



POSITION DESCRIPTION

POSITION	Sonographer		
LOCATION	ARG Branches		
RESPONSIBLE TO	Practice Lead Sonographer		
POSITION STATUS	Permanent	FULL/PART-TIME	Fulltime
STAFF REPORTS	None		
WORKING RELATIONSHIPS	Internal: <ul style="list-style-type: none"> • Operations Manager • Radiologists • Administration Manager • Branch Office Managers • Medical receptionists 	External: <ul style="list-style-type: none"> • Patients • Referrers • All ARG customers 	

About Us
The Auckland Radiology Group are dedicated to excellence in radiology services, offering a high quality and caring imaging service with leading edge technology and clear, accurate results. Our radiologists, MRT's, sonographers and administration staff are experts in their fields.

Purpose of Position
To provide a professional, caring and considerate approach to all patients and provide explanations appropriate to the scanning procedure.



Key Responsibilities	Results/Standards Expected
Professional/Technical Skills	Relevant and current technical skills are used to expertly perform and explain diagnostic procedures to patients Demonstrates an excellent working knowledge of the sonographic equipment and computer systems Takes responsibility for maintaining own professional development, including mandatory organisational requirements, updating knowledge to reflect best practice, and sharing knowledge with others Explains ultrasound findings effectively to enable the reporting radiologist to accurately assess the images taken. Opportunities to improve processes are identified and notified to the General Manager and Practice Lead Sonographer
Service with Care	All patients receive excellent service while attending the Branch Referrers know and trust us to deliver quality service Uses independent judgement to acquire and assess information obtained from

	<p>the patient during the examination using the appropriate documentation</p> <p>Ensures radiologists are informed promptly of any findings perceived to need urgent attention</p> <p>Opportunities to deliver a higher standard of patient care are identified and actioned accordingly</p>
Quality	<p>All work is carried out in accordance with the ARG Quality Management System (protocols, procedures & policies)</p> <p>Understands and is fully competent in the use of the RIS and PACS systems</p> <p>Takes responsibility alongside the administration staff to ensure all the necessary documentation is completed accurately and maintains confidentiality of information</p> <p>Accurate patient records are maintained in the radiology database</p> <p>Participates actively in Quality Assurance programmes as directed</p>
Teamwork	<p>Engages in information sharing, advice and support with other team members</p> <p>Establishes good working relationships with colleagues and contributes to creating a positive work environment</p> <p>Issues are raised with the Practice Lead Sonographer in a timely manner</p> <p>Carries out other duties as required from time to time</p>
Health & Safety	<p>Assumes responsibility of the safety of patients while they are in the sonographer care</p> <p>Shares the responsibility to maintain a safe and healthy workplace, following correct policies and procedures</p> <p>Undertakes hazard identification and notifies the Operations Manager in accordance with policy</p>

Person Specification

Education and Experience	<p>Relevant qualification</p> <p>Registration with Medical Radiation Technologist Board</p> <p>Current Annual Practising Certificate</p>
Skills and Attributes	<p>Takes initiative</p> <p>Excellent communication skills</p> <p>Strong customer care and service skills</p> <p>Pays attention to detail & works with accuracy</p> <p>Enjoys being part of a team</p> <p>Works well with all kinds of people</p> <p>Excellent presentation</p> <p>Displays good judgement</p>

HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003

1. You are required to maintain your current competency based practicing certificate.
2. You must notify Manager of any changes to scope or conditions on practice (determined by Regulatory Authority).
3. You must complete the requirements of any competency programme.
4. You must notify employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCAA as the governing legislation.

HEALTH AND SAFETY

You are expected to meet the health and safety requirements set out in ARG policies and protocols and any other requirements set out in the Health and Safety at Work Act, 2015.

TREATY OF WAITANGI/CULTURAL COMPETENCIES

ARG is committed to the principles of the Treaty of Waitangi.

ARG is a smokefree environment

Changes to Position Description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment or as part of the preparation for performance appraisals.