

**The Newcastle upon Tyne Hospitals NHS Foundation Trust****Job Description****1 Job Details**

Job title	Obstetric Clinical Lead Sonographer
Pay band	8a
Directorate	Women's Services
Dept Base	Obstetric Ultrasound
Hospital site	RVI

**Essential Requirements**

- Registered Midwife with the NMC or Registered Radiographer with the HCPC.
- BSc (Hons) Diagnostic Radiography or BSc (Hons) Midwifery (or equivalent)
- Master's degree or working towards, i.e., established pathway and able to provide evidence of academic achievement at this level.
- Post Graduate qualification in Medical Ultrasound with extensive post graduate clinical experience in Obstetric Ultrasound at Band 7 level.
- Experience in all Obstetric Ultrasound scanning including transvaginal, Doppler and Nuchal translucency.
- Proven leadership and interpersonal/communication skills with evidence of participation in change management and practice development.
- Effective organisational and time management skills
- Knowledge of trust policies, professional issues and radiation protection regulations (IRM (E) R).
- Extensive knowledge of guidelines relating to clinical specialist area.
- Committed to the improvement of patient care with a dynamic and flexible approach to care delivery.
- Good IT skills
- Teaching and assessing qualification with experience of training staff.
- Evidence of ongoing continuous professional development (CPD)

**Desirable Requirements**

- MSc or Post Graduate Diploma (Pg. Dip) in Medical Ultrasound
- Proven management skills / experience or postgraduate management qualification.
- Previous experience in managing complex sonography equipment i.e., in scheduling routine service, involved in replacement and procurement.

**2 Job Purpose**

- Trust wide responsible for delivery of an effective and efficient high quality obstetric ultrasound service and patient care that meets the needs of patients and referrers. Provides highly specialist knowledge and care to patients, referring clinicians and team members.

- Acts as the lead radiographer sonographer/midwife sonographer in the obstetric ultrasound department, setting and maintaining standards, managing and providing direction to the staff and expert advice on specialist equipment to the directorate, as well as advice to users, patients, colleagues etc.
- To perform and independently report obstetric ultrasound scans.
- Liaise with the wider Trust, NENC LMNS Foetal Medicine and other Regional / National bodies as necessary for ultrasound strategy, planning and development.
- Co-ordinate service requirements that arise from our role as the NENC Foetal medicine centre.

### **3 Dimensions**

- Ensure effective operational management and service delivery to meet performance targets and quality standards set by the Trust and the Directorate. Providing obstetric sonography services at local, regional and supra regional levels.
- Referrals are accepted from: other hospitals, Trust clinicians and health care professionals, local GPs, private and category II. referrals, community health care professionals as necessary.
- Suitable post for an experienced sonographer who has demonstrated a high level of clinical achievement and wishes to develop a managerial role, influencing standards of care and staff development. The post holder has responsibility for efficient use of resources (staff & equipment) in the ultrasound department.
- Authorised signatory (level 1) for consumable expenditure.
- Operational responsibilities for Band 6 & 7 Midwife sonographers and radiographers sonographers on Obstetric Ultrasound, working in the Directorate on a daily basis. Also responsible for the safety of all personnel (domestic, maintenance, medical staff, visitors etc). As a member of the Maternity senior team the post holder will be expected to oversee staff outside their own team in the absence of the other senior staff.
- Required to support the Antenatal Services Manager and Matron in general administrative tasks to ensure the smooth operational function of the Obstetric Ultrasound Department.
- Responsible for the training and supervision of Sonographers and registrars within the specialist area.
- Accountable for own professional actions.
- The post holder will participate in the clinical supervisor scheme for academic students undertaking the PG Cert/ DIP in Medical Ultrasound and RCOG components of Obstetrics and Gynaecology certification to practice medical ultrasound. They will also be responsible for any persons gaining work experience and other health care professionals who attend for specialist training.

### **4 Organisational arrangements**

**Reports to:** Antenatal Services Matron

**Professionally accountable to:** Antenatal Services Matron

**Staff Responsible for:** Midwife Sonographers/Radiographer Sonographers

## **5 Knowledge Training and Experience**

- See person Specification.

