

Position Description

Position Title	Cardiac Sonographer
Position Number	30101830
Division	Clinical Operations
Department	Cardiology
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
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• Registration with Professional Regulatory Body or relevant Professional Association• Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

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

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.

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

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these

requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

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.