

## POSITION DESCRIPTION

|                                  |                                                                                                        |
|----------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>           | Sonographer                                                                                            |
| <b>Business Unit/Department:</b> | Medical Imaging                                                                                        |
| <b>Division:</b>                 | Clinical Support & Specialists Clinics                                                                 |
| <b>Award/Agreement:</b>          | Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement |
| <b>Classification:</b>           | Grade 4 – Year 1 to Year 4 (SO61 to SO65)                                                              |
| <b>Reports To:</b>               | Chief Sonographer                                                                                      |
| <b>Direct Reports:</b>           | Grade 3 Sonographers                                                                                   |
| <b>Date Prepared/Updated:</b>    | 6 January 2025                                                                                         |

### Position Purpose

As a key member of the Medical Imaging team, the Grade 4 Sonographer acts as a role model in demonstrating advanced clinical knowledge and leadership skills in the field of Ultrasound. They are an integral part of the radiology management team, assisting the Chief Sonographer to ensure effective operation of the Ultrasound services across Western Health sites.

### Business Unit Overview

Western Health Medical Imaging (WHMI) provides state of the art comprehensive Diagnostic and Interventional Radiology services to one of the most culturally dynamic and rapidly expanding growth corridors in Australia. WHMI currently performs approximately 220,000 Medical Imaging examinations per annum. WHMI is committed to excellence in clinical diagnosis and patient care. It draws on the medical expertise of a highly experienced and committed team of Consultant Radiologists and Medical Imaging professionals.

WHMI operates across 3 of the 4 Western Health campuses located at; Western Hospital Footscray, Sunshine Hospital (including Joan Kirner Women's and Children's), and Williamstown Hospital. WHMI Medical Imaging services include Computer Tomography (CT), Fluoroscopy, Magnetic Resonance Imaging (MRI), Nuclear Medicine, Mammography (including contrast), Digital Subtraction Angiography (DSA), Ultrasound and Digital X-ray.

WHMI is an accredited member of the Royal Australian and New Zealand College of Radiologists (RANZCR) and hold DIAS accreditation with the National Association of Testing Authorities (NATA). It is a leading provider in education, training and research. WHMI provides Clinical consultation and support to our internal and external referrers and is committed to a focus on quality and dependability.

Our comprehensive digital imaging service and dedication to putting the needs of our patients first make WHMI one of the leading and fastest growing Medical Imaging services in Victoria.

