

## Position Description

Position title	Chief Sonographer Grade 4		
Department / Division	Medical Imaging/Surgery		
Classification	SO65 Sonographer Grade 4 Year 4	Employment Status	Full Time, Ongoing 1 FTE
Position reports to	Operational: Chief MIT/Director Medical Imaging Department Professional: Chief MIT/Director Medical Imaging Department		
No. of direct & indirect reports	10 EFT Sonographers		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is to be a great children's hospital – delivering Great Care, Everywhere.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

## ROLE PURPOSE

The Chief Sonographer is responsible for the provision of a comprehensive high quality Ultrasound service. In consultation with the Director of Medical Imaging, Chief MIT, and the Radiologist Modality Lead, the role is to ensure an efficient, accessible, and accurate service for patients and families, contributing to the *RCH Great Care, Everywhere* strategic plan.

## KEY ACCOUNTABILITIES

- Manage and lead a team to provide the best possible diagnostic service while ensuring a high standard of patient care, welfare and safety in accordance with established practice and ethics.
- Manage activities of Sonographers and be responsible for standards of care, professional behaviour and quality of work.
- Maintain high quality imaging adhering to RCH protocols and procedures, and undergoing regular quality assurance and audit.
- Develop and maintain evidence based department protocols in consultation with Modality Lead Radiologist and undertake regular quality assurance.
- Maintain correct patient records and availability of images, correctly identify all images and enter relevant information to IT systems. Where appropriate and required, undertake administrative processing of images.
- Have a working knowledge of the Radiology Information and PACS systems for trouble shooting and day to day administration
- Together with the Tutor Sonographer, be responsible for: training and teaching of qualified and student Sonographers, interns, and undergraduates. Provide guidance and training to Fellows and Registrars.
- Setting standards and structure for patient workflow (e.g. inpatient same day service).. In conjunction with the MID executive analyse statistics for the ultrasound service including demand (wait lists) and optimise service provision to ensure continual improvement.
- To ensure a safe working environment be responsible for OH&S of staff working in the Ultrasound Department.
- Ensure all staff working in the area follow protocols for patient care, equipment care and maintenance, as well as department and hospital administrative policies and protocols.
- To ensure smooth workflow act as a co-ordinator and supervisor for all Sonographers, visitors and registrars assigned within US. Work with Chief MIT to ensure staff resources are utilised to the best possible configuration to meet patient and departmental needs.

- Supervise the preparation of rosters to ensure optimum levels of staff numbers and service provision
- Manage annual leave requests and approval, including ADO's, ensuring appropriate allocation so that staffing levels are maintained, and staff leave liability remains within RCH directives.
- Participate and advise in research projects as requested by the MID Research Co-ordinator, and Promote research with the Ultrasound department, supporting sonographers to initiate and engage in research, in collaboration with the radiologists and/or clinical teams where appropriate.
- Be responsible for equipment optimization and ensure all service and maintenance is carried out as per vendor requirements. Coordinate equipment repair where required. Maintain and update knowledge of all equipment and software utilised and ensure staff competency.
- Have regular Meetings with the Modality Lead Radiologist to ensure good two-way communication between the US and radiologist teams
- Recognize any need for change within the Ultrasound service and suggest pathways to introduce improvements.
- Participate in Financial Management & General Administration, assist in accreditation and attend meetings as a member of the MID executive team.
- Monitor, evaluate, and advise department head of needs for capital equipment expenditure and EFT requirements, and assist in the production of relevant business cases. Participate in equipment purchasing, funding applications and tender management. Assist in the recruitment of Sonographers when required.
- Regularly attend conferences and seminars to remain abreast of the latest techniques, and support and promote sonographer attendance and engagement in local and international conferences. Support sonographers to present at conferences in scientific and/or education sessions as appropriate.
- Ensure Sonographers are familiar with and adhere to infection control standards as prescribed by RCH.
- Participate in any other duties allocated by the Department head.
- Participate in personal annual performance reviews and assist with Sonographer reviews

