

Position Description

Position Title	Cardiac Sonographer
Position Number	30101830
Division	Clinical Operations
Department	Acute Ambulatory and Critical Care
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Sonographer Grade 3 - 4
Classification Code	SO57 – SO65
Reports to	Business Unit Manager, Cardiology
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 5,000 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 Operations Division

The Clinical Operations Division encompasses acute, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's (including an Early Parenting Centre) areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment covering the Loddon Mallee region. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

The Cardiology Department

The team is part of Bendigo Health's Acute Ambulatory and Critical Care Department. The Cardiology department has its own bed card and also provides a consultative service to other specialties as requested. The team consists of Cardiologists, Cardiac nurses, Cardiac technologists and Cardiac Sonographers, a Cardiology registrar and an intern. The Cardiology department is responsible for patients in several departments including inpatient wards, emergency department, ICU/CCU in addition to Cath Lab and Cardiology outpatients.

The Position

An outstanding opportunity is now available to join the Cardiology Diagnostic Team at Bendigo Health. We have a vacancy that exists for a Grade 3/4 Cardiac Sonographer within the Cardiology team.

Bendigo Hospital is a brand-new world-class facility and a major regional public teaching hospital. The Cardiology Service at Bendigo Health provides a range of diagnostic testing including invasive and non-invasive procedures, consultative appointments and interventional procedures supporting both inpatient and outpatient referrals. With a full suite of echocardiography services, cardiac monitoring, stress testing, pacemaker insertion and follow up and a range of specialist cardiology clinics that includes Rapid Access, Arrhythmia, Hypertension, Review and, Heart Failure clinics, the department is well equipped to support the cardiac needs of our community.

As a Cardiac Sonographer, you will be part of a dynamic and highly performing team providing the highest quality of care to our patients. You will work in a supportive environment which values and fosters professional development and collegial relations.

Responsibilities and Accountabilities

Key Responsibilities

- Perform cardiac ultrasound, operate all Cardiac ultrasound equipment including information systems (Cardibase, Epr and other patient information systems.)
- Provide Cardiac ultrasound services to all emergency, outpatients, inpatients
- Liaise with other departments (e.g., ED, referrers, and medical staff)
- Deputise for Grade 4 Sonographer
- Provide supervision in the development of PROMPT policies and procedures in relation to Echocardiography.
- Participate in team/departmental meetings and other organisational meetings as required
- Participate in staff development and training as required
- Maintain accurate records, statistics and reports as needed
- Participate in continuous Quality Improvement and actively contribute to the attainment of the National Standards.
- Assist with supervision of student sonographers
- Other duties as directed

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.

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

Essential

1. Post Graduate Diploma (or equivalent) in Cardiac Sonography with suitable undergraduate Degree and Accreditation with the ASAR.
2. Demonstrated skills and experience in Echocardiology.

Desirable

3. Demonstrated ability to perform all Ultrasound procedures according to departmental protocols to a high standard to ensure excellent patient and referrer service.
4. Accept responsibility for administrative duties required to maintain and complete patient imaging records.
5. In order to maintain a quality, flexible and reliable service, Sonographers are to participate in rosters as directed
6. Participate in both internal and external training, education, and research, to maintain standards and professional development as required by the relevant control body and government legislation.

In addition to maintaining continual professional development to stay updated on current and future developments.

7. Be aware of and practice requirements in incident reporting to ensure continuous improvements to consumer service
8. Be aware of and practice requirements in OHS standards to ensure personal safety and safety for all staff, patients and visitors.
9. In consultation with senior Sonographers, be aware of and report equipment and plant malfunctions to ensure safety and service maintenance
10. Demonstrated ability to teach junior Sonographers, and Registrars in scanning techniques as per protocols, to maintain a consistent, efficient and high-quality service.
11. Excellent interpersonal and communication skills within all levels of the organisation and demonstrated immaculate customer service to patients and key stakeholders

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

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.