



Position Description

Title	Senior Sonographer
Department	Radiology / Pauline Gandel Women's Imaging Centre
Classification	Senior Sonographer, Grade 3
Agreement	Allied Health Professionals Enterprise Agreement 2021-2026
Responsible to	Allied Health Manager (Chief Radiographer) - Radiology

The Royal Women's Hospital

The Royal Women's Hospital (the Women's) has provided health services to women and newborn babies in Victoria since 1856 and is now Australia's largest specialist women's hospital. The Women's is recognised as a leader in its field, with expertise in maternity services and the care of newborn babies, gynaecology, assisted reproduction, women's health and cancer services.

The Women's Vision and Values

The Women's believes that health equity for all women is more than a vision; it is the essence of who we are and what we do encompassing our values, role and purpose.

The Women's Vision is: *Creating healthier futures for women and babies.*

Our values are: *Courage, Passion, Discovery and Respect.*

The Women's Declaration

The Women's Declaration reflects the principles and philosophies so fundamental to the hospital that they are the foundation on which rests everything we do. This is a declaration of the Women's role, function, purpose and promise:

We are committed to the social model of health
We care for women from all walks of life
We recognise that sex and gender affect health and healthcare
We are a voice for women's health
We seek to achieve health equity

Strategic Directions

The Women's Strategic Plan 2022 - 2025 contains four strategic priorities and fourteen initiatives of strategic focus, to achieve our vision of *Creating healthier futures for women and babies.*

The Women's four strategic priorities are:

1. We provide leading care for women and newborns
2. We partner to create exceptional experiences every day
3. We are the best place to work, learn and contribute
4. We lead and partner to influence change

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Department/Unit Specific Overview

The Pauline Gandel Women's Imaging Centre (PGWIC, or the Centre) sits within the Allied Health and Clinical Support Services Directorate. It contains the Department of Radiology and the Department of Obstetrics and Gynaecology Ultrasound who share an administrative/IT support service. The work of the Centre oversees the provision of high-level complex, primary through quaternary care to both inpatients and outpatients (women, fetuses and newborns). There are strong relationships between the Centre, and imaging services across the precinct and with other centres for women's and neonates' health.

The Women's Department of Radiology provides a progressive, multi-disciplinary 24-hour service for general adult, paediatric and neonatal radiology referrals including a wide range of fluoroscopic procedures, general and neonatal ultrasound (US), Magnetic Resonance Imaging (MRI), mammography, and diagnostic and interventional procedures. The team provides the following dedicated women's and neonatal radiology services:

- Specialist MRI for pregnant patients with suspected foetal or placental adhesive disorders and abnormalities
- MRI for post birth complications including haematomas
- Neonatal MRI
- Breast US and MRI intervention (including biopsies and localisations)
- Contrast enhanced mammography
- Stereotactic breast biopsies
- Ultrasound guided pleuritic and ascites drainages
- Ultrasound guided removal of implanon contraceptive devices
- Image intensifier service for any procedures performed in theatre, including cases of complex placental adhesive disorder
- Bone density scanning of women to assess the increase of fracture risk due to osteoporosis.

The team are supported by the hospital's Quality and Safety unit to promote high quality of care through incident review and improvement initiatives.

Position Purpose

The role of Senior Sonographer is to provide a comprehensive, clinically excellent ultrasound service to the women and neonates of the Women's (both inpatients and outpatients).

As a member of the department's leadership team, the role will contribute to building capacity within the team, coaching, and leading to enhance the capability, safety, quality, efficiency and effectiveness of the care provided. It does this always with an embedded approach to patient-centred care and support of families that is empathetic, transparent, and professional.

Responsibilities & Major Activities

Clinical Expertise/Ultrasound Skills

- Provide a safe and effective ultrasound service through the independent application of clinical expertise.

