

## Job Description

### Cardiac Sonographer

### Medical Outpatient Department

<b>Position Title:</b>	Cardiac Sonographer
<b>Organisation Unit:</b>	Medical Outpatients Department
<b>Location:</b>	Whangarei and Associated Peripheral Centres, Te Whatu Ora – Health New Zealand Te Tai Tokerau (Te Whatu Ora)
<b>Responsible to:</b>	Clinical Nurse Manager, Medical Outpatients Department, Te Whatu Ora
<b>Primary Functions of the Position:</b>	<ul style="list-style-type: none"> <li>•To perform timely and appropriate echocardiograms</li> <li>•To ensure that all Echoes of concern are escalated to and reviewed by the Cardiologists in a timely manner.</li> <li>•To participate in and maintain a comprehensive, high quality, efficient Cardiac Echocardiography service for Northland DHB. (This will include travel to peripheral hospitals).</li> <li>•To be an autonomous practitioner capable of high-level and accurate reporting of Echo studies.</li> <li>•Ideally to be capable of both adult and paediatric studies and to have experience in transoesophageal echocardiography and stress echocardiography.</li> <li>•To participate in and lead the ongoing education and development of other members of the team</li> <li>•To participate in and be an effective team member of the Medical Service.</li> <li>•To maintain professional standards</li> <li>•To maintain the equipment, records, daily work plan and the general tidiness of the echo examination area</li> <li>•To engage in regular review and professional development and provide teaching to students or trainees as required</li> </ul>

### Functional Relationships

The Cardiac Sonographer will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>• Head of Department of Medicine</li> <li>• Physicians/Cardiologists/Hospital Specialists</li> <li>• Charge Sonographer</li> <li>• Cardiac and respiratory Physiologists</li> <li>• Clinical Nurse Manager</li> <li>• Outpatient Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Patients and their Support People</li> <li>• General Practitioners</li> </ul>

<ul style="list-style-type: none"> <li>• Echo Booking Clerk and other clerical staff</li> <li>• Junior medical staff</li> <li>• Child Health Department</li> <li>• Hospital Nursing Staff</li> <li>• Orderlies</li> <li>• Other Staff of Te Whatu Ora – Health New Zealand Te Tai Tokerau (Te Whatu Ora)</li> </ul>	
---	--

## Key Responsibilities and Expected Outcomes

Te Whatu Ora has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Cardiac Sonographer encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Customer Focus
- Medico - Legal
- Quality Improvement
- Administration
- Team Supervision, Support and Communication
- Professional Responsibilities
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Te Whatu Ora Te Tiriti o Waitangi Training</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• Ensure that all patient examinations are provided in a physically, emotionally and culturally safe manner</li> <li>• Ensure all patients receive full explanations of all procedures and that their questions are answered by the most appropriate staff member</li> <li>• Along with the Charge Sonographer, other Physiologists and Cardiologists ensure that all procedures are carried out in the most effective, efficient manner following pre-determined protocols and standards.</li> <li>• Support timely scheduling and performance of echo procedures including stress echo, trans-oesophageal echo</li> <li>• Support the development of the non-invasive Cardiac service and be proactive with the future planning and implementation of the service</li> </ul>
Medico-legal	<ul style="list-style-type: none"> <li>• All cardiac studies are carried out in accordance with Policy and Procedure and accepted standards.</li> <li>• All patients will be identified against the Referral Form prior to the commencement of any procedure.</li> <li>• Ensure that full explanations have been given (and patient consent is obtained where necessary (for a technician led examination))</li> <li>• A record will be made in the patient notes as clinically required of the results of the procedure performed including any reactions or untoward events.</li> <li>• A daily record will be kept of all patients undergoing echo examination.</li> <li>• all patients will have an appropriate echo report generated in a timely manner</li> <li>• A record of the echocardiogram will be kept available for review or reproduction as required.</li> <li>• Confidentiality of patient information will be respected at all times and shared only with appropriate staff members when this is deemed to be essential for patient care and safety.</li> </ul>

