



**Swan Hill  
District Health**



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## SENIOR SONOGRAPHER

An exciting opportunity exists for a senior sonographer to join our dynamic and progressive Radiology team. The position will involve providing high-level clinical and operational support in the provision of a comprehensive ultrasound service to the community, while also contributing to the training and delivery of education to trainee sonographers and junior staff.

This is a great opportunity to join our progressive team in a regional health service with the opportunity to assist in progressing and developing the current service. The Radiology Department provides a comprehensive medical imaging service to a wide range of consumers, with mixed inpatient and outpatient workload. Our major focus is the delivery of a safe and quality medical imaging service, with a focus on investing in staff training and education. We offer a variety of services, including general x-ray, computed tomography, mammography, fluoroscopy, theatre and ultrasound to a large patient demographic. Providing 24-hour clinical support service to our medical staff, the successful applicant will participate in weekend and on call work where reasonably required.

Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes:

- ✓ A professional, committed workforce and highly supportive community
- ✓ Variety in work and a sense of achievement
- ✓ Competitive Remuneration with relocation allowances and salary packaging available

### *Required:*

- Completion of an Australian Sonographer Accreditation Registry accredited post graduate degree in Medical Ultrasound (or equivalent).
- Minimum 5 years post graduate experience in medical ultrasound.
- Unencumbered Registration with the Australian Sonographer Accreditation Registry (ASAR)
- Demonstrated experience as a senior sonographer with extensive knowledge of techniques and protocols in examinations of the abdomen, superficial parts, musculoskeletal system, obstetrics, gynecology and vascular structures.
- Demonstrated excellent communications skills, both written and oral, with proven ability to interact and communicate with a diverse range of people at all levels.
- Demonstrated organizational skills, with the ability to coordinate individual workload whilst providing support and direction to colleagues and junior staff
- Ability to deliver outstanding customer service to both internal and external consumers of our health care service, including patients, staff and referring practitioners.
- Possess a personal approach that is positive, enthusiastic and friendly, with a strong work ethic towards all tasks.
- Active participation in on call services as requested and rostered by the Radiology Manager.
- Commitment to the SHDH Values of *Inclusive, Compassionate, Progressive and Accountable*

### *Desirable:*

- Degree in Medical Radiation Science (or equivalent), and associated current, unencumbered Registration with Australian Health Practitioner Regulation Agency and Radiation Use License, issued by Victorian Department of Health.
- Experience supervising and supporting students, trainees and junior staff.

For more information go to our website [www.shdh.org.au](http://www.shdh.org.au) or contact Kate Irons, Chief Radiographer  
E: [kirons@shdh.org.au](mailto:kirons@shdh.org.au) or PH: (03) 5033 9284.

Applications including the names of three referees should be forwarded to: Human Resources Manager  
Email: [Employment@shdh.org.au](mailto:Employment@shdh.org.au) or address to Human Resources Manager, Swan Hill District Health,  
PO Box 483, Swan Hill 3585, Victoria. **Email applications are preferred.**



