

POSITION DESCRIPTION

Position Title:	Associate Program Director Ultrasound (Chief Sonographer) Eastern Health
Award / Agreement Name:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026
Position Reports to:	Program Director Medical Imaging Eastern Health

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and state-wide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



POSITION PURPOSE

The Associate Program Director of Ultrasound Services (Chief Sonographer) will be responsible for the day-to-day management of Ultrasound services across all applicable campuses of Eastern Health. Reporting to the Program Director Medical Imaging Eastern Health, they will be responsible for all aspects of the ultrasound service's operations including service provision, imaging protocols, appointment scheduling, staff recruitment, rostering and education, quality control, equipment maintenance scheduling and representing the Ultrasound service at the Eastern Health Medical Imaging Senior Management Committee meetings. In conjunction with senior medical imaging management they will be responsible developing policies and procedures relating to Ultrasound services and provide advice on the strategic and operational direction of the service. The Associate Program Director of Ultrasound Services will work closely with the site Associate Program Directors who have overall responsibility for services at their site.

MAJOR DUTIES AND/OR RESPONSIBILITIES

- . Administrative:** Responsible for the management of a well co-ordinated, integrated and efficiently functioning Ultrasound Service with special regard to service development, staff, training and motivation and enhanced clinical responsiveness. Play a lead role in the on-going evolution of the service across Eastern Health. Achieve management and leadership requirements under the Eastern Health "Standard Work for Leaders" framework.

- 2. Clinical:** To perform examinations and associated duties in accordance with standard practice, departmental policy and guidelines as described by the Australian Society of Ultrasound in Medicine.

- 3. Educational:** In conjunction with the Tutor Sonographer and senior ultrasound staff, assist in guiding the clinical practice of trainee sonographers and undergraduate students to ensure that their activities are in accordance with standard practice, departmental policy and guidelines as described by the Australian Society of Ultrasound in Medicine.

Key Performance Criteria:

1.1. Administrative:

1.a. Responsible for the management and provision of Ultrasound Services across Eastern Health characterised by the highest standards of quality, efficiency, safety and patient care. Achieve management and leadership requirements under the Eastern Health "Standard Work for Leaders" framework.

1.b In conjunction with the Executive Director, the Program Director Medical Imaging and the Associate Director of Finance , develop and be responsible for the budget and financial performance of the service.

1.c. Responsible for the Tutor, supervisors, staff and trainee sonographers, and for the direction and activity of other professional or ancillary staff who support the service.

1.d. Make requests upon and work with other sonography staff and trainee sonographers

1.e. Liaise and work with staff of other units and departments within Eastern Health

1.f. Liaise with staff of other Ultrasound practices, equipment and supply companies, educational institutions etc.

1.g. Ensure efficient management of staff and equipment to meet patient workload. In conjunction with Associate Director of Quality, Planning and Innovation Medical Imaging, maintain and develop the quality assurance program for Ultrasound Services. Assist with and maintain standards that would assure accreditation under hospital guidelines and DIAS accreditation. Be familiar with and actively maintain Q-Pulse Radiology Quality and Document Management System

1.h. Liaise frequently with the Program Director Medical Imaging to discuss the operation and development of the Ultrasound service and be actively involved in the Eastern Health Medical Imaging Senior Management Committee.

1.i. Liaise frequently with senior ultrasound staff to discuss the operation of the Ultrasound services.

1.j Continually look for new and innovative ways to improve quality and service provision for patients and customers. Lead strategic and operational change to maximise the utility of current resources and develop business plans for the expansion/enhancement of services.

1.k Spend time each week at each site to liaise with supervisor sonographers and to ensure service delivery improvements are maintained.

1l. Travel between Eastern Health sites to attend meetings etc is required.

1m. Participate in other Imaging projects and have carriage over other Imaging projects and portfolios as directed by the Program Director Medical Imaging.

1n. Participate in the afterhours on call roster for Incident Command as directed.

