide individual efficiency and improve patient outcomes.
- Ensure accurate Radiological Information System/Picture Archiving and Communication System data entry and coding/billing of examinations for scans performed.



- Comply with the GV Health and relevant professional body Codes of Conduct.
- Participate in shift and on call rosters as operationally required.
- Punctuality during rostered hours and accountability for claimed recall events and overtime.
- Work with all Medical Imaging staff to achieve department strategic, financial and clinical Key Performance Indicators.
- Other duties as requested by the Chief Medical Imaging Technologist or their delegate within the scope of this position.

1. Provide quality and safe clinical care for consumers

- Ensure credentials are maintained and scope of practice regularly reviewed, advising the Modality Manager of limitations to facilitate skills development and ensure patient safety.
- Consult with clinicians where justification of a request may be in question and where necessary seek radiologist direction to manage accordingly.
- Monitor image quality to identify and address causes of sub-optimal imaging.
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment.
- Accept accountability for own actions and work within scope of practice.
- Address knowledge limitations, seeking guidance and further education as required.
- Uphold and protect consumer rights, maintain strict confidentiality and practice open disclosure.
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines.
- Respond to and critically appraise consumer feedback and complaints to ensure that issues are resolved to improve quality and patient care.
- Maintain accurate and current clinical records meeting professional and legal standards.
- Report vital patient observations that are outside the normal range as per clinical guidelines.
- Facilitate the effective discharge of patients from hospital through the provision of timely service.
- Identify and manage risks and report to the Ultrasound Modality Manager.
- Respond to consumer feedback and complaints to ensure that issues are resolved and quality and safe clinical care is provided.
- Promptly report vital consumer observations that are outside normal range as per clinical guidelines.
- Demonstrate best practice through critical analysis and continuous quality improvement.

2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve best outcomes.
- Respect the decisions and actions of others.
- Contribute to interdisciplinary team meetings and clinical education sessions with a view to improving GV Health services.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice.
- Actively participate in and identify quality improvement initiatives that promote best practice.
- Participate in clinical audits, research, process redesign and accreditation healthcare standards.

4. Commit to ongoing professional development of self, other employees and the profession

- Review and maintain scope of practice and credentials at all times and where feasible, consider expanding scope of practice through approved programs.
- Continue to develop clinical skills and competencies by undertaking regular professional development.
- Ensure compliance with GV Health mandatory training through completion of online training resources and face-to-face sessions when they fall due.



- Demonstrate reflective practice through seeking and responding to feedback, setting goals and participation in annual performance reviews.
- Supervise less experienced staff and correct errors through constructive feedback when necessary.
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.
- Identify areas for improvement and discuss with the Modality Supervisor.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities.
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others.
- Assist with the supervision of students where appropriate.
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines.
- Comply with the principles of Patient and Family Centred Care.
- Promote GV Health as a quality regional health care provider.

KEY PERFORMANCE INDICATORS:

- Maintenance of registration in the relevant discipline(s) and working within scope of practice.
- Registration with Australian Sonographer Accreditation Registry (ASAR) and maintain ASAR accreditation
- Compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
- Compliance with the Medical Imaging Department protocols and procedures.
- Demonstrated ability to complete imaging in which competency has been established by the Ultrasound Modality Supervisor within allotted timeframes, ensuring service efficiency and maximising patient throughput.
- Demonstrated accuracy of imaging with infrequent recall rates, detailed and correctly documented findings and high-quality imaging.
- Demonstrated competency in abdomen, small parts and advanced beginner in MSK
- Participation in all ultrasound shifts as required in order to meet service requirements.
- Model professional clinical practice for all staff and trainees through self-regulation, accountability, integrity and continuous professional development.
- Demonstrate familiarity with the GV Health Radiation Management Plan and Medical Imaging Quality Manual and comply accordingly.
- Wear the Medical Imaging uniform with replacement of items when required and requested as per Medical Imaging Department Uniform Protocol.
- Compliance with core competencies and training requirements as outlined in the GV Health Education Framework.



GV Health



- Ensure compliance with hospital and department leave policies, including ADOs.
- Attend and actively participate at meetings as scheduled.
- Active participation in the Performance and Development review process.
- Attend and actively participate at meetings as scheduled.

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

KEY SELECTION CRITERIA:

Mandatory

- Commitment to the GV Health Values of **Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.**
- Completion of an accredited ultrasound qualification or Certificate of Clinical Proficiency as determined by the Australian Sonographers Association.
- Current registration with Australian Sonographer Accreditation Registry to practice as a Sonographer.
- A minimum of 3 years post graduate experience (radiography and/or ultrasound).
- Demonstrated experience as a sonographer with sound knowledge of techniques and protocols in scanning of the abdomen, obstetrics and gynaecology.
- Demonstrated initiative, well-developed interpersonal and conflict management skills.
- Ability to work independently, coordinating own work and communicating with a multi-disciplinary team.
- When required participation in overtime services on a pro-rata basis with other ultrasound staff to ensure the unit meets service needs.
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment

Desirable

- Experience in supervising students, trainees, graduates and junior employees.
- Demonstrated experience in protocol, development, optimisation and dissemination.
- 7 years post graduate experience.

Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.



The role may require the following tasks among other things:



Consumer Care Role
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general consumer handling and clinical duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ working alone ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ operating equipment ▪ handling general and infectious waste ▪ participating in shift work and on-call ▪ exposure to substances and hazardous materials ▪ working at other locations may be required ▪ dealing with anxious or upset consumers or members of the public ▪ driving a motor vehicle

Reviewed by	Chief Medical Imaging Technologist / Ultrasound Supervisor
Issued	April 2024
Reviewed	April 2025

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____

_____/_____/_____

(Print Name)