<b>Position:</b>	<b>Senior Sonographer</b>
<b>Classification:</b>	Grade 4
<b>Department:</b>	Radiology Department
<b>Reports to:</b>	<b>Radiology Manager</b>
<b>Position Summary:</b>	<p>The purpose of this position of Senior Sonographer is to provide:</p> <ul style="list-style-type: none"> <li>• Clinical leadership and development of qualified and trainee sonographers</li> <li>• Operational support of the ultrasound service</li> <li>• To provide a high quality ultrasound service that is patient focused, in accordance with the vision and values of Swan Hill District Health.</li> </ul> <p>This senior sonographer role requires the employee to demonstrate extensive knowledge of ultrasound imaging of the abdomen, superficial parts, musculoskeletal, obstetrics, gynecology and vascular structures. The sonographer will exercise clinical excellence, to ensure clinical and operational efficiency. They will ensure patient safety using best practice, following established professional standards of Australasian Society for Ultrasound in Medicine (ASUM). The Senior Sonographer works directly under the Radiology Manager, providing a high level of clinical and operational support to ensure that targets, outcomes and goals are achieved.</p>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Perform ultrasound examinations in accordance with Radiology Department protocols, or alternatively, those protocols published by the Australian Society for Ultrasound in Medicine (ASUM)</li> <li>• Perform examinations of the highest possible quality to answer the clinical question, showing due consideration to the needs, abilities and limitations of the patient.</li> <li>• Operate within the scope of practice determined by the requirements of this role, professional qualifications, experience and credentialing</li> <li>• Coordinate and prioritise bookings in consultation with the Radiology Office Leader and Radiology Manager (where required) to maximize the efficiency and ensure optimal patient flow of both inpatients and outpatients.</li> <li>• Foster an environment of excellence and team work</li> <li>• Facilitate and coordinate the supervision of trainee sonographers in consultation with the Radiology Manager.</li> <li>• In consultation with the Radiology Manager, coordinate the clinical teaching and education for staff, both qualified and trainees.</li> <li>• Provide positive mentoring of qualified and trainee sonographers, assisting with the management of workflow and examinations as necessary.</li> <li>• Ensure safe work practices are implemented and followed at all times to ensure a safe workplace.</li> <li>• Work with the Radiology Manager to establish and implement efficient and effective approaches to the use of resources, to ensure that safety, effective patient flow and best patient experience is achieved.</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete all such clerical duties as are normally associated with the examination of patients in the Radiology Department are complete promptly and accurately, including processing of request forms, patient scheduling, recording of examinations, handling enquires re such procedures and preparing images for transmission via the PACS system for reporting</li> <li>• Ensure that each examination is completed properly and that results are recorded on Ultrasound examination report sheets, scanned into PACS and transmitted to Radiologist for reporting in a timely manner</li> <li>• Ensure that the computer record for each patient is correct and entered into the Radiology Information System and /or PACS and any other clerical duties associated with the examination are carried out.</li> <li>• All findings are documented with detail and accuracy, with information provided on the relevant worksheet, complying with professional and legal requirements.</li> <li>• Adhere to the organisational patient identification policies and protocols.</li> <li>• Provide a high quality service to all internal and external consumers that aligns with the organisational values and is in line with best practice.</li> <li>• Ensure a level of patient care so that the patient’s comfort, dignity and safety are maintained at all times.</li> <li>• Comply with professional body and organisational Codes of Conduct.</li> <li>• Participate in shift and on call rosters as operationally required.</li> <li>• Punctuality during rostered hours and accountability for claimed recall events and overtime.</li> <li>• The Employee must follow all Infection Control Guidelines issued by Swan Hill District Health (SHDH) and ensure that SHDH Guidelines reflect current ASUM guidelines for infection control of ultrasound equipment and ultrasound procedures.</li> <li>• Provide positive leadership to other imaging staff in terms of workflow management, and ensure that meal /tea breaks are taken appropriately.</li> <li>• When requested, assist other hospital staff on matters relating to radiology reports and medical images.</li> <li>• Complete other such clerical or statistical documentation as requested by the Chief MIT or their Deputy.</li> <li>• Continually upgrade knowledge for personal and professional development. Keep up-to-date with modern trends, techniques and practices in the field of Radiological and Sonographic imaging.</li> <li>• It is each employee’s own responsibility to meet the Continual Professional Development (CPD) requirements set by governing, regulatory and professional bodies.</li> <li>• When requested, assist in the organising of staff training and development for Radiology personnel. Participate in departmental on-going education programmes and presenting to staff from within the department. If requested by the Chief MIT, their Deputy present to other Health Service staff.</li> <li>• Any other relevant duties as requested by the Chief Medical Imaging Technologist or his/her appointee.</li> </ul>
<p><b>Key Selection Criteria:</b></p>	<p>Required:</p> <ul style="list-style-type: none"> <li>• Completion of an Australian Sonographer Accreditation Registry accredited post graduate degree in Medical Ultrasound (or equivalent).</li> <li>• Minimum 5 years post graduate experience in medical ultrasound.</li> </ul>

	<ul style="list-style-type: none"> <li>• Unencumbered Registration with the Australian Sonographer Accreditation Registry (ASAR)</li> <li>• Demonstrated experience as a senior sonographer with extensive knowledge of techniques and protocols in examinations of the abdomen, superficial parts, musculoskeletal system, obstetrics, gynecology and vascular structures.</li> <li>• Demonstrated excellent communications skills, both written and oral, with proven ability to interact and communicate with a diverse range of people at all levels.</li> <li>• Demonstrated organizational skills, with the ability to coordinate individual workload whilst providing support and direction to colleagues and junior staff</li> <li>• Ability to deliver outstanding customer service to both internal and external consumers of our health care service, including patients, staff and referring practitioners.</li> <li>• Possess a personal approach that is positive, enthusiastic and friendly, with a strong work ethic towards all tasks.</li> <li>• Active participation in on call services as requested and rostered by the Radiology Manager.</li> <li>• Commitment to the SHDH Values of <i>Inclusive, Compassionate, Progressive and Accountable</i></li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Degree in Medical Radiation Science (or equivalent), and associated current, unencumbered Registration with Australian Health Practitioner Regulation Agency and Radiation Use License, issued by Victorian Department of Health.</li> <li>• Experience supervising and supporting students, trainees and junior staff.</li> </ul>
<b>Salary/Award:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to

	<p>participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Just Culture:</b>	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	
<b>Current:</b>	
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin?  No  Aboriginal  Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?  Yes  No

Are you an Australian Citizen or Permanent Resident:  Yes  No Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number : \_\_\_\_\_

Do you require sponsorship?  Yes  No

Where did you hear about the position you are applying for?

Newspaper  Internet  Swan Hill District Health Website  Social Media (Facebook)

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is casual / relieving** unless otherwise indicated.

- 6 months probationary period *(with a review at 3 months.)*
- Requirement to work any shift
- Requirement to work in any department (rotation)

**Hours of Work** – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: \_\_\_\_\_

**Normal hours of work** are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

**Police and Working with Children Checks**

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

**Pre-existing Health and Injury Declaration**

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice:- (to be completed by the applicant)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

**Enquiries:**  
Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)  
Phone: 03 50339315  
Postal Address: PO Box 483 SWAN HILL VIC 3585