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| **Position Title** | Student/ Trainee Sonographer |
| **Position Number** | New |
| **Department** | Medical Imaging |
| **Classification** | Student Sonographer Grade 1 or **(Year/classification in accordance with experience)** |
| **Agreement** | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026  |
| **Reports to:** | Chief Medical Imaging Officer  |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To provide the opportunity for a beginning practitioner to join our Medical Imaging team as a Student/ Trainee Sonographer and be contracted for the duration required to undertake and complete undergraduate or postgraduate training in Sonography. The focus of the successful applicant will be to train in ultrasound while being enrolled in an ASAR accredited course.

This position description will be modified and will evolve as the role of a Grade 1 Student Sonographer evolves and/or if the applicant has a completed degree in Medical Imaging or equivalent to reflect the role of work completed in the imaging department.

As your skills develop, in addition to completing your training, you will be required to participate in performing examinations within your scope of practice to contribute to the department workload.

**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 includes x-ray, CT, bone density imaging, ultrasound and OPG. All medical imaging examinations are performed within business hours of 8:30am – 5:00pm Monday to Friday with an on-call service available for any urgent imaging.

**Our Values**

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| **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 is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service 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, residents 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.

**Our Strategic direction**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20%282023-27%29.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%2C%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**

* Under direction and where appropriate take images and report findings
* Works on routine tasks and operate within the individual scope of practice for their profession, consulting with a more experienced technologist when problems arise or when dealing with matters they are unfamiliar with
* Ensure all examination are performed in an efficient and timely manner that is governed by both clinical and patient need
* Ensure that all patients, residents, clients, visitors, and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination
* Recognise and report on all adverse events within the Medical Imaging department
* Contribute to ongoing quality improvement initiatives within the Medical Imaging Department
* Comply with the documentation requirements within the designated area
* Ensure that all details pertaining to the patient’s identification are correct prior to commencing examinations
* Increase skill, knowledge and competencies as training develops
* Undertake any additional duties as indicated by the Chief Medical Imaging Officer
* Complete any additional clerical tasks pertaining to Medical Imaging Department operations or statistical documentation when requested by the Chief Medical Imaging Officer or Office Coordinator
* It is the responsibility of the employee to meet any continual professional development requirements set by appropriate government, regulatory and professional bodies
* Participate in departmental ongoing education and if requested by the Chief Medical Imaging Officer present to other staff within the health service in an educational format

**Key Performance Indicators**

* Performance Development Plan (PDP) completed annually
* Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors
* Ability to self-reflect on the work completed, take feedback on board from supervisors, radiologists staff and clients

Key Selection Criteria

**Essential Criteria:**

* You should be enrolled in or be prepared to enrol in an ASAR accredited course in Medical Ultrasound.
* Be willing to operate ultrasound equipment in a safe manner and under direction perform accurate diagnostic examinations
* Well-developed communication, both verbally and in writing and sound interpersonal skills
* Self-motivated and flexible with the capacity to be understanding, empathetic and problem solve effectively
* Demonstrated commitment to holistic patient centred care
* Ability to contribute and practice collaboratively as part of a multidisciplinary team
* Ability to work safety within scope of practice
* Commitment to flexibility and innovation in practice including an evidence-based approach to care
* Commitment to professional development
* Demonstrated computer literacy

**Desirable Criteria**

* A completed degree in Diagnostic Medical Imaging (or equivalent) and willingness to maintain registration to provide high quality medical imaging services for the department
* A current, unencumbered, Radiation Use Licence issued by the Victorian Department of Health
* Current enrolment or ability to enrol and commence an Australian Sonographer Accreditation Registry accredited post graduate degree in Medical Ultrasound or equivalent Previous ultrasound scanning experience

**Must comply with having or completion of:**

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Current Drivers licence
* Evidence of immunisation records as requested by East Grampians Health Service Infection Control Officer

**Acknowledgement**

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| **Employee Name:** |  |
| **Employee Signature:** |  | **Date:** |  |
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| **Manager Name:** |  |
| **Manager Signature :** |  | **Date:** |  |
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| **Developed Date:** | **July 2025** |
| **Developed By – Name:** | **Sabrina Lewicki** |
| **Developed by – Title:** | **Chief Medical Imaging Officer** |
| **Date of Next Review:** | **July 2028** |