

Allied Health, Scientific & Technical Position Description

Employment Agreement:	APEX Sonographer National Collective Agreement
Position Title:	Cardiac Sonographer/ Echocardiographer
Service & Directorate:	Cardiology Labs – Medical
Location:	Dunedin
Reporting:	Operational Manager
FTE:	1 FTE
Number of direct reports:	Nil
Date:	January 2020

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing

We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

Promote the integration of health services across primary and secondary care services

Seek the optimum arrangement for the most effective and efficient delivery of health services

Promote effective care or support for those in need of personal health or disability support services

Promote the inclusion and participation in society and the independence of people with disabilities

Reduce health disparities by improving health outcomes for Māori and other population groups

Foster community participation in health improvement and in planning for the provision of and changes to the provision of services

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE

Echocardiography is utilised extensively within the hospital and the greater community for its diagnostic accuracy and ease of accessibility. Enabling timely diagnosis, management of disease and increasing the overall health of the population.

As a cardiac sonographer you will be a part of the greater cardiology team that provide a wide range of diagnostic, technical, medical and interventional expertise.

The field of cardiac ultrasound and its uses continue to grow, with advancements providing unique diagnostic tools to specialities within the southern DHB. With the advent of 3D, Strain and contrast imaging, we are able to target these groups with greater success. Echo has been incorporated into their assessment and treatment protocols.

Your role requires a high level of skill and knowledge to perform echocardiograms that are tailored to such specific pathologies and scenarios.

A sonographers duties are aimed at providing high quality scans, and striving for excellence within the field of cardiac ultrasound. Advancement of knowledge, professional development, competency and a drive to diversify are characteristics required for this role.

Close relationships enable cardiology in the south success and a collaborative approach with a wide range of health professionals throughout the Southern DHB is promoted. With the focus of improving, promoting and protecting the wellbeing of patients.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies

Patient Focus	Dedicated to meeting the expectations and requirements of patients, acts with patients in mind, establishes and maintains effective relationships with patients, with an ability to gain their trust and respect.
Integrity and Trust	Widely trusted, can present the truth in an appropriate and helpful manner, keeps confidences, admits mistakes and works honestly without personal gain.
Drive For Results	Can be counted on to meet and succeed goals successfully, steadfastly pushes self and others for results, team orientated and enthusiastic.

Role Specific Competencies

Managing diversity	Manages all patients effectively, recognising patients as equals whilst meeting individual needs, having the appropriate interpersonal skills to ensure access to the same standard of care regardless of their nationality, culture, disability, illness, age or gender etc., support equal and fair treatment and opportunity for all.
Priority Setting	Ability to focus on what is important, identify tasks in order of priority, promote efficiency and quality, and recognise patients and colleagues time. Have an ability to adapt to different goals, with an aim to eliminate roadblocks and create fluidity.
Problem Solving	Logic and established processes are used to solve difficult problems and achieve effective solutions, looking beyond the obvious to find answers and consider more than one answer.

KEY RELATIONSHIPS

Southern DHB Position description for:

Employee's initials: _____

Authorised by:

Southern DHB 100093 V2 Released 20/06/2018

Employer's initials: _____

Page 2

Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> • AHS&T Professional Leaders (PLs) 	<ul style="list-style-type: none"> • Clients, patients, families, whanau and caregivers
<ul style="list-style-type: none"> • Multidisciplinary colleagues working in interprofessional ways 	<ul style="list-style-type: none"> • Services from the community, funding bodies, student or intern clinical liaison staff
<ul style="list-style-type: none"> • Operational manager 	<ul style="list-style-type: none"> • Primary care - GPs, other medical staff
<ul style="list-style-type: none"> • AHST Professional Development Facilitator 	<ul style="list-style-type: none"> • Relevant professional organisations
<ul style="list-style-type: none"> • Administration staff 	<ul style="list-style-type: none"> • Other service providers
<ul style="list-style-type: none"> • Relevant external services/organisations/stakeholders 	