1o. Prepare and implement staff rosters. Utilise electronic time management systems for staff timekeeping and leave management. In conjunction with the service/site Associate Program Directors ensure the effective management of staff including all Human Resource and Industrial Relation issues, such as Achieve Conversations, Mandatory Training, recruitment and retention, Occupational Health and Safety, and effective change management. Ensure all staff are appropriately licensed and registered

1p. Arrange the appropriate maintenance and repair of Ultrasound equipment. Ensure the availability of supplies necessary for the proper operation of the department.

2.2. Clinical:

2.2a. Undertake and/or direct ultrasound examinations as requested from time to time by the program Director Eastern Health Medical Imaging

2.2b. Perform such ultrasound examinations as requested in writing by suitably qualified medical officers or by practitioners operating under approved Eastern Health scope of practice. Perform such examinations in accordance with standard practice, departmental policy and guidelines as described by the Australian Society of Ultrasound in Medicine.

2.2c. Complete all such clerical duties as are normally associated with the Ultrasound imaging of patients in the Ultrasound Department, including processing of request forms, patient scheduling, recording of examinations, examination work sheets, document control, handling enquires re such procedures and preparing images for reporting

2.2d. Understand and comply with the Hospital's safety policies

2.3e. Participate in a clinical on call roster during periods where there is operational necessity to do so.

3.3. Educational:

3.3a. In conjunction with the Tutor Sonographer, assist in the clinical education for trainee and post graduate staff ensuring adequate exposure to required clinical experience.

3.3b. Assist (if required) in the clinical assessments trainee sonographers as required by educational institutions/programs.

3.3c. In conjunction with the Tutor Sonographer, assist in co-ordinating an on-going in-house professional development program for Ultrasound.

3.3d. Continually upgrade knowledge for personal and professional development. Keep up-to-date with modern trends, techniques and practices in the field of Ultrasound and management.

3.3e. Attend relevant educational lectures and conferences.

3.3f. Assist in the staff training and development for radiology personnel (if applicable)

Other:

Safety:

Assist in the provision and maintenance of an optimal environment protecting the patients and staff from the dangers of radiation exposure, chemical fumes, accidental fire and other hazards

Physical Skills:

Physical ability to operate all equipment necessary for the satisfactory completion of the full range examinations performed in Eastern Health, and the duties of the Associate Director as described in this position description.

The Associate Program Director of Ultrasound Services (Chief Sonographer) may be required to engage in any or all, but not limited to, the duties listed in the above position description. The Associate Program Director may be required to assist with such other duties from time-to-time in the operation of the Ultrasound Service or as determined by the Program Director Medical Imaging.

1. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

2. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

3. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review (Achieve), that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. ATTACHMENTS

- Attachment 1 Key Selection Criteria

10. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1**KEY SELECTION CRITERIA**

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Qualification:

Essential: Qualification that would ensure eligibility for registration with the Australian Sonographer Accreditation Registry (ASAR)
Current Registration with ASAR
Drivers licence

Desirable: Qualifications that would ensure eligibility for registration with the Medical Radiation Practice Board of Australia

Registration with the Medical Radiation Practice Board of Australia

Completion or working toward completion of appropriate post graduate qualifications in management/administration.

Experience: Previous clinical experience in the provision of Ultrasound services with administrative responsibility for the service. Previous experience in a senior management role within medical imaging or ultrasound will be well regarded, as will experience in the development/implementation of strategic and operational service delivery enhancements and successful change management experience.

Personal

- Attributes:**
- Must be experienced in supervising and leading professional staff.
 - Must be able to demonstrate a positive manner when undertaking a leadership role.
 - Must be able to demonstrate a wide understanding of issues effecting major public hospital departments and their stakeholders.
 - Must have exceptional communication skills and a consumer – patient focus.
 - Personal and professional standards must be demonstrably high.
 - Demonstrates commitment to the overall efficiency and functioning of their workplace.
 - Demonstrate a desire to continue to learn and to teach others.
 - Must possess good self-evaluative skills
 - Must be committed to enabling change and leading change processes
 - Must show commitment to patient care
 - Must lead with knowledge and by example
 - Must look for strategic and operational opportunities to enhance service delivery
 - Must be proactive and be prepared to drive evolution
 - Must be willing to “think outside the square”, be innovative and take full responsibility for the Ultrasound service, its development and its team across the organisation