

POSITION DESCRIPTION

Position Title:	Sonographer
Location:	Dunstan Hospital
Reports:	Nil
Reports to:	Charge MIT
Date:	November 2023

Our Vision

To be a lead provider and educator of rural healthcare for our communities

Purpose of Role

To provide efficient, safe, high quality, customer focused diagnostic radiology services for inpatients, outpatients and community referred patients.

LIVING CENTRAL OTAGO HEALTH SERVICES LTD VALUES

Proactively demonstrate COHSL values in all aspects of the role

- Demonstrates behaviours that we want to see from each other, at our best
- Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up
- Contributes positively to the team and other initiatives that seek to improve patient and whanau experiences and/or staff experience of working

KINDNESS	EXCELLENCE	TRUST	CONNECTION
Kākau Māhaki	Whāia te iti kahuraki	Whakapono	Te Taukaea Takata

COMPETENCIES

Organisational Competencies

Patient Focus	Is patient, community and whanau centred. Is dedicated to meeting the expectations and requirements of all patients; establishes and maintains effective relationships with patients and gains their trust and respect.
Integrity & Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; does not misrepresent themselves for personal gain.
Manages Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; champions variety & diversity without regard to class; supports equal and fair treatment and opportunity for all.

Role Specific Competencies

Communication	Communication conveys an understanding of the context of the situation/circumstances. Presents information clearly in a language and style appropriate to the audience. Able to effectively communicate in verbal and written forms required. Ability to provide critical thinking and analytical skills required.
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Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at first answers.
Interpersonal Savvy	Relates well to all kinds of people – inside and outside the organisation. Builds appropriate rapport. Builds constructive and effective relationships. Uses diplomacy and tact. Can defuse even high-tension situations comfortably.
Teamwork & Cooperation	Invites all members of a group to contribute to a process. Understanding and appreciative of different and opposing perspectives on an issue. Actively promotes a friendly climate, good morale, and co-operation within the team. Accepts responsibility for the effectiveness of the team.
Initiative	Acts quickly and decisively in a crisis. Creates opportunities or minimises potential problems in the short term by a unique extra effort e.g., implementation of a training programme.
Priority Setting	Spends their time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus.

KEY RELATIONSHIPS

Internal	External
• Charge MIT & Team Leader	• Patients, Family / Whanau & Community
• Dunstan Radiology Department	• Radiologists, Imaging and Reporting Providers
• Operations Manager	• Te Whatu Ora and Rural Hospitals
• Clinical Director	• GPs, Private Specialists, and other Referrers
• Dunstan Medical Staff	• ACC and other Affiliated Providers
• Non-clinical Staff – Admin & Finance	

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • Must be a New Zealand registered Sonographer with the NZ Medical Radiation Technologist Board • Must hold a current Annual Practicing Certificate • Relevant scope of practice as directed by the NZ Medical Radiation Technologist Board and the Health Practitioners Competence Assurance Act (2003) 	
Experience	<ul style="list-style-type: none"> • Experience working in a Radiology Department 	<ul style="list-style-type: none"> • Experience working in a rural environment • Experience with Karisma (RIS) and Sectra (PACS)

Knowledge & Skills	<ul style="list-style-type: none"> • Excellent clinical assessment and management skills • Proficient in the use of all Radiology computer systems • Able to co-operate as part of a team and cope with a busy work environment • Ability to work unsupervised using initiative at all times • Assist in the training and support of students, trainees and staff • Ability to self-evaluate and reflect on practice • A strong patient/whanau focus • A commitment to cultural awareness and its application to your practice
Personal Qualities	<ul style="list-style-type: none"> • Displays commitment, personal accountability, integrity and sensitivity • Excellent interpersonal and communication skills, including ability to work effectively with people at all levels of the organisation • Is adaptable and flexible – open to change • Has initiative and self-motivation • Excellent organisational and time management skills • Accepts responsibility for own actions • Ability to problem solve • Is energetic and able to motivate others • Maintains a high level of confidentiality • Able to manage and resolve conflict

KEY RESULT AREAS

Key Accountabilities	Examples of Successful Delivery
Ultrasound Procedures	
<ul style="list-style-type: none"> • Produces high quality diagnostic images with all correct information in place • Clinical safety standards are always maintained • Provides an efficient and timely service • Looks after the comfort and welfare of patients during their radiological procedure <ul style="list-style-type: none"> ○ Patients are satisfied with the quality of service ○ Patients are fully informed of procedures and their comfort and wellbeing is always considered ○ Patients are treated with dignity and respect ○ Patients' spiritual and cultural needs are respected and managed as necessary • Complies with instructions, policies, guidelines and protocols as outlined in department documentation • Demonstrates initiative and flexibility in duties performed, and assists in other areas of the department as needed • Works efficiently and cooperatively within the radiology multidisciplinary team • Supplies to meet service needs are maintained and stored appropriately • Able to use escalation/contingency procedures in the event of issues or problems with PACS • Equipment issues are reported to the Charge MIT and/or Operations Manager 	<ul style="list-style-type: none"> • Positive feedback from patients, whanau and peers within COHSL • Evidence of work that complies with processes and reflects best practice • Evidence of positive cooperation and strong team relationships

Professional Development – Self	
<ul style="list-style-type: none"> • Maintains competency and works effectively as part of the multi-disciplinary team • Demonstrates annual competence and maintains NZMRTB certification • Always maintains a professional manner • Plans and implements own continuing education programme and is up to date with current national and international practice • Identify areas for personal and professional development 	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager • Performance objectives reviewed annually with your manager • Actively seeks feedback and accept constructive criticism
Other Duties	
<ul style="list-style-type: none"> • Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience 	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.
Quality Improvement	
<ul style="list-style-type: none"> • Actively participates in Quality Assurance programmes for continuing quality enhancement and excellence in practice • Participates and assists with change processes • Promotes and maintains a quality improvement approach in all work 	<ul style="list-style-type: none"> • Can demonstrate a positive personal commitment to the culture of continuous quality improvement • Actively contributes to the implementation of continuous quality improvement processes
Health, Safety & Wellbeing	
<ul style="list-style-type: none"> • Recognises individual responsibility for workplace H&S under the Health and Safety at Work Act 2015 • Effort is made to always strive for best practice H&S • Workplace risks are minimised, identified and reported, including self-management of risks 	<ul style="list-style-type: none"> • Reports accurately all near misses, incidents and accidents in a timely manner • Understands and consistently meets obligations under the organisations Health & Safety policy/procedures • Creates an atmosphere where staff support each other, and workplace violence and bullying are not tolerated
Cultural Safety	
<ul style="list-style-type: none"> • Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your day-to-day interactions with others. • Honouring cultural diversity 	<ul style="list-style-type: none"> • Respect, sensitivity, cultural awareness is evident in interpersonal relationships. • Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date