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- Provide advanced clinical, technical, and operational advice, when sought, to radiologists and clinicians, within the senior sonographer's scope of competency.
- Perform a range of clinical examinations (from basic to complex) in accordance with standard practice, departmental procedures, guidelines and frameworks, the National Code of Conduct for Health Care Workers, Australasian Sonographers Association (ASA) and Australian Society for Ultrasound in Medicine (ASUM) codes of conduct, and the quality policy of the Australian Sonographer Accreditation Registry (ASAR).
- Prioritise workload in accordance with hospital procedures and guidelines, the severity of the patient's condition, clinical urgency, and the direct impact on their management.
- Work within the guidelines of the appointments and reporting systems in the department.
- Work within indicators and target times for responsiveness to referrals established by the department.
- Prioritise work demands and seek assistance if unsure.
- Use advanced ability and insight to manage complexity and/or generate alternative courses of action based on the patient's and service needs and preferences.
- Ensure that all private and research scanning and appropriately billed.
- Provide a positive patient experience, offering emotional support and empathy to them and their families while at the Centre, and always maintaining confidentiality and privacy.
- Demonstrate understanding and practices in line with principles of patient-centred care and evidence-based practice at a sophisticated level.
- Provide high-level clinical supervision to the team and trainees as delegated/appropriate.
- Attend the appropriate clinical meetings within the hospital to assess relevance and results of service provision and learn about the patient experience.

Leadership

- Lead and coach others, including role-modelling positive team behaviours, engaging, and influencing senior stakeholders and acting as a key support to the Clinical Director, Allied Health Manager (Chief Radiographer) and Operational Practice Lead/Manager.
- Provide professional and clinical leadership and contribution to staff both informally and through attendance at staff meetings.
- Assist with recruitment and staff planning as required.
- Identify and successfully address conflict independently.
- Promote imaging services internally within the Women's and to the external community.
- Promote the importance of the ultrasound services internally within the Women's and to the broader external community.

Safe practice and environment

- Maintain an understanding of individual and team responsibilities for patient safety, quality & risk mitigation and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality and risk advice in policies, procedures, guidelines, and frameworks.
- Maintain a safe working environment for yourself, your colleagues, and members of the public, including but not limited to occupational health and safety considerations, radiation safety, infection prevention and control, etc.

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- Escalate incidents, risks, issues, conflicts, or concerns in a timely way to the Allied Health Manager and Clinical Director for assistance and guidance and participate in problem-solving and mitigating risks or issues.
- Actively participate in credentialing and scope of practice processes.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements, and legislation.
- Have a full working knowledge of emergency procedures.

Research and training

- Continue to develop professional skills and knowledge with a high level of motivation and dedication through self-directed learning, observation of others, and by engaging in agreed and approved professional development activities. Maintain an up-to-date record of this.
- Read, and critically reflect on, journal articles relevant to the clinical context.
- Participate in mandatory training.
- Maintain knowledge of evidence-based technological and technical advances in methods of diagnostic ultrasound imaging. Use this knowledge to promote a culture of continuous practice and service improvement within the department and life-long learning.
- Be responsible for the clinical learning needs of undergraduate and postgraduate students and other staff as requested.
- Contribute to professional development sessions within the department and other areas, as requested.
- Promote and undertake clinical audits, as delegated.
- Participate in, or lead, a variety of research activities relevant to sonography and the patient populations we care for.
- Continue to develop professional skills and knowledge with a high level of motivation and dedication through self-directed learning and by engaging in professional development activities, especially to maintain registration requirements.
- Promote and participate in evaluation and continuous improvement processes within the Centre.

Practice improvement and service development

- Foster an organisational culture that promotes service improvement, innovation, and research.
- Maintain the standards, condition and safety of equipment and advice on ultrasound equipment needs.
- Review, develop, and implement procedures, guidelines, and frameworks for the Centre, as requested.
- Identify the need for new services and initiate new sonography and multidisciplinary clinical projects in conjunction with the Chief Radiographer and Clinical Director.

Information and data management

- Ensure adequate and appropriate clinical documentation in medical records including via electronic medical record (EMR).
- Maintain accurate statistical systems to collect and collate service provision data for reporting.

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- Work within the guidelines of the appointments and reporting systems in the department.

Professional responsibilities

- Adhere to the Women's and professional codes of conduct and code of ethics in all areas of practice.
- Actively participate in orientation program to the role, team, and organisation.
- Deliver sonography services in line with the Centre's model of care, the Women's Statement of Priorities, the Centre's operational and service goals, key performance indicators (KPIs) and other project deliverables.
- Actively engage in the performance development review process annually.
- Plan and manage own workload to ensure adequate time to achieve daily objectives.
- Foster teamwork and information sharing among all disciplines within the Women's.
- Attend all meetings relevant to the position.
- Perform other duties as directed and requested.

