

UNIVERSITY HOSPITALS BRISTOL FOUNDATION TRUST
DIAGNOSTICS AND THERAPIES DIVISION – RADIOLOGY

JOB DESCRIPTION

Post:	Trainee Sonographer (Linked Progression B5/6/7)
Base:	Bristol Royal Infirmary, St Michaels Hospital, South Bristol Community Hospital
Responsible and Accountable to:	Superintendent Radiographers and Radiology Section Head
Experience Required	evidence of interest in the ultrasound modality and experience in the clinical setting
Hours:	As contract

JOB PURPOSE / SUMMARY

To work as a member of the Radiology team providing a high quality, efficient and effective service whilst optimising patient care on all sites

Undertake a Post Graduate course in Medical Ultrasound and follow the Framework for Linked Progression (B5/6/7) for Sonographers - Ultrasound (see attached)

Develop expertise in the use of medical ultrasound techniques, show a thorough understanding of their application in the range of examinations in a manner that meets the Department's professional, technical and medical requirements, following departmental protocols

Under varying degrees of supervision, image and maintain associated records within the specialist ultrasound modality

Once qualified, to work as part of the ultrasound team undertaking part or all of a range of ultrasound examinations. The post holder will be expected to work independently to perform and be fully accountable for ultrasound examinations, to formulate an appropriate diagnosis and provide a timely, accurate comprehensive and diagnostic report of examinations, according to the level of authorisation agreed

As an experienced practitioner, supervise recently qualified radiographers, support workers assistants and students working with the post holder

Main Duties and Responsibilities

(The trainee will undertake tasks forming part of the key responsibilities of a qualified sonographer, under varying degrees of supervision, depending on level of competence achieved and stage of training)

To attend University for the academic aspects of the course, undertake theoretical studies, assignments and examinations at designated University, working towards the knowledge and skills required to attain a Post Graduate qualification in Ultrasound

Clinical

Under supervision, to perform ultrasound examinations, use skills and knowledge of anatomy and pathology to formulate an appropriate diagnosis and provide diagnostic report of examinations

Use judgement skills as to when to discuss unusual or questionable appearances with Consultant Radiologist

Contribute to patient management based on best available evidence and practice by ensuring requests are appropriate, investigation is guided by clinical presentation and subsequent findings, results are transmitted in a timely manner and appropriate onward referral is undertaken.

To interpret clinicians' requirements and determine/modify the technique when appropriate

Assess images and refer patient for further imaging if required to support ultrasound findings, in accordance with departmental protocols

Develop communication skills

Communicate and liaise with patients, representatives, clinicians and other healthcare professionals as part of a multidisciplinary team in an effective manner

Operational

Assist with day to day organisation of workload

To ensure images, reports and other documents are stored and handled securely, patient identification and image annotation are accurate and all necessary data entry onto electronic records is carried out properly

Be competent in the use of Picture Archive Communication Solution (PACS) enabling efficient review and transmission of images and scanning documents

Participate in ultrasound QA programme to ensure consistency of operator and equipment, report potential malfunctions to the Superintendent and be in part, responsible for operational maintenance of equipment

Develop competence in the use of ultrasound equipment, use all necessary processing facilities to achieve and maintain good quality images.

Management

Collaborate with Superintendents and Medical staff to ensure day to day organisation of the department runs smoothly and be familiar with department routines and practice

Share at an appropriate level, in the responsibility for ultrasound service delivery and clinical governance

Be familiar with Risk Management strategy, follow policies and procedures and take action necessary to reduce risk. Be familiar with and adhere to Trust policies and procedures including Infection control, Manual Handling and Fire regulations

Assist in assessing equipment purchased for the dept

Research and Development

Participate in audit of own practice and wider professional audit/clinical research as required by the dept

Attend appropriate MDT meetings

Actively search for evidence of new developments and technological advances and inform others

Promote a culture of continuous improvement

Share best practice

Engage in research and development to contribute to the evidence base and publish findings

Professional

Maintain professional standards as defined by College of Radiographers policies and Code of Conduct

Maintain professional registration with HPC at all times

Take professional responsibility for his/her own actions

Recognise limits of professional competence and be responsible for limiting actions to within an agreed range of competencies and identify areas where further training is required

Maintain a CPD portfolio and participate in the appraisal process

Knowledge of technological and clinical advances to remain conversant with current practice

Maintain an awareness of developments in the NHS and their impact on imaging.

Commit to developing self and others

Maintain a good public image both verbally and visually

Maintain and extend good working relationships with all departments and personnel in UHBFT, GPs etc

Working conditions

Convey sensitive information and bad news to patients and their carers when necessary in a professional and sympathetic manner.

Be able to deal with the ensuing patients' questions and emotional distress.