## **6 Skills**

### **Communication and Relationships**

- Liaise with clinical and non-clinical multidisciplinary colleagues in maternity services, including screening coordinators, midwives, clerical, foetal medicine and service managers.
- To explore and implement methods of improving communication and ensure effective service provision to the benefit of the patient. Act as the focal point for communication for the Obstetric Ultrasound Department.
- Effectively and clearly explain highly complex and often highly sensitive procedures, findings and outcomes to patients using appropriate language.
- Develop external networks with peer to share good practice.
- Member of the strategic imaging group for ultrasound, influencing patient care and supporting evidence-based practice.
- As lead sonographer provide specialist information on ultrasound to colleagues within Obstetric Ultrasound and to clinicians and others, attending and contributing to MDT meetings.
- Encourage and promote team working amongst all staff by holding regular meetings.
- Communicate and cascade all new developments to the team and act as lead trainer.
- Be able to relay highly complex technical information regarding equipment malfunction to appropriate engineers.
- Be able to communicate highly complex and specialist information to patients, their friends and relatives even when they may be aggressive or abusive and overcome barriers to understanding e.g., non-English speakers, people with learning difficulties etc.
- Provide regular reports to the Matron on developments in obstetric ultrasound.
- Provide information on staff training requirements.
- Close liaison with A&C staff to coordinate an efficient appointment system, in line with Trust targets.

### **Analytical and Judgmental Skills required for the post**

- To remain clinically up to date with all aspects of obstetric ultrasound including the appropriate application and clinical pathways for ultrasound within a tertiary foetal medicine setting.
- To have sufficient statistical and analytical knowledge to interrogate and analyse the clinical data produced.
- The ability to judge when an ultrasound report needs to be expedited i.e., when the findings are considered to require urgent attention and referral for Obstetric review or Foetal Medicine Services.
- Responsible for dealing with accident/ incidents within area of responsibility and determining any immediate remedial action.
- Evaluating complex reports from medical physics and ultrasound equipment manufactures and taking appropriate action to ensure that all equipment is fit for purpose and safe to use.

- Assess risk to patients and staff from a variety of sources and take appropriate action.
- Involvement in procurement and ultrasound equipment replacement.
- Assess staff training needs in areas of responsibility.
- Able to assess the clinical skills of staff on complex equipment to ensure they are safe to practice.
- Monitor standards of ultrasound imaging of sonographers and implement changes where necessary.

**Planning and Organisational skills required for the post**

- Provide management and clinical commitment to the ultrasound service.
- Responsible for planning unit workload, including access for patients who may be infectious, disabled or those with complex needs.
- To optimise patient access to the ultrasound service via effective appointment system/reporting system, flexible working, unsupervised radiological lists etc and monitor waiting lists, working with the antenatal office manager and appointments staff.
- Ensure that complex specialised equipment is ready and safe to use for clinical sessions.
- Able to respond appropriately to unexpected events and operational issues in order to maintain service delivery i.e., equipment breakdown, patient wishing to complain etc.
- Plan regular training periods with as little disruption as possible to clinical service.
- Implement and monitor an effective stock control system and ensure availability of consumables used in the unit 24 hours a day, 7 days a week.
- Propose and manage the introduction of new services and ultrasound equipment, developing new service guidelines as required.

**Physical dexterity skill requirements**

- High level of manual dexterity and hand to eye co-ordination is required continuously and repetitively during manipulation of ultrasound probe to optimise demonstration of pathology and normal structures whilst constantly changing equipment settings.
- Occasionally required to manoeuvre and use mobile ultrasound equipment in other areas of the hospital, working in confined and/or sterile areas.
- Keyboard and mouse skills to in-put patient demographics, digital image acquisition and manipulation prior to storage on viewpoint and any other relevant maternity systems.
- Keyboard and mouse skills for complex equipment software programmes
- Keyboard and mouse skills to be able to reconstruct raw data into diagnostic 3D images.

**7 Key result areas****Patient / Client care**

- Maintain responsibility for the delivery and quality of the imaging service and patient care provided in the area of responsibility.
- Provide a highly specialist technical service by undertaking highest quality ultrasound scans and diagnostic reports. Expand the given medical history by direct discussion with the patient using focussed questions. Explain why the test is being requested and performed including risk/benefit and limitations.

- Ensure that the patient environment is clean and safe, and that patient confidentiality, security, dignity and respect are central to patient experience as per respective Trust policies.
- Ensure that staff are aware of patients' rights, ensuring confidentiality, privacy, data protection, safety and security and foster equality and diversity within the workplace.
- To use appropriate counselling skills when dealing with sensitive issues e.g., foetal demise or abnormality.
- Ensure staff are aware of the patient's needs before, during and after imaging and interventional procedures, many of which are very demanding for the patient.
- Ensure appropriate patient preparation before appointment and prior to scan.
- Ensure that all staff are properly trained, competent and able to use highly specialised and complex equipment safely.
- Ensure that patients are aware of the source and timeliness of their results.
- Required to be aware of and participate in current technological advances, evidence-based practice and development of patient care.