Advocacy

- Promote imaging services and the importance of Allied Health services within the RWH and to the external community.

Communication

- Communicate effectively with patients, family members, staff and departments individually and as part of a team to deliver high quality patient care outcomes. Demonstrate excellence in customer service communications especially in the way information is communicated to the patient in a manner that ensures their understanding and encourages informed consent.
- Hand over any relevant information relating to planned work, work in progress, and significant events to colleagues. Query incorrect or unnecessary referrals.

Stakeholder relationships

- Provide a state-wide and national clinical advisory role for sonographers working with women and neonates, as requested by Chief Radiographer or Clinical Director.

Planning

- Contribute to the strategic and operational planning of the Department under the guidance of the various leadership roles involved.
- Contribute to the strategic planning of Allied Health at the Women's.

Key Performance Indicators

Key performance measures are how you will be measured as meeting the responsibilities of the position listed above. These will be set with you as part of your Performance Development plan within the first six months of your appointment to the position.

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- Provide a high-level of patient-centred care and positive experience of imaging services for patients and families attending the Centre.
- Active participation in regular supervision (clinical, operational, and professional).
- Positively contribute to the leadership of the department and allied health services at the Women's.
- Maintain, or further improve, satisfactory quality of imaging as assessed by peer senior sonographers and Clinical Director of Radiology.
- Maintain expected wait times for scanning as defined by departmental KPIs.
- 100% compliance with annual professional credentialing process.
- 100% compliance with mandatory internal RWH competency requirements.
- Ensure prompt response to allocated referrals, selecting most appropriate methods for assessment as appropriate to competencies endorsed by the Allied Health Manager, or Clinical Director, and asking for help if required.
- Demonstrate positive relationship building within the team, contributing to a healthy and safe working environment, where it is safe to speak up.
- Report and respond to all organisational and clinical incidents in a timely way.
- Attend department punctually for rostered working hours.

Key Selection Criteria

Experience/Qualifications/Competencies

- Registration with the Australian Sonographer Accreditation Registry (ASAR) without limitations.
- Post-graduate Diploma Medical Ultrasound from recognised tertiary training institution.
- Where relevant, registration with the Australian Health Professionals Regulation Agency (AHPRA) without restrictions and licensing with the Radiation Health Division.
- Completed at least 2 years of clinical experience, and is at a supervisory level.

Essential Criteria

- Demonstrated performance excellence (with positive feedback) in patient- and family-centred care approach.
- Demonstrated advanced clinical imaging knowledge and skills for complex ultrasound imaging of women and neonates.
- Demonstrate proficiency and accuracy in a range of computer programs and platforms especially Microsoft Office, search engines, electronic medical records, etc.
- Demonstrated ability to effectively work within a multidisciplinary team and have received positive feedback about the same.
- Positive feedback about independent problem-solving and professional communication skills (verbal, non-verbal and written) at a senior level.
- Understanding of professional codes of conduct.
- Evidence of CPD in line with registration requirements.

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Desirable Criteria

- Academic success in undergraduate, or other postgraduate, course/s relevant to the sonography role.
- Academic success in undergraduate, or postgraduate course/s or degrees relevant to the role.
- Experience identifying areas for research, designing, and implementing studies, successfully applying for approval through Human Resources Ethics Committees, reporting on and disseminating research findings.
- Presenting to small or large groups.
- Leadership experience and interest in developing these capabilities.

Attributes

- Embodies the Women's values of courage, passion, discovery, and respect
- Positive, "Can do", and flexible approach
- Well-developed interpersonal skills
- Balancing competing and conflicting priorities
- Time management and prioritising
- Strong attention to detail
- Professional demeanour

Organisational Relationships

Internal relationships

- Clinical Director of Radiology
- Allied Health Manager (formerly Chief Radiographer)
- Other senior, junior and trainee Sonographers
- Radiologists (Consultants/ Fellows)
- Sonologists and Sonographers (Obstetrics and Gynaecology)
- PGWIC nursing and midwifery staff
- PGWIC administrative staff
- Clinical educators – allied health, nursing/midwifery and medical
- Director of Allied Health and Clinical Support Services
- Director of Allied Health Research
- All RWH clinical staff
- All RWH non-clinical staff
- Patients and their families

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External relationships

- Regulatory authorities (AHPRA)
- Professional bodies (ASAR/ASA)
- Sonography students and tertiary education providers
- Special interest groups and communities of practice
- Professional Association

Inherent Requirements

There are a number of critical work demands (inherent requirements) that are generic across all positions at the Women's. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Occupational Health and Safety.

