



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Sonographer

Negotiable hours – Full time, Part time, Alternating weeks options

Swan Hill District Health is pleased to offer the opportunity for an experienced Sonographer to join our progressive and enthusiastic Medical Imaging team. We are located within a busy hospital environment dedicated to providing our community with a high-quality and comprehensive ultrasound service, while also contributing to the training and delivery of education to trainee sonographers and junior staff.

This is a great opportunity to join our dynamic team in a regional health service. The Medical Imaging Department provides a comprehensive 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, if the successful applicant holds a dual Radiographer/Sonographer qualification they may participate in weekend and on call work is desired.

About the role: Hours of work are negotiable with flexibility of choice of full time, part time or alternating weeks possible. All options will be considered. Award classification pending qualifications with Grade 4 tutor sonographer role an option. The successful applicant will have excellent Sonography skills, customer service skills, time management skills and the ability to work effectively within a team environment.

- Typical work hours are: 8.24am – 5pm, Monday – Friday for a full time 38-hour work week with rostered break times.
- Work in a supportive team with a high focus on skills and training.
- Competitive remuneration with relocation allowances and salary packaging available.
- Variety in work and a sense of achievement.
- Work with supportive and approachable Radiologists.
- Workload consisting of in-patient and out-patient work with provisions for urgent scans throughout the day.
- Patient bookings to your skills list with no patient throughput KPIs.
- High quality industry leading ultrasound machines with current planning for new department redevelopment.
- Work/life balance with flexible work arrangement options and no current expectations of sonography weekend work, overtime or on call work.

About You:

- Completion of an Australian Sonographer Accreditation Registry accredited post graduate degree in Medical Ultrasound (or equivalent).
- Current, unencumbered Registration with the Australian Sonographer Accreditation Registry (ASAR)
- Demonstrated experience as a sonographer with extensive knowledge of techniques and protocols in examinations of the abdomen, superficial parts, musculoskeletal system, obstetrics, gynaecology 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 organisational 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.
- Demonstrated computer literacy and familiarity with RIS/PACS.
- Current National Police Check & Working with Children's Check.
- Evidence of Healthcare worker vaccination requirements, including COVID Vaccinations & 2023 Flu Vaccination, with serology evidence of immunisation status.

Desirable:

- Dual qualification Radiographer/Sonographer with:
- A Degree in Diagnostic Medical Imaging (or equivalent).
- Current, unencumbered Registration with the Australian Health Practitioner Regulation Agency.
- Current, unencumbered, Radiation Use License issued by the Victorian Department of Health.

About Swan Hill: Swan Hill is situated in North-West Victoria, 4 hours by road or 5 hours by train from Melbourne CBD. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

The Swan Hill region offers fantastic scenery with natural salt lakes and river systems to explore. Swan Hill provides rich agriculture with award winning wineries as well as vegetables, citrus and stone fruit in abundance.

About Swan Hill District Health: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- ◆A dynamic workplace
- ◆Free onsite car parking
- ◆Salary Sacrifice/Packaging
- ◆Discounted Corporate gym memberships
- ◆Professional Development opportunities
- ◆Employee Assistance Program

Enquiries about this role should be directed to Natalie Barnes, Radiology Manager, Ph: (03) 5033 9287 or E: nbarnes@shdh.org.au

To apply for this position: email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

Position:	Sonographer
Classification:	Classification pending qualifications/experience – Grade 3 or 4
Department:	Swan Hill District Health Medical Imaging Department
Reports to:	Radiology Manager (Chief Medical Imaging Technologist)
Position Summary:	<p>The purpose of this position is to provide high quality diagnostic medical diagnosis across a range of clinical situations using current sonographic safety standards.</p> <p>The focus of the successful applicant will be:</p> <ul style="list-style-type: none"> • To provide high level technical skills and customer service to facilitate the delivery of a high-quality radiology service to the community and referring clinicians. • Carry out designated tasks in a timely and respectful manner in response to organisational requirements. • Contribute to an environment of multidisciplinary team work, working cooperatively, sharing roles and responsibilities to meet the needs to Swan Hill District Health Medical Imaging Department. • To provide a high-quality ultrasound service that is patient focused, in accordance with the vision and values of Swan Hill District Health. • The role requires the employee to demonstrate extensive knowledge of ultrasound imaging including, but not limited to the abdomen, superficial parts, musculoskeletal, obstetrics, gynaecology 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). <p>To be classified as a senior Sonographer the successful applicant will:</p> <ul style="list-style-type: none"> • Work directly under the Radiology Manager, providing a high level of clinical and operational support to ensure that targets, outcomes and goals are achieved. • Provide clinical leadership and development of qualified and trainee sonographers. • Provide operational support of the ultrasound service. <p>The Radiology Department has to operate effectively as a 24/7 operation. In addition to standard business hours, Employees appointed to this position may be required to undertake a reasonable amount of Weekend duty, On-Call duty and / or Overtime duty.</p> <p>This Position Description will be modified and will evolve as the role of a trainee Sonographer evolves. This Position Description may be modified by,</p>