Deal with unpredictable patient demands and maintain high level of concentration required

Exposure to human bodily fluids and blood on a daily basis with particular reference to TV scanning

Deal with difficult and potentially aggressive patients and their relatives

Expertly operate expensive equipment and obtain optimum images developing manual dexterity and hand/eye co-ordination skills

Post may at times require sustained awkward stretching which could lead to MSK strain. Wherever possible, equipment must be adjusted to minimise the risks. The post holder has responsibility to adhere to advice and report concerns or symptoms to the Supt

General information:

Any on call commitment should not prevent the trainee from being in ultrasound and will therefore be restricted

The post holder will sign a Training Agreement which sets out the financial support to be provided by the Trust, the individual's contribution and the terms and conditions of the programme including penalties. Fees can be reclaimed if an individual leaves the Trust within two years of completing the qualification/study.

Job Descriptions

All job descriptions are subject to review. Jobholders are expected to be flexible and be prepared to carry out any similar or related duties, which do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- take reasonable care of themselves and for others at work
- to co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Senior Management (including all Senior Clinical and Non-Clinical Managers)

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities.

Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers

Each manager is responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place.

Health and safety issues are dealt with at the lowest level of management practicable.

Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

Clinical Governance

Clinical Governance is the framework through which this Trust is accountable for continuously improving the quality of its services and safeguarding the high standards of care. It does so by creating and maintaining an environment in which excellence in clinical care will flourish.

Every member of staff must work within this framework as specified in his/her individual job description. If you have concerns on any clinical governance matters these should be raised with your line manager, professional adviser, or a more senior member of management. Your attention is also drawn to the Trust guidance on Raising Concerns about Provision of Patient Care.

You have a responsibility for contributing to the reduction of infections.

Information Governance

As an employee of this Trust you are legally responsible for all records that you gather, create or use as part of your work within the trust (including patient health, financial, personal and administrative), whether paper based or electronic. All such records are considered public records, and you have a legal duty of confidence to service users.

Every member of staff is required to sign and comply with all trust and departmental Information Governance and Security Policies (a copy can be found in departmental quality manuals) and to be familiar with the standards of the Trusts acceptable use summary.

Any usage transfer or disclosure of information outside of routine hospital business and imaging protocols must be discussed and written approval given by the relevant Section Head.

The Working Time Regulations 1998

You are required to comply with Trust policy on the implementation of the Working Time Regulations, including declaration of hours worked and breaks taken, completing written records if required. You must also report any instances where your pattern of working hours may constitute a health and safety risk to yourself, patients, the public and other Trust employees. You have the right not to be subjected to any unlawful detriment by reporting any concerns under the Regulations.

Additional Work

You are required to disclose any additional work you undertake or are planning to undertake for another employer. The Trust will permit you to undertake this additional work providing the Trust is satisfied that this does not conflict with the interests of the organisation, performance of your normal duties or with the requirements of the Working Time Regulations.

UNIVERSITY HOSPITALS BRISTOL NHS FOUNDATION TRUST**DIAGNOSTICS AND THERAPIES DIVISION****Framework for Linked Progression (B5/6/7) for Sonographers - Ultrasound**

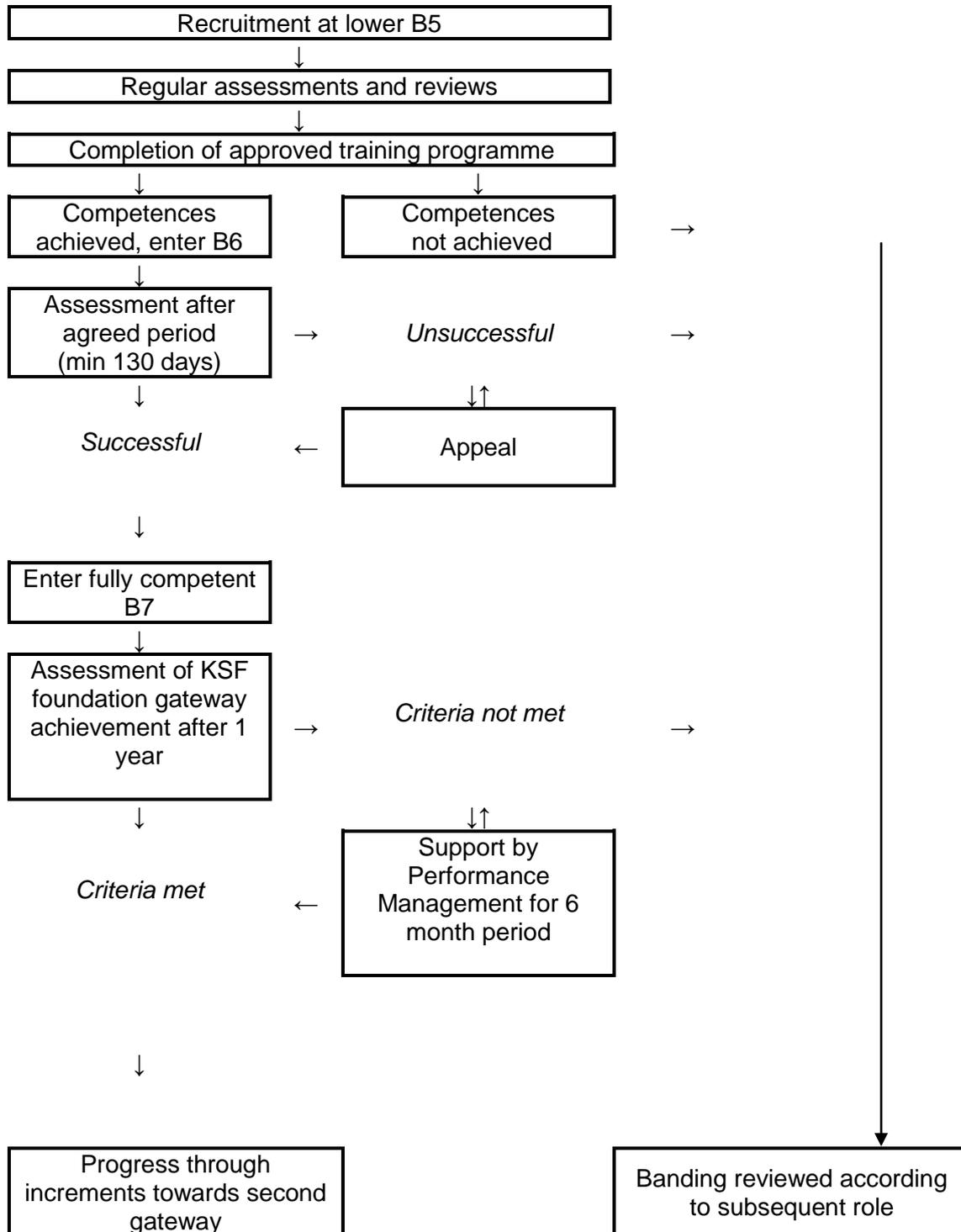
1. The Linked Progression Framework will apply to schemes in the Radiology Department, UH Bristol that have been approved by the Divisional Manager, HR Manager and Finance Manager
2. Criteria for their approval are
 - That they provide a robust training and development programme to specified competences, to meet the needs of the Radiology Service
 - That they are financially viable in terms of the costs of training and budgetary considerations
 - That they are written, and include all of the key elements below