### Our Vision

*Together, Caring for the West Patients –  
Employees – Community – Environment*

## Key Responsibilities

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'.
- Comply with the expected standards of performance in the role as described by the relevant professional bodies/industry standards.
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience.
- Comply with confidentiality obligations with regard to patients, consumers and colleagues.
- Comply with all Western Health policies and procedures.
- Practice in accordance with ASUM, ASAR and ASA guidelines.
- Ensure relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected.
- Complete Western Health mandatory competencies yearly or as requested.
- Audit and monitor patient waiting times; implement strategies to ensure effective and efficient use of appointment availability within Ultrasound.
- Ensure all Sonographers working in Ultrasound operate within their scope of practice, and current level of competence at all times.
- Audit data entry by Sonographers and implement strategies to achieve 100% accuracy of data entry.
- Audit Correct Patient Identification and "Time Out" by Sonographers and implement strategies to achieve 100% accuracy for Correct Patient Identification and "Time Out".
- Provide mentoring, training and education to trainee and junior Sonographers.
- Follow Sonographer training plans and schedules as directed by Chief Sonographer and Tutor Sonographer.
- Perform assessments and tasks for junior and student Sonographers as requested by Tutor Sonographer.
- Review Literature and Benchmark against other imaging providers to ensure WH current processes/ imaging protocols are in line with evidence based best practice.
- In consultation with Medical Service leads (Radiologists, Cardiologists and others) and colleagues- Review and contribute to the Update of Ultrasound Imaging protocols annually.
- Present Annual Protocol review to MQM.
- Demonstrate Western Health Medical Imaging CARES values and ensure valid consent at every patient interaction and encourage other staff to do the same.
- Provide excellent patient communication by ensuring patients are kept informed of any delays to their scheduled appointment times.
- Develop a yearly learning plan to upskill and complete key objectives within that plan as part of your own performance development planning.
- Assist the Chief Sonographer to conduct annual performance discussion of your direct reports. Identify any individual skill gaps and develop individual plans of action for those direct reports.
- Deliver CPD presentations at the WHMI CPD / Ultrasound monthly meeting.
- Ensure appropriate education and information resources are available for staff and patients.
- Contribute to the weekly Ultrasound newsletter as requested by Chief Sonographer
- Provide feedback to staff on their performance, including performance management and disciplinary processes.
- Assist the Chief Sonographer with the daily management of Ultrasound across WHMI sites.
- Assist the Chief Sonographer in equipment purchase tender creation and evaluation when requested.
- Assist the Chief Sonographer in Recruitment processes.
- Conduct and implement service improvement/quality projects across Ultrasound in accordance with Western Health quality project program. Present Results at MQM.
- Monitor and prioritise Administration Hours and training allocation for staff in Ultrasound.
- Demonstrate, as an expert in their field a level of technical ability in at least one Subspecialty Ultrasound field.
- Report adverse events affecting patients, staff and others.
- As required may be rostered to other modalities within WHMI.
- Perform any additional duties as requested by the Chief Radiographers/Sonographer.

## Our Vision

Together, Caring for the West Patients –  
Employees – Community – Environment

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In addition to the key responsibilities specific to your role, you are required to deliver on the <a href="#">Key Organisational Accountabilities</a> which are aligned with the Western Health strategic aims.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Key Working Relationships</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Director of Medical Imaging</li> <li>• Chief Radiographers/ Sonographer</li> <li>• Radiologists</li> <li>• Radiographers</li> <li>• Sonographers</li> <li>• Nursing Staff</li> <li>• Referring Clinicians</li> <li>• WHMI Quality Manager</li> <li>• Radiation Safety Officers</li> <li>• Marketing Liaison Officer</li> <li>• PACS Administrators</li> <li>• Administration Staff</li> <li>• Internal Referring Clinicians</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• External Referring Clinicians</li> <li>• External Organisations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Selection Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Radiation Science or equivalent recognised Degree.</li> <li>• Post Graduate Diploma of Ultrasound</li> <li>• Hold a current Registration with ASAR</li> <li>• Hold a Working with Children check</li> <li>• Demonstration of organisational skills, particularly with respect to time management and delegation</li> <li>• Well-developed written and verbal communication skills</li> <li>• Well-developed interpersonal skills</li> <li>• Demonstrate evidence of undertaking professional development activities in response to perceived learning requirements</li> <li>• Demonstrate an ability to practice collaboratively as part of a multidisciplinary health care team</li> <li>• Use initiative in prioritising workload and delegating tasks</li> <li>• Demonstrate evidence of undertaking professional development activities in response to perceived learning requirements</li> <li>• Be classified as an expert Sonographer, according to the internal WH Sonographer Classification and Career structure document.</li> <li>• Practice independently and be a reference point for subspecialised Ultrasound examinations for one or more genres.</li> <li>• Ability to work full rotating (24/7) roster with on-call duties as required.</li> <li>• Ability to respond to urgent on-call/ recall within 30-40 mins after-hours.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Membership of Professional Body</li> <li>• Second Post graduate qualification or working towards one</li> </ul> |
| <b>Additional Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a police/criminal history check prior to employment</li> <li>• Obtain a working with children check prior to employment (if requested)</li> <li>• Obtain an Immunisation Health Clearance prior to employment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### Our Vision

Together, Caring for the West Patients –  
Employees – Community – Environment

- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Our Vision

**Together, Caring for the West Patients –  
Employees – Community – Environment**