### **Policy and Service Development**

- Influence and facilitate the development of imaging services within the unit, department and directorate. Prepare draft protocols and policies where appropriate.
- Implement Trust, directorate and departmental policies, procedures, protocols within the area of responsibility.
- Lead and support the development of best ultrasound practice in area of responsibility.
- Ensure QA programmes for ultrasound imaging equipment are performed regularly in line with departmental policies.
- Member of panel for the selection of new equipment in ultrasound, assessing the potential for service development and ensuring timely replacement of out of date / clinically unsatisfactory equipment.
- Member of departmental groups, directly influencing policy and service development across the Trust
- Contribute to broader Trust developments in clinical and professional areas e.g., specialist input into new developments.

### **Financial and Physical Resources**

- Maintain continuing responsibility for the management of radiology resources within area of responsibility; to include the coordination of U/S equipment evaluation and replacement for the Directorate.
- As an authorised signatory (level 1), participate in budgetary control and ensure effective use of resources within area of responsibility.
- Support the Antenatal Services Matron in the annual budget setting process identifying cost pressure, cost improvements and any income forecasts in area of responsibility.
- Take responsibility for safe use of highly specialised, complex ultrasound equipment by ensuring that staff are appropriately trained, and that equipment is well maintained. (NHSLA)
- Take responsibility to identify potential areas of risk and take appropriate action to minimise the risk. Report and liaise with the Matron and Women's Services Risk and Governance Team regarding the effective management of clinical risk.
- To lead resource planning for the Ultrasound service going forward.

**Human Resources**

- Responsible as line manager for staff in ultrasound on a daily basis and planning future rotas in conjunction with appropriate staff. Leading the recruitment & selection of staff for the Obstetric Ultrasound service.
- Apply Trust / directorate policies and procedures in relation to sickness and absence management and disciplinary issues within area of responsibility, reporting to the Antenatal Service Matron.
- Responsible for regular staff appraisals /performance, development of objective setting for staff and promoting team working within area of responsibility.
- Encourage best practice and identifying any staff training needs, to include the development of educational resources.
- Ensure compliance with statutory requirements e.g., Health & Safety at Work Act, COSHH, Data Protection and Caldicott Principles, Ionising Radiation (Medical Exposure) regulations.
- Ensure appropriate supervision of staff, students and other visitors to the clinical speciality.
- Ensure provision of ergonomically appropriate equipment and staff awareness of work-related upper limb disorders and back problems.
- Lead the development and delivery of ongoing training and education to ensure the educational needs of sonography staff and students are met within obstetric ultrasound.
- Give advice to other health care professionals, including medical staff, regarding ultrasound techniques and their suitability for imaging in particular obstetric situations for individual patients.
- Promote lifelong learning and ensure personal professional development of self and others. Acting as a mentor when required.
- Identify, encourage and support opportunities for staff development within the unit.
- Evidence of ongoing CPD.
- Provide leadership, clinical expertise and act as a role model to the ultrasound team, demonstrating high professional standards and expert patient care.
- Generate relationships with colleagues and other health care professionals, exchanging knowledge and promoting best practice.
- To motivate staff and foster team working within the service.
- Encourage junior staff to develop through preceptorship, training and appraisals.

**Information Resources**

- Responsible for Sonographer clinical reporting service.
- Generate and maintain systems of record keeping in line with Departmental/Trust or Department of health requirements, which may be written or electronic.
- Responsible for high standards of record keeping in area of responsibility e.g., service records, QA details in accordance with local rules, equipment faults, service records all of which ideally should be in a recognised electronic format which facilitate data analysis etc Microsoft Word/Excel.
- In collaboration with viewpoint and badgernet administrators ensure that IT systems relevant to work area are used correctly for processing, storing and retrieving images and patient data daily.
- Ensure area of responsibility is compliant with Data Protection Act and Caldicott Principles.
- Access educational web sites and make use of professional literature.

**Research and Development**

- Participate in and contribute towards departmental/unit audit, identifying priority areas for practice development and supporting directorate objectives in Clinical Governance. Where possible implement identified changes.
- Participate in MDT and directorate Clinical Governance meetings.
- To participate in or facilitate clinical trials requiring ultrasound imaging.
- Initiate and lead on audit in ultrasound.

**8 Freedom to act**

- Work within the Health and Care Professions Council 'Code of Professional Conduct' or the Nursing and Midwifery Council 'The Code', depending on professional registration.
- As lead specialist, work within broad occupational policies, procedures and guidelines, which govern practice at national and local level.
- Managing the Obstetric Ultrasound Department with minimal supervision.
- Daily required to work without supervision, taking professional decisions on patient care and utilising expertise to optimise image quality.
- Freedom to write a free text report on self-generated ultrasound images over a wide range of clinical indications, without direct medical supervision or counter signature.
- Freedom to refuse or suspend clinical examinations and procedures where requests are considered unjustified for ultrasound.
- Freedom to alter requested examination or extend the examination in order to enhance radiological / sonographic diagnosis.
- Freedom to withdraw equipment from service or suspend examinations and procedures if found to be inappropriate or dangerous.
- Exercise judgement to change the examination to suit the clinical/physical requirements of the patient.
- Freedom to investigate and actively manage accidents or incidents involving patients, staff or equipment.