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> Post graduate qualification in Cardiac Ultrasound (QUT or DMU), others considered. 	<ul style="list-style-type: none"> Qualified Cardiac Physiologist
Experience	<ul style="list-style-type: none"> Experienced unsupervised echocardiographer 	<ul style="list-style-type: none"> Paediatric scanning experience
Credentialing	<ul style="list-style-type: none"> CPRB or MRTB registration and APC (or ability to obtain for overseas applicants) 	
Knowledge and Skills:	<ul style="list-style-type: none"> Perform and report adult and paediatric scans Perform congenital imaging Structural and procedural cardiac imaging Exercise and Dobutamine stress echoes with cardiologist supervision Use of contrast enhancing agents 3D and Strain imaging On Call roster ASE guidelines Triage inpatient referrals GE / Phillips equipment and electronic reporting tools 	
Personal Qualities	<ul style="list-style-type: none"> Ability to communicate effectively with patients, family and whanau Ability to function as part of a team, providing assistance and support Accurate decision making in a busy working environment Understand own capabilities and limitations Excellent communication skills Flexible and able to prioritise Attention to detail 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Clinical Practice	
Legislative requirements <ul style="list-style-type: none"> Practise in accordance with relevant legislation, codes, policies etc. and upholds consumer rights Uphold professional code of ethics 	<ul style="list-style-type: none"> You adhere to professional and legislative standards of practice You work according to the scope of your Annual Practising Certificate
Assessments and interventions (if appropriate to profession) <ul style="list-style-type: none"> Undertake accurate and comprehensive assessments and evaluations Plan and implement appropriate interventions 	<ul style="list-style-type: none"> Your interventions are realistic and based on best practice You use standard measurement tools and equipment as set down by departmental or professional protocols

Southern DHB Position description for:

Employee's initials: _____

Authorised by:

Employer's initials: _____

<ul style="list-style-type: none"> • Provide relevant education - including any relevant alternative options - in a format that can be clearly understood • Collaborate with patients-populations to set realistic, person-centred outcomes 	
Documentation <ul style="list-style-type: none"> • Maintain confidentiality of patient information and documentation • Adhere to Southern DHB's documentation standards 	<ul style="list-style-type: none"> • Your documentation is timely, clear, concise and accurate
Culturally Sensitive Practice <ul style="list-style-type: none"> • Practices in a culturally safe manner 	<ul style="list-style-type: none"> • You assist others to gain appropriate support and representation which reflects their cultural needs and preferences.
Professional Responsibilities	
Working in a collegial manner <ul style="list-style-type: none"> • Contribute to the support and education of colleagues and students to enhance development of the profession • Participate in and contribute to the functioning of the interprofessional team • Establish and maintain an effective working relationship with other staff 	<ul style="list-style-type: none"> • You have formal and informal systems in place for supporting colleagues • You maintain supervision records for students • You participate as a team member to ensure the best outcomes for patients/ people
Skill Sharing <ul style="list-style-type: none"> • Share skills (as appropriate) with other health professionals and unregulated (assistant) workforces to enhance person centred outcomes 	<ul style="list-style-type: none"> • You use recognised skill sharing processes such as Calderdale to delegate parts of your practice to other team members
Evidence-based practice and research <ul style="list-style-type: none"> • Consistently refer to and relate practice to literature and research • Critique, discuss and disseminate evidence based best practice • Reflect on and evaluate the effectiveness of own practice 	<ul style="list-style-type: none"> • You implement evidence-based best practice procedures and guidelines • You updates your knowledge related to best practice guidelines and area of practice • You maintain a professional portfolio or participate in an approved CPD programme (as per professional requirements)
Time management <ul style="list-style-type: none"> • Manage own time adopting a disciplined approach to establishing and following identified role-related priorities 	<ul style="list-style-type: none"> • Your tasks are scheduled and completed in a timely manner
Professional development <ul style="list-style-type: none"> • Develop and maintain professional competency • Appraisal, peer review, observed practice or other professional audits as applicable • Develop both personally and professionally to meet the changing needs of your career and profession 	<ul style="list-style-type: none"> • You hold current registration where applicable or as required • You maintain an up-to-date professional development plan
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 	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and

Southern DHB Position description for:

Employee's initials: _____

Authorised by:

Southern DHB 100093 V2 Released 20/06/2018

Employer's initials: _____

Page 5

<p>your capabilities and experience.</p> <ul style="list-style-type: none"> Act as a role model for the Southern DHB Organisational Values. 	<p>willingness.</p> <ul style="list-style-type: none"> You produce work that complies with SDHB processes and reflects best practice. Research undertaken is robust and well considered. Live and support the DHB values in everything you do.
Professional Development – self	
<ul style="list-style-type: none"> Identifying 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. You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<ul style="list-style-type: none"> Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Wellbeing policies, procedures and systems. 	<ul style="list-style-type: none"> You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures. You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
<ul style="list-style-type: none"> Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis. 	<ul style="list-style-type: none"> <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

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. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

.....
Employee

.....
Date

.....
Manager

.....
Date

Southern DHB Position description for:

Employee’s initials: _____

Authorised by:

Employer’s initials: _____