|  |  |
| --- | --- |
|  | |
| **Position Title** | Sonographer |
| **Position Number** | N5539 |
| **Department** | Medical Imaging |
| **Classification** | Sonographer – Grade 4 Year 1-4 based on experience |
| **Agreement** | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026 |
| **Reports to:** | Chief Medical Imaging Officer |

|  |  |
| --- | --- |
| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To provide a full range of diagnostic imaging examinations to a consistently high standard using a patient focused approach.

**Department / Unit Specific Overview**

The Medical Imaging Department is located at the main site in Ararat. It supports EGHS clinical service by offering imaging to both acute patients and the community. Our department provides: x-ray, CT, ultrasound, OPG, bone density imaging, mobile and theatre imaging.

**Our Values**

|  |  |  |
| --- | --- | --- |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20(2023-27).pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* 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, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Produce high quality diagnostic images that are reasonably achievable given equipment, patient condition and limitations.
* Ensure all examination are performed in an efficient and timely manner which is governed by clinical and patient need.
* Apply independent, professional, ethical judgment, and critical thinking to safely perform diagnostic sonography procedures
* Participate in ensuring the Radiology (NATA) National Safety and Quality Health Service Standard.
* Ensure that all patients, residents, clients and visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.
* Recognise and report on adverse events within the Medical Imaging department.
* Contribute to ongoing quality improvement initiative within the Radiology department
* Comply with the documentation requirements within the designated area.
* Review patient medical history and supporting clinical information.
* Maintain and increase skill, knowledge and competencies.
* Undertake any additional duties as indicated by the Chief Medical Imaging Officer.

**Key Performance Indicators**

* Performance Development Plan (PDP) completed annually
* Feedback from radiologists, staff and clients
* Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors

Key Selection Criteria

**Essential Criteria:**

* Completion of an Australian Sonographer Accreditation Registry accredited post graduate degree in Medical Ultrasound (or equivalent)
* Registered with the Australian Sonographer Accreditation Registry (ASAR)
* Be able to operate ultrasound equipment in a safe manner and perform accurate diagnostic examinations.
* Able to deliver high quality customer service to both internal and external consumers of our health service, inclusive of patients, staff and referring practitioners.
* Demonstrated excellent organizational skills, with the ability to manage individual workload whilst providing support and direction to other staff
* Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team.
* Demonstrated high level of clinical skills and ability to work safety within scope of practice.
* Commitment to flexibility and innovation in practice including an evidence-based approach to care.
* Ongoing continual professional development including the required number of hours to maintain professional registration.
* Demonstrated extensive specialised ultrasound knowledge across multiple sub specialities

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* NDIS
* Annual ASAR registration and provide proof
* Current drivers licence
* Immunisation requirements (annually)

**Acknowledgement**

|  |  |
| --- | --- |
| Employee Name | |
| Employee Signature | Date |
|  |  |
| Manager Name |  |
| Manager Signature | Date |
|  |  |
| Developed Date (MM,YY) | March 2025 |
| Developed By Name |  |
| Developed by Title |  |