Key Elements

3. There will be generic job descriptions for the entry post and the fully competent post holder
4. A pre-requisite for recruitment to the entry post will be achievement of the competences for the KSF second gateway at band 5.
5. The establishment post in the relevant budget will be at the fully competent band
6. Posts under a linked progression scheme will be advertised as such, eg 'Linked progression Band 5/6/7' quoting the salary range of bands.
7. Radiographers will follow an approved training and development plan of a specified duration of no less than 12 months, which will include on- and off-the-job training, the assessment of criteria under the Knowledge & Skills Framework, and include a specified recognised postgraduate qualification
8. Those following a linked progression programme will sign a Training Agreement which sets out the financial support to be provided by the Trust and the terms and conditions of the programme including penalties.
9. Progression to Band 6 will be on completion of the Summative Assessments
10. Progression to the qualified band B7, will be after completion of all competencies required and a minimum of 130 full working days (6 months whole time equivalent) following the award of the postgraduate qualification.
11. During this period there will be regular review of progress, including a formal review after 65 working days (3 months wte).

12. Application for progression to B7 will be made by the radiographer in writing to the appropriate modality Section Head. The application will include the submission of evidence of qualifications (where appropriate), experience and log books completed demonstrating achievement of the required competences.
13. Assessment will be by a panel comprising the modality Radiology Section Head, a Radiology Consultant for the specialty and the Assistant Divisional Manager.
14. Where the panel decides that a person does not meet the criteria, he/she will be supported for a further period of training, and may re-apply for progression after a further six months.
15. Should anyone wish to challenge a decision of the assessment panel, the appeal will be considered by the Radiology Head of Service.
16. One year after appointment to the qualified grade B7 , post holders will need to satisfy the requirements of the KSF foundation gateway before progressing to the next pay increment
17. Where post holders fail to meet the requirements of the KSF foundation gateway they will be supported under the Performance Improvement Policy and there will be a review of their role and banding. They will remain on their current banding while this process is taking place.

Radiographers Linked Progression Scheme Flow Chart



UNIVERSITY HOSPITALS BRISTOL FOUNDATION TRUST

CLINICAL RADIOLOGY, DIAGNOSTIC AND THEREPY DIVISION

PERSON SPECIFICATION: Trainee Sonographer (Linked progression B5/6/7)

QUALIFICATIONS:

Q1 BSc (Hons) Radiography or equivalent

EXPERIENCE:

E1 Proven clinical experience in Radiology or similar hospital setting

E2 Evidence of interest, basic knowledge and previous experience of the ultrasound modality

E3 Able to act independently and manage own workload on a day to day basis

SKILLS/ABILITIES:

SA1 Organisational skills - workload planning, time management, prioritisation

SA2 Communication skills

SA3 IT skills

SA4 Research and Development skills (D)

APTITUDES:

A1 Flexible, adaptable

A2 Motivated

A3 Logical and analytical

A4 Committed and dedicated

A5 Organised

A6 Decisive

A7 Team worker

(D) indicates desirable. All other parts of the person specification are essential.

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