#### QUALIFICATIONS AND EXPERIENCE

##### Essential:

- Appropriate tertiary qualification (eg Applied Science/Diagnostic Radiography or equivalent)
- Post Graduate Sonographer Qualification

- Eligibility for membership of ASAR
- Previous experience at senior/management Sonographer level

Desirable:

- Paediatric experience
- Post Graduate administrative qualification

#### KEY SELECTION CRITERIA

- **Communication Skills**  
Highly developed verbal and written communication skills.
- **Stakeholder Relations**  
Proven ability to lead a team to maintain a strong consumer focus whilst undertaking their role.  
Proven ability to build and maintain strong working relationships with a range of internal and external stakeholders.  
Demonstrated ability to manage difficult situations and interactions with stakeholders including knowledge of when to escalate the matter to the appropriate line manager.
- **Education (training & tutoring)**  
Demonstrated experience tutoring and supporting staff in the provision of ultrasound services.  
Demonstrated ability in leading and motivating staff in their role and ongoing professional development.
- **Team Environment & Management**  
Proven ability to work closely in a team environment across a range of disciplines.
- Demonstrated ability to undertake performance management as required.
- Demonstrated ability to analyse staffing levels and budgetary issues and advise management of requirements.
- Demonstrate diligence and a “can do” and flexible approach whilst maintaining a harmonious environment to assure smooth and efficient patient workflow.
- **Technical/Clinical Expertise**
- Demonstrated flexible approach to problem solving.
- Proven knowledge and skills in strategic thinking, planning and problem solving.

#### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children’s Check throughout their employment

- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

## IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

### QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

INHERENT REQUIREMENTS OF THIS ROLE		
<p>There are a number of critical work demands (inherent requirements) that are generic across all positions at The Royal Children's Hospital. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Workplace Health &amp; Safety.</p>		
Physical Demands		Frequency
Work Hours	This role is typically performed during standard business hours	Yes
	This role requires shift work, including day, afternoon, night & weekends	No
	This role is required to participate in an on-call roster	Yes
Sitting – remaining in a seated position to complete tasks		Frequent
Standing – remaining standing without moving about to perform tasks		Frequent
Walking – floor type even, vinyl, carpet		Occasional
Lean forward/forward flexion from waist to complete tasks		Prolonged/Constant
Trunk twisting – turning from the waist to complete tasks		Prolonged/Constant
Kneeling – remaining in a kneeling position to complete tasks		Rare
Squatting/crouching – adopting these postures to complete tasks		Rare
Leg/Foot movement – to operate equipment		Occasional
Climbing stairs/ladders – ascending/descending stairs, ladders, steps		Not Applicable
Lifting/Carrying	Light – less than 5 kilos	Occasional
	Moderate – 5-10 kilos	Occasional
	Heavy – 10-20 kilos	Rare
Push/Pull of equipment/furniture	Light forces – less than 10 kilos	Frequent
	Moderate forces - 10-20 kilos	Frequent
	Heavy forces – over 20 kilos	Frequent
Reaching – arm fully extended forward or raised above shoulder		Frequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)		Frequent
Sequential repetitive actions in short period of time	Repetitive flexion & extension of hands, wrists & arms	Frequent
	Gripping. Holding, twisting, clasping with fingers/hands	Prolonged/Constant
Driving – operating any motor-powered vehicle with a valid Victorian driver's licence		Not Applicable
Sensory Demands		Choose an item.
Sight – use of sight is integral to most tasks		Prolonged/Constant
Hearing – use of hearing is integral to most tasks		Prolonged/Constant

Touch – use of touch is integral to most tasks	Prolonged/Constant
Psychosocial Demands	Frequent
Observation skills – assessing/reviewing in/outpatients	Frequent
Problem solving issues associated with clinical and non-clinical care	Frequent
Attention to detail	Frequent
Working with distressed patients and families	Frequent
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Frequent
Exposure to distressing situations	Frequent

Definitions used to assess frequency of tasks/demands as above	
Prolonged/Constant	71-100% of time in position
Frequent	31-70% of time in position
Occasional	16-30% of time in position
Rare	0-15% of time in position
Not Applicable	

Position description last updated	December 2021
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