

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, Y1106 & Y1107
Code & classification:	Grade 4 (SO61-SO65)
Performance review:	Upon completion of probationary and qualifying period and annually or as requested Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2020 – 2021 and its successors, and GV Health Policies and Procedures (and as varied from time to time).
Employment conditions:	

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.

GV Health is committed to ensuring that all staff are fully immunised against COVID-19, therefore employment within GV Health is conditional upon evidence of having been vaccinated.

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 4 reports directly to the Chief Medical Imaging Technologist within Medical Imaging, via the Ultrasound Modality Manager. This is a senior role demonstrating extensive knowledge of ultrasound imaging of the abdomen, superficial parts, musculoskeletal, obstetric, gynaecological and vascular structures. The Sonographer Grade 4 exercises clinical independence to ensure clinical and operational efficiency and patient safety using best practice, following established principles, ethics and code of conduct. The Sonographer Grade 4 works under the direction of the Modality Manager and exercises significant research and/or clinical independence to ensure operational targets.

KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Perform imaging examinations of the highest possible quality to answer the clinical question, showing due consideration for needs and abilities/limitations of the patient.
- When sought by clinicians and within the scope of practice/competency, provide verbal advice regarding the imaging appearances.
- Coordinate and prioritise bookings in consultation with the Ultrasound Modality and Office Managers to maximise service efficiency and patient flow.
- Communicate with other staff members to facilitate teamwork and service excellence.
- Assist in the supervision of Trainee Sonographers as directed by the Modality Manager.
- Support service stability with transferrable knowledge used to work across all ultrasound machines.
- Identify, recommend and promote to the Ultrasound Modality Manager measures to enhance operational performance and improve patient care.
- Ensure safe work practices and intervene when required.
- Monitor day-to-day use of equipment, consumables and work practices to ensure a safe workplace.
- Work with the Modality Manager to establish procedures to achieve cost effective and efficient approaches to managing resources and maximise patient throughput and efficiency.
- Ensure accurate Radiological Information System/Picture Archiving and Communication System data entry and coding/billing of examinations for scans performed.
- Document findings with detailed and accurate information using the relevant worksheets.
- Adhere to the requirements of the patient identification protocols of the Department and organisation.
- Bring concerns regarding staff misconduct and/or incompetency to the attention of the Chief Medical Imaging Technologist.
- 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.
- Other duties as requested by the Chief Medical Imaging Technologist or their delegate within the scope of this position.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health.
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas.



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.
- Monitor image quality to identify and address causes of sub-optimal imaging.
- Demonstrate best practice through critical analysis and continuous quality improvement.
- Consult with clinicians where justification of a request may be in question and where necessary seek radiologist direction to manage accordingly.
- Assist in reviewing and improving imaging procedures and training records.
- Participate in accreditation activities as requested and directed.
- Identify and manage risks and report to the Ultrasound Modality Manager.
- Comply with department guidelines and protocols to ensure optimal imaging outcomes, timely service and safety for each patient.
- 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.
- 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.
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided.
- Maintain accurate and current clinical records meeting professional and legal standards.
- Promptly report vital consumer observations that are outside normal range as per clinical guidelines.

2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes.
- Foster professional relationships with other staff to ensure a positive culture and maintain best practice.
- Respect the decisions and actions of others.
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

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

- Participate in research studies as they present within the Medical Imaging Department, across the hospital and between institutions ensuring compliance with study parameters.
- Maintain current knowledge of clinical practice.
- Actively participate in identifying where improvements can be made to the quality of consumer care.
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.

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

- Remain abreast of current technological, legislative, regulatory and clinical advances in ultrasound. Act as a role model and knowledge resource for other staff and trainees.
- Mentor less experienced staff through active participation in clinical examinations and generosity in sharing of knowledge.
- Demonstrate reflective practice through seeking and responding to feedback, setting goals and participation in annual performance reviews.



- Maintain clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health.
- Demonstrate initiative in managing knowledge limitations through seeking guidance and further education when required.
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews.
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

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 at all times.
- 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 with the Australian Sonographer Accreditation Registry and working within scope of practice.
- Compliance with Australian Sonographer Accreditation Registry requirements for oversight of Trainee Sonographers.
- 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 within allotted timeframes and maximise patient throughput.
- Demonstrated accuracy of imaging with infrequent recall rates, detailed and correctly documented findings and high-quality imaging.
- Participate in all department shifts and modalities 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.



- Compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
- Monitor and evaluate agreed upon performance indicators to guide individual efficiency and improve patient and service outcomes.
- Attend and actively participate at meetings as scheduled.
- Active participation in the Performance and Development review process

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 Australian Sonographer Accreditation Registry Accredited Masters course of study preferred; consideration will be given to those with a Graduate Diploma in Ultrasound or equivalent.
- Current registration with Australian Sonographer Accreditation Registry to practice as a Sonographer.
- Demonstrated experience as a senior sonographer with extensive knowledge of techniques and protocols in scanning of the abdomen, superficial parts, musculoskeletal system, obstetrics, gynaecology and vascular structures.
- Demonstrated initiative and well-developed interpersonal and conflict management skills.
- Ability to work independently, coordinating own work and directing that of other less experienced staff within the ultrasound unit.
- Active participation in on-call and overtime services on a pro-rata basis with other ultrasound staff to ensure the unit meets service needs.
- For sonographers also performing CT and/or x-ray imaging, a Bachelor of Applied Science in Medical Radiations or equivalent, registration with AHPRA to practice as a Medical Imaging Technologist/Sonographer and a current Victorian Radiation Use Licence.
- For sonographers also working in MRI, attainment and maintenance of the ASMIRT Level One Accreditation within 12 months of commencing working in the unit.
- Evidence of full immunisation against COVID-19
- Satisfactory National Criminal History 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

- 3 years relevant postgraduate experience.
- Experience in supervising students, trainees, graduates and junior employees.
- Demonstrated experience in protocol, development, optimisation and dissemination.
- Engagement in industry relevant conferences or meetings or as a presenter or organiser, or publication in an industry relevant journal.



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 	<ul style="list-style-type: none"> ▪ 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
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)