BENENDEN HOSPITAL TRUST JOB DESCRIPTION

|  |  |
| --- | --- |
| **Job Title and Band:** Ultrasonographer | |
| **Job Holder:** | **Date:** |

# Key Responsibilities

* Plan, implement and assess high standards of ultrasonography care for patients, following hospital guidelines and protocols, promoting a patient-focussed approach to care
* Be accountable for the safe day to day running of the ultrasonography service within the hospital
* Ensure patient care areas are safe, fit for purpose and effectively maintained

# Where does role fit in organisation?

Reports to the Imaging Lead

Member of the diagnostics team within Outpatients with strong links to Inpatients and Patient Appointment Services

# Boundaries of role

* The postholder will follow standard operating policies and procedures of work however they are expected to use their knowledge and initiative to make decisions regarding assessing and monitoring potentially complex patient care in order to deliver the role effectively.
* Undertake a range of work procedures using complex or sensitive information which will require the use of initiative and analysis. For instance; ensuring that all requests for ultrasonography care for inpatients/outpatients are correctly and safely received and implemented, planning and implementing the care of patients, advising nursing staff on the appropriate preparation of patients prior to special procedures, be able to interpret results and raise awareness of abnormal results to consultant colleagues, assessing and monitoring patients; positioning and moving of patients; assembling/dis-assembling and safely using essential equipment; ensuring data is correctly recorded on Oasis or other electronic software/paper notes
* Act as the patient’s advocate, maintaining their dignity at all times
* Accountable for delivering a high quality service, liaising and working with Consultant colleagues and implementing any recommendations
* Be accountable for maintaining a safe clinical environment and demonstrate compliance with the hospital’s risk assessment and reporting guidelines, i.e. medical gases, waste disposal, Medicines Management, infection control
* Other routine duties will include helping use clinical rooms and equipment in a safe way at all times, arranging for bodily fluid spillages to be cleared away immediately, and all waste to be disposed of in accordance with local Policy
* Be accountable for the safe day to day running of the ultrasound service including planning and re-organising lists, rotas, staffing.
* Maintain professional development particularly through the national professional body and with reference to the delivery of ultrasonography care, for instance by promoting and participating in audits especially for monitoring quality and practice, and promoting practice in line with relevant research. Contribute to the development of clinical protocols and procedures in conjunction with other stakeholders, propose changes to working practices or procedures for the department and integral areas of working, and delegate implementation of agreed changes. Act as a clinical expert and resource to staff both within the department and wider organisation
* Accountable for delegated budgets that are within the remit of the role and encourage others to exercise care and economy in the ordering and use of equipment and consumables
* Responsible for actively investigating and responding to formal complaints, taking advice from Governance in complex situations. Review and report on incidents and risk data, assist with action plans for improvement and implement any necessary changes
* Supporting activities such as undertaking administrative duties to support the department when required.
* Communicate with patients and their carers verbally and in writing as and when required, using tact, reassurance, discretion and maintaining confidentiality at all times.
* Communicate with other staff members and stakeholders (i.e. consultants, departments company representatives), verbally and in writing as and when required, concerning sometimes complex information, such as patient history and clinical procedures
* There will be a frequent requirement for sitting in a restricted position, with a need for frequent intense exertion for short periods, for instance, assisting with moving patients using tools provided.
* The role is likely to have predictable work patterns with occasional periods of prolonged concentration (ie procedures may be prolonged). Work may be sometimes distressing and highly unpleasant.
* The postholder will perform other duties appropriate to the post as may be required from time to time by the Radiography Lead.

**SPECIFIC ROLE REQUIREMENTS**

The postholder may be required to work shifts, weekends and bank holidays.

The postholder may be a member of the Health and Care Professionals Council. They will be expected to abide by the College of Radiographers Code of Conduct and any supporting policies/procedures for clinical staff within benenden hospital.

# Proven Knowledge, Training and Experience

* Significant ultrasonography experience
* Post-graduate degree/diploma in Clinical Ultrasound or equivalent Diploma of College of Radiographers
* BLS/ILS training or a willingness to undertake training
* Mentorship/clinical supervision qualification
* Good IT skills or a willingness to undertake training
* Proven ability to undertake multiple tasks under pressure

**Skills & Competencies**

* + Effective verbal and written communication using tact and diplomacy
  + Strong patient-centred approach
  + Strong problem solving skills

**Personal Attributes**

# Methodical and logical in approach and pays attention to detail

# Organised, flexible and adaptable

# Emotional Intelligence

**Measuring Performance**

The postholder is expected to be familiar with, and work in line with, the hospital’s Values.

Performance will be measured against the specific objectives and targets and “Values-led” behaviours as identified and agreed within the Performance & Development Review (PDR) process.

**STANDARD ROLE REQUIREMENTS**

**Mandatory Training Requirements**

The postholder is required to attend an annual mandatory training day, to include a regular update on fire safety, infection control, manual handling, information security, risk awareness and, where necessary, life support.

**Health & Safety**

The postholder will be required to observe the hospital's safety policies, made under the Health & Safety at Work Act 1974. He/she will take due care at work and report any accidents or untoward occurrences and co-operate with the hospital in relation to Health & Safety issues.

The hospital operates a "No Smoking" Policy.

benenden hospital and its Management Board are committed to having a safe and clean hospital and preventing infection wherever possible. The postholder has a personal obligation to act to reduce ‘healthcare-associated infections’ (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the hospital’s Infection Control Policies and support initiatives to meet the Hygiene Code. This includes particularly those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps. The postholder will report any known infections to the Governance Team and any incidents through the hospital’s Incident Reporting Policy.

**Confidentiality**

The postholder will be exposed to sensitive personal data as part of their role and must at all times ensure that all data is kept confidential and that it is only made available to those people who are authorised to access it.   There are hospital policies relating to information security, confidentiality and data protection which define responsibilities.  It is the postholder’s responsibility to ensure that they read all appropriate policies and are aware of their responsibilities.  Any data breach will be subject to the disciplinary process which may result in dismissal.

**Safeguarding Vulnerable Groups**

Employees who come in to contact with vulnerable adults or children and their parents during the course of their normal duties will be aware of their responsibility to safeguard and promote the welfare of children, young adults and vulnerable adults.

**Equality and Diversity**

It is the responsibility of every staff member to understand the hospital’s equality and diversity commitments and statutory obligations under the current equality legislation including the Equality Act 2010. The postholder will value people as individuals and treat everyone with dignity and respect, in line with the hospital’s Values. The postholder will be familiar with the Equality and Diversity Policy, and will report behaviour that undermines equality within the hospital.

**Legislation**

The postholder will be required to observe current legislation including for example Data Protection Act, Human Rights Act, Friendly Societies’ Act, Equal Opportunities, Freedom of Information Act, Bribery Act etc.

**Fraud**

The hospital requires honesty and integrity from staff and Officers. Hospital staff are expected to abide by the benenden society's Fraud Policy, as stated in Section 20 of the Standing Financial Instructions. This Policy clearly states the Society's position regarding fraud, theft and corruption. Furthermore the Society's Whistleblowing Policy sets out guidance regarding the reporting of suspected malpractice.

**Business Risk Awareness**

The post-holder will be required to identify and assess risks to the achievement of individual, departmental and organisational business objectives. He/she will report, control and monitor these risks at a level appropriate to the role.

**Acceptance**

I hereby understand, acknowledge and accept the content of this job description I also understand that this document forms part of the terms and conditions of my employment with the hospital.

**Job Holder: Date:**

**Manager: Date:**