*Clinical Governance*

- To participate in the Clinical Governance and Quality Assurance programmes with the Women's Services Directorate and Trust.
- Ensure compliance with departmental systems and processes in line with Trust policies and procedures e.g., complaints and incidents.

**9 Effort & Environment****Physical**

- Occasionally required to assist, pat-slide and hoist patients, when necessary, in accordance with moving and handling guidelines.
- Occasionally transport patients around the department using chairs, trolleys and beds.
- Occasionally move ultrasound equipment around the hospital to e.g., from the department to clinic and ward areas
- Long periods of sitting at a VDU in a semi darkened room, maintaining often-awkward postures with a high risk for work related upper limb disorder (WRULD) and back problems.

**Mental**

- Ability to concentrate on both patients' condition and image acquisition (VDU) throughout scanning procedure.
- Continually required to listen carefully to patient's answers in order to enhance the given clinical information.
- Have the ability to deal with an unpredictable workload and handle situations as they arise (often under pressure) returning to the original task in hand.
- The ability to multitask and use several different computer-based systems simultaneously e.g., viewpoint, badgernet and ultrasound.
- The ability to exercise diplomacy in responding to situations that may cross traditional professional borders.
- May be required to manage conflicting situations and demands from clinical teams competing for priority.

**Emotional**

- May be required to manage conflicting situations and demands from clinical teams competing for priority.
- Deal with distressed, emotional and anxious patients e.g. in circumstances where an abnormality or fetal demise is identified.
- Disclosure of scan results to patients within an agreed protocol, which may involve unwelcome/unexpected results.
- Perform scans with relatives present, particularly children, with associated anxiety and expectations.
- Ability to deal with confidential staff issues professional and personal.
- Able to deal with patient and staff complaints.

**Working conditions**

- Follow Trust policies, protocols and guidelines to minimise risk from daily exposure to infectious diseases such as MRSA and hepatitis, and frequent exposure to body fluids, faeces, urine, infectious material, vomit etc.
- Potential exposure to physical and verbal abuse from patients or patient's relatives.
- Working for long periods in a darkened room with no access to daylight or fresh air.
- To be able to work an extended day in line with NHS T&C.

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**Signed:** .....  
(Post holder)

**Date:** .....

**Signed:** .....  
(Directorate Manager or equivalent)

**Date:** .....

## The Newcastle upon Tyne Hospitals NHS Foundation Trust

## Person Specification

JOB TITLE: Obstetric Clinical Lead Sonographer

BAND: 8a

DIRECTORATE: Women's Services

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>Registered Midwife with the NMC or Registered Radiographer with the HCPC.</li> <li>BSc (Hons) Diagnostic Radiography or BSc (Hons) Midwifery (or equivalent)</li> <li>Master's degree or working towards, i.e., established pathway and able to provide evidence of academic achievement at this level.</li> <li>Post Graduate qualification in Medical Ultrasound with extensive post graduate clinical experience in Obstetric Ultrasound at Band 7 level.</li> <li>Teaching and assessing qualification with experience of training staff.</li> <li>Evidence of ongoing continuous professional development (CPD)</li> </ul>	<ul style="list-style-type: none"> <li>MSc or Post Graduate Diploma (Pg. Dip) in Medical Ultrasound</li> </ul>	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience in all Obstetric Ultrasound scanning including transvaginal, Doppler and Nuchal translucency.</li> <li>Proven leadership and interpersonal/communication skills with evidence of participation in change management and practice development.</li> <li>Knowledge of trust policies, professional issues and radiation protection regulations (IRM (E) R).</li> <li>Extensive knowledge of guidelines relating to clinical specialist area.</li> <li>Committed to the improvement of patient care with a dynamic and flexible approach to care delivery.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in managing complex sonography equipment i.e., in scheduling routine service, involved in replacement and procurement.</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Effective organisational and time management skills</li> <li>Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>Proven management skills / experience or postgraduate management qualification.</li> </ul>	
<b>Values / Behavioural / Attitudes</b>			
<b>Core Behaviours</b>	<ul style="list-style-type: none"> <li>Alignment to Trust Values and Core Behaviours</li> <li>Take personal responsibility to: <ul style="list-style-type: none"> <li>engage with the Trust's Climate Emergency Strategy and Sustainable Healthcare in Newcastle (SHINE) initiatives.</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"><li>○ assist in embedding our sustainability values into everyday practice; and</li><li>○ help ensure such practice is applied consistently by you and your colleagues</li></ul>		
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**CANDIDATE:**

**REFERENCE NO:**

**SIGNED BY:**

**DATE:**

**DESIGNATION:**