Key Responsibility Area	Expected Outcomes
Quality Improvement	<ul style="list-style-type: none"> <li>• You will be expected to have a commitment to continuing professional development and will be supported in undertaking periodic refresher / additional training to ensure continuous quality improvement.</li> <li>• It is anticipated that the clinical physiologist will be keen to further be involved in the development and progression of these services with a quality focus.</li> <li>• Participate in the routine teaching of staff in the use of all measurement techniques and equipment used in the Echo Department</li> <li>• Recognise instrument faults or an inadequate standard of data and initiate problem-solving techniques or involvement of appropriately qualified personnel.</li> <li>• Assist in identifying deficits in and ensuring that all department policies and protocols are maintained to a high standard and are up to date</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Ensure that all information is entered into the Echocardiography database in an accurate and timely manner.</li> <li>• Engage with the echo booking clerk to ensure appropriate workloads and workflow is maintained</li> <li>• Ensure that all the echo departmental areas are functional at all times, equipment is operational, clean and safe and that supplies are available at appropriate levels and accessible locations</li> <li>• Actively participate in, providing services in the peripheral Hospitals when required. Being prepared to fly or drive to peripheral hospitals for clinics as appropriate.</li> <li>• Participate in day-to-day activities of the Cardio-Respiratory aspects of the Medical Outpatients Department as appropriate.</li> <li>• To maintain the equipment, records, daily work plan and the general tidiness of the echo examination area</li> </ul>
Team Supervision, Support and Communication	<ul style="list-style-type: none"> <li>• Assist with orientation, supervision, support and education of any less experienced Sonographers/Physiologists in the department.</li> <li>• Work with the Cardiologists and other Staff to perform echo procedures including stress echo and trans oesophageal echo</li> <li>• Ability to work independently and cooperatively in a multidisciplinary team.</li> <li>• Ensure an appropriate level of communication with patients, Cardiologists, colleagues and other staff throughout Te Whatu Ora – Health New Zealand Te Tai Tokerau (Te Whatu Ora)</li> </ul>
Professional Responsibilities and personal development	<ul style="list-style-type: none"> <li>• Be responsible for own ongoing learning, professional development and standards of practice.</li> <li>• Participate in Performance Management Review on a regular basis.</li> <li>• Abide by all Northland District Health Board, Whangarei Hospital policies and procedures</li> </ul>

Key Responsibility Area	Expected Outcomes
Health & Safety	<ul style="list-style-type: none"> <li>Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>Practicing and observing safe work methods;</li> <li>The use of safety equipment;</li> <li>Reporting unsafe conditions or equipment; and</li> <li>Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
Privacy and Confidentiality	<ul style="list-style-type: none"> <li>Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora</li> <li>Complete mandatory induction training on Privacy responsibilities</li> </ul>

### Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

### Person Specification

#### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>A New Zealand recognised/accredited academic qualification</li> <li>New Zealand recognised professional registration</li> <li>Current Driving License</li> </ul>	<ul style="list-style-type: none"> <li>Diploma in Medical Ultrasound or a New Zealand accepted equivalent</li> <li>MRTB registration or</li> <li>ASAR Registration</li> </ul>

#### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>You will be an autonomous practitioner with ability to report independently</li> </ul>	<ul style="list-style-type: none"> <li>At least 3 years' continuous experience in the field of cardiology sonography.</li> <li>Experience in paediatric echocardiography</li> <li>Experience in Stress Echo</li> <li>Experience in TOE</li> </ul>

## Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"><li>• Te Tiriti o Waitangi and its application to the health setting</li><li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li><li>• Health and Safety at Work Act 2015</li></ul>	<ul style="list-style-type: none"><li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li><li>• New Zealand Council of Healthcare Standards</li></ul>

## Skills & Personal Attributes

Skills
<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills</li><li>• Accurate reporting and analysis of diagnostic test</li><li>• Analytical skills, adaptable, able to make judgements, uses initiative, ability to trouble</li></ul>

Personal Attributes
<ul style="list-style-type: none"><li>• Willingness to travel by car and air</li><li>• Team Player</li><li>• Hard working, determined, career focused, organized, high standards, responsible.</li><li>• Willingness to travel by car and air</li><li>• Able to cope under increased pressure and workload</li><li>• Able to supervise and teach as required.</li><li>• Ability to work independently and cooperatively in a multidisciplinary team.</li></ul>

## Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: \_\_\_\_\_

Signature of  
employee: \_\_\_\_\_

Date: \_\_\_\_\_