#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| **Job Title: Trainee Sonographer**  **Responsible to: Lead Sonographer**  **Department(s): Medical Imaging**  **Directorate: Diagnostics**  **Operating Division: Medical Imaging** |

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| 2. JOB PURPOSE |
| To provide a diagnostic Ultrasound service autonomously within the area of responsibility commensurate with training and experience, ensuring effective Clinical Governance. Provide continuous clinical supervision, teaching and educational support to trainee Sonographers and Medical staff as appropriate. Undertake autonomous effective report writing to contribute to efficient ongoing patient management. Be responsive to local demands, working collaboratively with all disciplines where an ultrasound service is provided. Actively implement and follow local protocols and policies from National directives and professional best practice guidelines to support service developments. |

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| **3. DIMENSIONS** |
| * **Clinical environment**   Ultrasound activity includes referral from various in and out-patient medical and non-medical referrers. Ultrasound scans are performed in all age groups in acute and non -acute settings.   * **Clinical Activity**   Approximately 40,000 general ultrasound examinations per annum.   * **Clinical Provision**   Current normal working hours are 9am –5pm Mon-Sun. A flexible approach to working weekends / extended days / evenings is required.   * **Staff Responsibility**   Autonomously perform ultrasound examinations to the highest possible standard.  Comply with the organisational values, maintaining a caring, safe and respectful approach when dealing with patients and staff  Liaise with all levels of staff in the interest of patient management.  To assist in the training of Sonographers / Registrars / Junior Doctors / Student Radiographers in the correct and safe use of Diagnostic Ultrasound.  Justify ultrasound referrals.  To direct and supervise workload of radiography assistants within the ultrasound department.  Ensure that any equipment faults are reported promptly. |
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| 4. ORGANISATIONAL POSITION |
| MEDICAL IMAGING SERVICES MANAGER  | LEAD SONOGRAPHER(General & Obstetric) |  SONOGRAPHER  |  TRAINEE SONOGRAPHER (This Post) |

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| 5. ROLE OF THE IMAGING DEPARTMENT |
| As part of a multidisciplinary team, the Medical Imaging Department provides a wide range of imaging services for patients across Ayrshire & Arran. This assists clinicians in patient diagnosis and appropriate treatments, whilst maintaining patient confidentiality at all times in accordance with the Caldicott Agreement.   * As part of the Medical Imaging Department, ultrasound imaging delivers front line clinical Sonographer led ultrasound services to assist clinicians in patient diagnosis and management. * A Departmental Clinical Governance Strategy ensures that best practice and a high standard of patient care are maintained. This involves all staff and promotes multidisciplinary working. * A comprehensive regime of Quality Assurance is adhered to. * The Department is reactive to increasing trends, so that external service demands of the organisation can be met. * Diagnostic and Interventional Radiology is carried out to assist in the diagnosis and treatment of various patient conditions. * The provision of high quality Medical Imaging Services to incorporate General Radiography, MRI, CT and Ultrasound scanning. |