Physical Demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Occasional
Sitting – remaining in a seated position to complete tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward / forward flexion from waist to complete tasks	Frequent
Trunk twisting – turning from the waist to complete tasks	Frequent
Kneeling – remaining in a kneeling position to complete tasks	Occasional
Squatting / crouching – adopting these postures to complete tasks	Occasional
Leg / foot movement to operate equipment	Frequent
Climbing stairs / ladders – ascending and descending stairs, ladders, steps	Rare
Lifting / carrying – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5–10 kilos	Occasional
– Heavy lifting and carrying – 10–20 kilos.	Rare
Push/Pull of equipment/furniture – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10–20 kg	Occasional
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Frequent
Head / Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers / hands	Frequent
Wearing lead gowns while working	Frequent
Exposure to ionizing radiation - operating machines that produce ionizing radiation	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Not applicable
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift.	Constant
Psychosocial demands	Frequency
Observation skills – assessing / reviewing patients in /outpatients	Constant
Problem Solving issues associated with clinical and non-clinical care	Constant
Attention to Detail	Constant
Working with distressed people and families	Occasional
Dealing with aggressive and uncooperative people	Occasional

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Dealing with unpredictable behaviour	Occasional
Exposure to distressing situations	Occasional

Definitions used to quantify frequency of tasks / demands as above

Prolonged / Constant	70–100 % of time in the position
Frequent	31–69 % of time in the position
Occasional	16–30% of time in the position
Rare	0–15% of time in the position
Not Applicable	

Employee Responsibilities and Accountabilities

- Be aware of and work in accordance with Hospital policies and procedures, including:
 - Code of Conduct
 - Confidentiality
 - Data Accountability Framework
 - Infection Control
 - Occupational Health and Safety
 - Patient Safety
 - Performance Development Management
 - Respectful Workplace Behaviours
 - Risk Management.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Our vision is a future free from violence in which healthy, respectful relationships are the norm. The Women's expect all staff to contribute to a culture that promotes gender equity, respect, and a safe working environment.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to Victorian women.
- Data integrity is an essential element of clinical and corporate governance and a key performance indicator for the Women's. The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery.

As a consequence, all staff are responsible and accountable to ensure that (within their area of work):

- Data recording and reporting, (including RWH external reporting) is timely, accurate (i.e. error free) and fit for purpose
- Data management system policies and control processes are complied with on all occasions
- Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for the Royal Women's Hospital to undertake a national Police check.

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- The Women's expects staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
- Contributes to a positive and supportive learning culture and environment for health professional students and learners at all levels.

Staff Vaccination Requirements

COVID 19 Vaccination

Provide evidence that they have received a full COVID-19 Vaccination or provide evidence from a medical practitioner certifying that an exception applies related to a contraindication to the administration of the COVID-19 vaccination. This includes employees in all roles at the Women's Hospital. This requirement is in line with the directions pursuant to section 200 (1)(d) of the Public Health and Wellbeing Act 2008 (Vic).

Influenza Vaccination

In line with the Health Services Amendment (Mandatory Vaccination of Healthcare Workers) Act 2020, some health care workers are now required to have their flu vaccination to work in health care. Evidence of vaccination is required.

As this role fits into category A or B of the departments risk ratings, applicants will be required to have been vaccinated against influenza. Evidence of vaccination is required.

Statutory Responsibilities

- OHS Act (2004)
- Freedom of Information Act (1982)
- The Victorian Public Sector Code of Conduct
- Health Practitioner Regulation National Law Act (2009)
- Registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Drugs, Poisons and Controlled Substances Regulations (2006)

Declaration

I have read, understood and agree to abide by responsibilities and accountabilities outlined in this position description.

Employee Name:

Employee Signature:

Date:

Developed Date: January 2024

Developed by: Allied Health Manager (formerly Chief Radiographer)

Date of next Review: January 2026

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