**JOB DESCRIPTION**

**Job title: Sonographer -**

**Service area: Ultrasound**

**Reports to: Regional Manager**

**Job Summary**

The post holder will be expected to provide an ultrasound service comprising of unsupervised scanning sessions. For each examination undertaken, a comprehensive diagnostic report will be formulated and reported with the client’s case notes. The sonographer will be accountable for their own professional actions (including reporting) and expected to act as a source of expertise in relation to determining pregnancy gestation.

**Qualifications, Knowledge, Training and Experience**

* Holds a professional qualification, either the DMU or PGC/D in medical ultrasound imaging:
* Professional/clinical specialist knowledge of ultrasound acquired throughout a post-graduate qualification and extensive clinical practice.
* Registration with Health Professions Council (HPC)- radiographer or other professional body.
* Extensive experience in early gestation pregnancy.

**Role Summary**

* To perform and report independently on Trans-abdominal and Trans-Vaginal ultrasound examinations, as well as a full range of obstetric scans.
* To produce appropriate written reports for the medical profession and keep an accurate record.
* Communicate with clients using tact and empathy as well as being sensitive to a client’s needs.
* Maintain a high standard of patient care and medical ethics.
* Supervise and mentor staff undertaking Sonography accreditation.
* Provide supervision sessions.
* To help maintain the high standards of the service we offer.

**Duties and Responsibilities**

* To undertake a range of ultrasound examinations in accordance with Company and National Guidelines.
* To perform and independently provide a full ultrasound scanning and reporting service. Use analytical and judgemental skills to provide interpretation of ultrasound images in order to provide independent written examination reports over a range of ultrasound examinations according to scope of practice.
* To practice unsupervised, providing an independent diagnostic report and to communicate scan findings to medical team.
* Have a degree of personal and professional autonomy. Have the ability to make clinical judgements and critical decisions of the highest order, using knowledge, skills and experience.
* To provide high standards of patient care in a safe, clean and tidy working environment, observing all NUPAS policies and to maintain the highest professional and personal standards.
* To be committed to lifelong learning and produce evidence of CPD maintaining 'fitness to practice'
* To remain up-to-date with changes and current trends in medical ultrasound.
* To respond to the needs of the company and patients as necessary.

**Supplementary Information**

**Communication and Relationship Skills**

* To demonstrate a wide of communication skills. The sonographer is expected to have a high level of verbal communication and be able to freely communicate with all levels of staff.
* To be aware of the importance of communication with all client types. Verbal communication of a complex and highly sensitive nature should be handled with tact and empathy. This type of difficult news has to be given in regard to early pregnancy loss.
* To be aware of the emotions involved when giving distressing news to clients and being able to overcome the barriers associated with this.
* To provide a clear, written diagnostic report for the Consultants and Healthcare Professionals within the company.
* To liaise with colleagues and clinician’s to discuss potential problems seen on scans and refer client’s e.g. ectopic pregnancy.

**Physical Skills**

* Excellent hand-eye co-ordination essential for fulfilling scan criteria, highly developed level of dexterity required to achieve correct views in real time.

**Responsibility for Human Resources**

* Regularly responsible for providing training within own discipline to students and medical personnel.

**Freedom to Act**

* To participate in multi-disciplinary team working.
* To give professional advice to staff, health professionals and clinicians.
* To act as independent practitioners issuing ultrasound reports and adhering to Company and National Guidelines.

**Mental Skills**

* To scan and report on scan findings.
* To produce complex reports of scan findings
* The Sonographer Practitioner will be expected to seek a second opinion where appropriate and to make referrals to other clinicians.
* To liaise directly with consultants regarding any abnormality found on scan and to advice on further management and referrals.
* To maintain the highest level of concentration required for ultrasound scanning (ultrasound scans are carried out in a darkened room and require the sonographer to concentrate on a VDU image for a large proportion of the working day).

**Emotional Skills**

* Excellent communication skills are essential due to the need to deliver highly sensitive information in often distressing or emotional circumstances.
* Identification of serious pathology.
* To continue to provide a service to patients in all circumstances e.g. when staffing levels are low due to high sickness absences levels and inability to recruit new staff.

**General**

* Support a woman’s right to request an abortion. Non-judgemental attitude.
* Undertake any other duties and responsibilities commensurate with the level and responsibilities of the post. Delivery of maximum efficiency and effectiveness.
* Work in harmony with all other personnel and to communicate in an open and courteous manner with Clients and colleagues. Promotion of a supportive and friendly working environment.
* Undertake any training necessary to fulfil duties and responsibilities.

**Quality**

The post-holder will strive to maintain quality within the company, and will:

* Alert other team members to issues of quality and risk.
* Assess own performance and take accountability for own actions, either directly or under supervision.
* Work effectively with individuals in other agencies to meet patients’ needs.
* Effectively manage own time, workload and resources.

**Service Improvement**

* To lead and participate in audit and training when required.
* To participate in the planning, co-ordinating and implementation of new services and strategies to enhance and develop patient pathways.
* To lead and contribute to the production of appropriate patient information.

**GENERAL DUTIES AND RESPONSIBILITIES:**

All employees are required to adhere to all relevant NUPAS Policies and Procedures, including but not restricted to those mentioned below.

**a. Health and Safety**

All NUPAS employees are required to comply with relevant health and Safety legislation and NUPAS Health and Safety Policies. In accordance with sections, 6 and 8 of the Health and Safety at Work Act 1964 employees must:

* Take reasonable care of their own and others health and safety whilst at work
* Co-operate with their employer to enable the employer to comply with the Act
* Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

**b. Infection Control**

NUPAS is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work and must attend Infection Control training commensurate to their role.

**c. Confidentiality**

Personal information relating to patients and staff is confidential and must be treated as such at all times. It is condition of your employment that you will not use, misuse or disclose any confidential information obtained during the course of your employment (except where such disclosure and/or use is authorised by NUPAS). Contravention of this condition will be regarded as a serious disciplinary matter. In the case of computerised information, contravention could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998 and the Caldecott Guardianship of patient information, and may lead to disciplinary action.

**d. Conflict of Interest**

NUPAS is responsible for ensuring that the services provided for patients in its care meet the highest standard. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family and friends.