

Position Description

Position Title	Sonographer
Position Number	30026352
Division	Clinical Governance
Department	Medical Imaging
Enterprise Agreement	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Classification Description	Grade 3
Classification Code	SO57-SO60
Reports to	Medical Imaging Director
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Governance Division

Clinical Governance is focused on upholding patient safety and a high quality of service through leadership, quality improvements, clinical performance, risk management, professionalism and excellent patient care. The division collaboratively provides high quality clinical governance support and advice, both internally and when supporting our regional Health Service Partners.

The Chief Medical Officer (CMO) oversees: GP Liaison, Medical Imaging incorporating Breast Screen, Pharmacy, Pathology and Research the Quality and Risk functions and Care of the Deceased.

The CMO has responsibility for maintaining full compliance to accreditations and to deliver improvements through our response to the recommendations of both the national and Victoria's General Quality and Safety reviews. The Office of the CMO oversees incident reporting, investigation of adverse patient events and complaints regarding clinicians. The CMO provides leadership and support to the medical workforce to feel empowered to provide Excellent Care. Every Person. Every Time.

The Medical Imaging Team

Medical Imaging contributes to the overall effectiveness of Bendigo Health by providing a comprehensive range of imaging services to inpatients of the Bendigo Hospital, to outpatients referred from Bendigo Health clinics and local GPs and specialists. The department is staffed by radiologists, medical imaging technologists, nurses and office staff. Our services are available to the region as a whole with most services to Bendigo Health being available on a 24/7 basis.

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Grade 3 Sonographer will perform a full range of ultrasound examinations to a consistently high standard using a patient focused approach. They will be a mentor to undergraduate students and to other Imaging staff. Rotation through the general radiography area may be required depending on staffing levels and skill requirements.

As a member of the Medical Imaging team the Grade 3 Sonographer will demonstrate extensive knowledge, experience and competence in diagnostic ultrasound.

Responsibilities and Accountabilities

Key Responsibilities

- Perform a full range of diagnostic and interventional ultrasound procedures.
- Ensure all examinations are performed efficiently with timing governed by clinical and patient need.

- Ensure all examinations are presented for reporting with minimum delay and with accurate recording of associated details.
- Perform Ultrasound plus/minus radiography duties and participate in the Medical Imaging “roster” including shift, weekend and on-call roster.
- Supervise and support staff undergoing post graduate training and undergraduates during their clinical placements.
- Provide constructive feedback to junior staff with regard to image technique, quality and patient care.
- Perform clerical and nursing duties as required to complete their imaging duties.
- Collaborate with all multidisciplinary team members for the desired outcomes for patients.
- Recognise and report adverse events.
- Conduct yourself in a manner that will not endanger yourself or others.
- Ensure the work environment is safe and report any need for maintenance work.
- Report any unsafe work practices, hazards, near miss incidents and accidents.
- Contribute to safety awareness and promotion by contributing ideas and suggestions.
- Report all radiation incidents immediately to the Radiation Safety Officer or Director Medical Imaging.

Generic Responsibilities

Code of Conduct - The Victorian Government’s Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee’s employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health’s policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health’s OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health’s infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our

quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

1. A Post Graduate Qualification or equivalent that enables ASAR Registration
2. Demonstrated high level experience and skills in diagnostic ultrasound
3. Knowledge of and experience in a Synapse PACS /Kestral RIS environment
4. Knowledge of the CMBS and related imaging billing rules
5. Ability to interact and communicate with a diverse range of people at all levels
6. A personal approach which is positive, enthusiastic, friendly and helpful
7. A willingness and ability to learn
8. Ability to give excellent customer service to both internal and external customers
9. Ability to work as part of a team, as well as to work independently
10. Flexibility to operate in an environment that requires constant prioritising of work and competing demands

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.