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| 6. MAIN TASKS, DUTIES AND RESPONSIBILITIES |
| ***Clinical***   * To work as an expert autonomous ultrasound practitioner and be professionally and legally accountable for all aspects of direct and indirect patient care. * To evaluate and justify referrals. * To gain consent after assessing preparation, ability to tolerate a procedure or any contraindication in order to achieve a diagnostic outcome. Give consideration to potential cognitive, behavioural or motivational barriers. * Use advanced skills to recognise ultrasound appearances. Adjust scanning techniques as required in order to achieve a diagnostic outcome. * Use expert clinical knowledge to provide a diagnostic report, in line with departmental guidelines. Reports will advise referrers of appropriate further investigation and/or onward referral so as to assist in patient management (consultation with peers may be required in some cases). * To act as an expert in clinical sonography and to provide advanced direction to other healthcare professionals, Secondary care clinicians, GPs, patients, carers and others within the service. * To plan and organise workload to best optimise personal and patient and care / safety. * With the Lead Sonographer continually develop robust frameworks to monitor and evaluate standards of care and clinical outcomes i.e. development / implementation of national clinical guidelines or benchmarking within similar specialities. * Participate in the education of Trainee Sonographers and the supervision of probationary Sonographers to ensure proper methodology, protocols and departmental procedures are correctly followed. * Participate in service development initiatives to improve patient and departmental services. * Participate in the AAA national screening programme and support the assistant practitioner team.   ***Leadership/Educational***   * Support the Lead Sonographer and Head of Imaging on all aspects of workforce planning and service demand / capacity. * To take responsibility for maintaining knowledge of technological advances and to promote a culture of continuous professional development within the department. * Actively participate in quality assurance. * Participate in the decision making process when procuring new equipment. * Participate inaudit / peer review/ discrepancy meetings. * Attend/participate in CPD events and thereafter share learning with the team. * Attend multi-disciplinary team meetings as appropriate. * Undertake mandatory NHS training and keep accurate records of personal CPD and when undertaking additional training. |
| 7. EQUIPMENT, MACHINERY AND SYSTEMS |
| Please note; the successful candidate will be required to operate ultrasound equipment from different manufacturers.   * Specialist diagnostic medical ultrasound equipment. * **PACS** - Picture, Archive and Communication System for storage, access and transfer of images. * **RIS** - Radiology Information System for patient registration. All radiology data is entered into the system including ultrasound referrals and this is linked to the PACS system. * **Badgernet** – Maternity Communication system * **Internet and Hospital Intranet -** Access available in various areas for personal and professional development. * **Computers -** Software programmes such as Microsoft Word, Excel and PowerPoint to create documents, tables and presentations. Also used for quality assurance, audit and presentations, training purposes and maintaining CPD. |

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| 8. DECISIONS AND JUDGEMENTS |
| * Assess a patient’s condition prior to and during the ultrasound examination * With a high level of autonomy, analyse, compare and interpret sonographic findings during the course of an examination and use independent clinical judgement to adapt technique in complex examinations. * Within your scope of practice, form a professional diagnostic opinion from the findings and present in a report to the referrer, acting on findings that may require urgent notification which may affect patient management or care. * You will use personal judgement and experience to ascertain justifiable clinical history prior to each examination. * Plan and prioritise clinical daylist. * Participate in the assessment, review and development of protocols and policies for own clinical area. Appropriately use for report / management. * Become entitled as a Non-Medical Referrer (NMR) for certain examinations under local SOPs and guidelines (IRMER). |

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| **9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Obtaining additional clinical information from the patient or clinical portal. * Exposure to findings/anomalies often with a poor prognosis. * Decision making when reporting complex pathology can be demanding due to the direct impact this will have for the patient. * Dealing with patients and their relatives who may become emotionally upset or aggressive. * Responding to complex questions with discretion and empathy, which are appropriate to the patient’s levels of understanding. * Working at times with little or no direct professional support or peer consultation. * Responding to changing workloads to meet service needs. * Conducting intimate examinations, such as testicular and trans-vaginal imaging. * Working in acute areas, sometimes having to provide images in severely injured, abusive or violent patients. * Cope with high stress levels exacerbated by extremely unpredictable and demanding workloads over which we have no control due to limited resources. * Working in community clinics where there is no direct supervision. * Maintaining and continually developing clinical knowledge and skills in appropriate specialist areas. Combining training in new techniques using highly complex equipment while maintaining a normal patient workload. |

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| 10. COMMUNICATIONS AND RELATIONSHIPS |
| **Patients**   * Provide explanation of often complex and sensitive procedures in accordance with patient’s level of understanding. * Listen to patients’ questions and concerns, before and during an exam. Relieve any anxiety and show empathy, whilst demonstrating a high degree of professionalism. * Identify and overcome barriers to communication such as language, auditory or visual. * Develop a rapport with patients to create trust and ‘two way’ communication and offer post examination advice and counselling in conjunction with examination findings. * Deal with challenging behaviour in an appropriate manner. * Offer post examination advice and in some cases the result of the examination.   **Carers / Relatives**   * Receive information and provide reassurance that may be beneficial to the patient’s care. * Liaise with carers/relatives regarding patients’ mobility and tolerance.   **Radiology Staff**   * Discuss clinical cases and give/receive advice on complex cases with other clinicians, disciplines and geographical areas. * Seek advice from Radiologists/Clinical Staff as and when required. * Share information with colleagues regarding continuity of care.   **Other Health Care Professionals**   * Liaise with other health care professionals in the best interests of patient care. * Query incorrect/ unnecessary referrals, advise on a more appropriate pathway. * Provide advice on ultrasound findings. |