	<p>but not limited to:</p> <ul style="list-style-type: none"> • Changes to applicable industrial agreements. • Changes in policies, procedures or protocols of Swan Hill District Health and the Radiology Department. • Any changes implemented by an existing or future registration or licensing body responsible for professional practice and / or standards.
<p>Responsibilities:</p>	<p>Grade 3</p> <p>The Employee in this position is personally accountable for their work and professional conduct and shall adhere to The Guidelines for Professional Conduct for Radiographers and Radiation Therapists and Sonographers as issued by governing bodies.</p> <p><u><i>Ultrasound Responsibilities</i></u></p> <ul style="list-style-type: none"> • Perform ultrasound examinations in accordance with Medical Imaging Department protocols, or in the alternative those protocols published by the Australian Society for Ultrasound in Medicine (ASUM). • Perform examinations of the highest possible quality to answer the clinical question, showing due consideration to the needs, abilities and limitations of the patient. • Provide a high-quality service to all internal and external consumers that aligns with the organisational values and is in line with best practice and ensures a level of patient care so that the patient's comfort, dignity and safety are maintained at all times. • Operate within the scope of practice determined by the requirements of this role, professional qualifications, experience and credentialing. • Work with the Radiology Manager and Medical Imaging staff to coordinate and prioritise bookings to maximize the efficiency of resources, ensure safe work practices and optimal patient flow to enable the best patient experience of both inpatients and outpatients. • Foster an environment of excellence and team work. • Ensure that each examination is completed properly and that results and all findings are recorded with detail and accuracy on Ultrasound examination report worksheets, scanned into PACS and transmitted to Radiologist for reporting in a timely manner complying with professional and legal requirements. • Adhere to the organisational patient identification policies and protocols. • Comply with professional body and organisational Codes of Conduct. • Ensure that imaging equipment is used in an appropriate manner at all times. • Participate in shift and on call rosters if operationally required. • Punctuality during rostered hours and accountability for claimed recall events and overtime. • Provide positive leadership to other imaging staff in terms of workflow management, and ensure that meal /tea breaks are taken appropriately. • Continually upgrade knowledge for personal and professional development. Keep up-to-date with modern trends, techniques and

	<p>practices in the field of Sonographic imaging.</p> <ul style="list-style-type: none"> • It is each employee's own responsibility to meet the Continual Professional Development (CPD) requirements set by governing, regulatory and professional bodies. • When requested, assist other hospital staff on matters relating to radiology reports and medical images. • Participate and assist in departmental on-going education programmes and presenting to staff from within the department and other Health Service staff. • Attend schedules staff meetings and perform any other relevant duties as requested by the Radiology Manager or his/her appointee. • 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. <p>Grade 4</p> <p>In addition to undertaking or having the ability to undertake the Grade 3 responsibilities a Grade 4 sonographer will:</p> <ul style="list-style-type: none"> • Facilitate, manage and coordinate the supervision of trainee sonographers in consultation with the Radiology Manager. • In consultation with the Radiology Manager, coordinate the clinical teaching and education for staff, both qualified and trainees. • Provide positive mentoring of qualified and trainee sonographers, assisting with the management of workflow and examinations as necessary. <p><u><i>Radiography Responsibilities (if dual qualified Radiographer/Sonographer)</i></u></p> <ul style="list-style-type: none"> • Undertake radiological imaging examinations including general x-ray, and other modality imaging as requested by the Radiology Manager, their deputy or shift supervisor. • Perform examinations in accordance with standard radiographic practice, departmental policy and the Guidelines for Professional Conduct for Radiographers of the Australian Society of Medical Imaging and Radiation Therapy and/or MRPB Victoria and/or AHPRA. • Consistent with examination requirements, afford radiation protection to patients by all appropriate means. • Ensure that imaging equipment is used in an appropriate manner at all times. • Provide a positive role model and ensure that rooms and equipment and kept neat, tidy and clean complying with the Health Service's Infection Control Policy and Protocol.
<p>Key Selection Criteria:</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Completion of an Australian Sonographer Accreditation Registry accredited post graduate degree in Medical Ultrasound (or equivalent). • Unencumbered Registration with the Australian Sonographer Accreditation Registry (ASAR). • Demonstrated experience as a sonographer with extensive knowledge of techniques and protocols in examinations including, but not limited to the abdomen, superficial parts, musculoskeletal system, obstetrics,

	<p>gynecology and vascular structures.</p> <ul style="list-style-type: none"> • Demonstrated excellent communications skills, both written and oral, with proven ability to interact and communicate with a diverse range of people at all levels. • Driver's License. • Excellent verbal and written communication skills. • Ability to work independently as well as in a team environment. • Demonstrated computer literacy and familiarity with RIS/PACS. • Current National Police Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses. <p>Desirable:</p> <ul style="list-style-type: none"> • A completed degree or award in Medical Imaging Science (or equivalent). • Current, unencumbered Registration with the Australian Health Practitioner Regulation Agency. • A current, unencumbered, Radiation Use License issued by the Victorian Department of Health. • Previous Sonography tutoring experience. • CT and or Mammography experience. • Excellent verbal and written communication skills. • Ability to work independently as well as in a team environment. • Demonstrated computer skills and familiarity with RIS/PACS. • Understanding of OH&S and Infection Control. • A commitment to Continuing Professional Development (CPD) and other Quality Assurance (QA) activities. • Possess a positive attitude and sound work ethic towards the daily tasks required. • Promotes a culture of co-operation and teamwork within the Radiology Department, and between other departments. • Basic Life Support (BLS) qualification.
Salary/Award:	Allied Health Professionals (Victorian Public Sector) (Single interest employers) Enterprise Agreement 2021-2026.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • 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. • All staff will participate in quality improvement activities aimed at

	<p>improving patient outcomes and maintaining accreditation standards.</p> <ul style="list-style-type: none"> It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>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 participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<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>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> Take reasonable care for your safety and the safety of others while at work. Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. Complete all Mandatory training requirements as identified and directed. Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
Review:	<p>Completion of My Work Plan on a yearly basis.</p>

Previous Revision dates:	
Current:	October 2023
Managers Name:	Natalie Barnes
Managers Signature:	
Employees Name:	
Employees Signature:	



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

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 subject to:

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

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585