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| **11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills/Working conditions**   * Excellent hand-eye coordination, dexterity and accurate fine motor skills. Continuous bending, stretching and repetitive movements, with high risk of repetitive strain injury. Application of sustained excessive pressure on bariatric patients to achieve diagnostic quality images.Knowledge and understanding of good musculoskeletal (MSK) health workplace practice including ergonomics, risk reduction and personal well-being strategies. * Adopt good scanning practice, such as neutral posture and micro breaks (i.e. docking the probe to change pressure and allow muscle recovery) to reduce chance of developing WRMSD. Document and report any ergonomic concerns or persistent pain or injury and seek medical advice. * Display a high degree of visual, auditory, physical and sensory dexterity in order to manage the dynamic nature of the examination. * Accurate and precise ability to perform measurements as required. * Risk of eye strain, headaches and fatigue associated with prolonged use of a DSE. * Work in an environment (sometimes confined space) with low noise levels, no natural light and restricted air circulation/ excess heat. * You may come into contact with bodily fluids. * Constant use of ultrasound gel and probe cleaning fluids. * Movement of ultrasound machines requiring physical strength and effort. * Manoeuvring of patient transport devices such as wheelchairs, trolley’s and beds.   ***Mental Demands***   * The act of watching a viewing screen during an ultrasound examination whilst manually directing a dynamic examination requires a great deal of mental dexterity. * Intense concentration for prolonged periods so as a comprehensive diagnostic outcome is achieved. * Well-developed pattern recognition and special acuity to detect subtle differentiations in tissue texture and a logical and analytical approach to findings. * At the end of each session, accurately check, edit and authorise reports for referrers. * The supervision and direction of others whilst attending to personal duties.     ***Emotional Demands***   * Knowledge and understanding of health interventions (mental health, musculoskeletal and healthy lifestyles) to improve their own and other’s health and wellbeing through prevention, self-management and targeted support. * First diagnosis of potential life changing pathology can be alarming and emotionally challenging.   ***Working Conditions***   * The clinical environment can be hot, humid and is artificially illuminated. * Exposure to unpleasant odours and bodily fluids is commonplace in ultrasound. * Exposure to violent and verbally abusive patients can occur. |

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| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Training**   * Diploma of the College of Radiographers (DCR), BSc Hons Radiography or other relevant degree. * DMU/PgCert / Dip Medical Ultrasound or MSc in Medical Ultrasound or working towards. * Registration with relevant Governing body (and evidence of CPD/ reflective practice). * HCPC Registration or equivalent.  Clinical Experience  * Advanced general medical ultrasound scanning and interpretation skills. * Evidence of independent reporting at general medical sonographer level.   **Management Skills**   * Experience of collaborative and negotiation skills. Information and knowledge management including health informatics, counselling, planning and organisation.   **Behavioural and Communication Skills**   * Knowledge and understanding of psychological, sociological and cultural factors and their relevance and impact upon the management and care of patients undergoing procedures.   **Applications and Techniques**   * Up to date knowledge of current developments in applications and techniques used within diagnostic imaging in general and within ultrasound / management.   **Legislative, policy, ethical and research dimensions**   * Advanced knowledge and understanding of the legislative, policy, ethical and research frameworks that underpin, inform and influence diagnostic imaging in general, and within the specialist area of clinical practice and management. * Awareness of developments and trends in legislation and health and social care policy, with a focus on issues of particular reference to diagnostic imaging. * Knowledge of the quality assurance processes and systems in place and their relationship to current legislation and health policy. * Knowledge of the research process, research methods and the principles of audit. * Knowledge of requirements in relation Data Protection Act, Duty of Candour, Caldicott principles and local policies and procedures regarding security and confidentiality. |

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| **13. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  **Job Holder’s Signature:**  **Head of Department Signature:** | **Date:**  **Date:** |