

## Position Description

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<b>Position</b>	<b>Sonographer</b>
<b>Team / Service</b>	Radiology Services and Perinatal Ultrasound Unit
<b>Directorate</b>	Hospital Flow and Surgery, Women and Children's
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Unit Charge Sonographer
<b>Children's Act 2014</b>	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	Wellington Hospital

## Te Whatu Ora

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The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Context

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Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

## Te Tiriti o Waitangi and Māori Health Outcomes

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Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

**Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

**Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

**Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

**Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

## The Vision, Mission and Values from our District

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We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

### Hutt Valley

#### Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

#### Mission

Working together for health and wellbeing.

#### Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

### Capital and Coast

#### Vision

Keeping our community healthy and well

#### Mission

Together, Improve the Health and Independence of the People of the District

#### Value

Manaakitanga – Respect, caring, kindness  
Kotahitanga – Connection, unity, equity  
Rangatiratanga – Autonomy, integrity, excellence

## District Responsibility

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The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

## Team/Service Perspective

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The Directorate of Hospital Operations provides support and clinical support services throughout the hospital. This includes Radiology services at Wellington Regional Hospital and Kenepuru Hospital. Other hospital support services include patient administration services, facilities and clinical engineering services, security orderly services, fleet management, transport fleet management services and oversight of food, cleaning and waste management.

Radiology provides a wide range of diagnostic and interventional imaging for CCHV and adjacent regions, including Angiography, CT, Fluoroscopy, Mammography, MRI, Nuclear Medicine, Ultrasound and General Radiography. The service is multi-disciplinary, employing Radiologists, Nurses,

Administration Support Staff, Medical Radiation Technologists (MRTs) and Sonographers. The Radiology department is a training institution for Radiology Registrars, MRTs and Sonographers.

The multidisciplinary team in Women’s Health Service is dedicated to ensuring excellence in obstetric and gynaecological care. The service provides an integrated mix of inpatient/outpatient/day patient and domiciliary services. Services are delivered in Wellington and Kenepuru hospitals, Kapiti Health Centre, out-reach clinics and domiciliary midwifery services.

The Women’s Health Service comprises of inpatient cots/beds resourced for 62 women and up to approximately 30 babies. In addition there are 15 delivery beds spread across three facilities. There are two inpatient wards at Wellington, one mixed gynaecology and postnatal, the other antenatal and postnatal, as well as postnatal beds at Kenepuru and Kapiti. Ambulatory services include a comprehensive diagnostic and interventional ultrasound service to support our tertiary Maternal Fetal Medicine service, Women’s Health Acute Assessment service and a wide range of outpatient obstetric and gynaecological services. There is a regional counselling and termination of pregnancy service.

## Purpose of the role

To provide efficient and high quality patient focussed imaging for CCHV Radiology and Perinatal Ultrasound services. To support the ongoing training of Sonographers and be an active participant in educational activities that support continuing professional development for the team.

Sonographers in this role enjoy working across both the Radiology and Women’s Health services, and interacting with a wide variety of health professionals and hospital departments. With a suite of new ultrasound machines, Sonographers enjoy producing high quality imaging which informs patient management and results in a high level of patient care. Upskilling is available in Maternal Fetal Medicine, Vascular and Musculoskeletal ultrasound for the right candidate.

If you enjoy learning new things, and would like to be on the frontline of acute, tertiary-level ultrasound, then this role is for you.

## Key Accountabilities

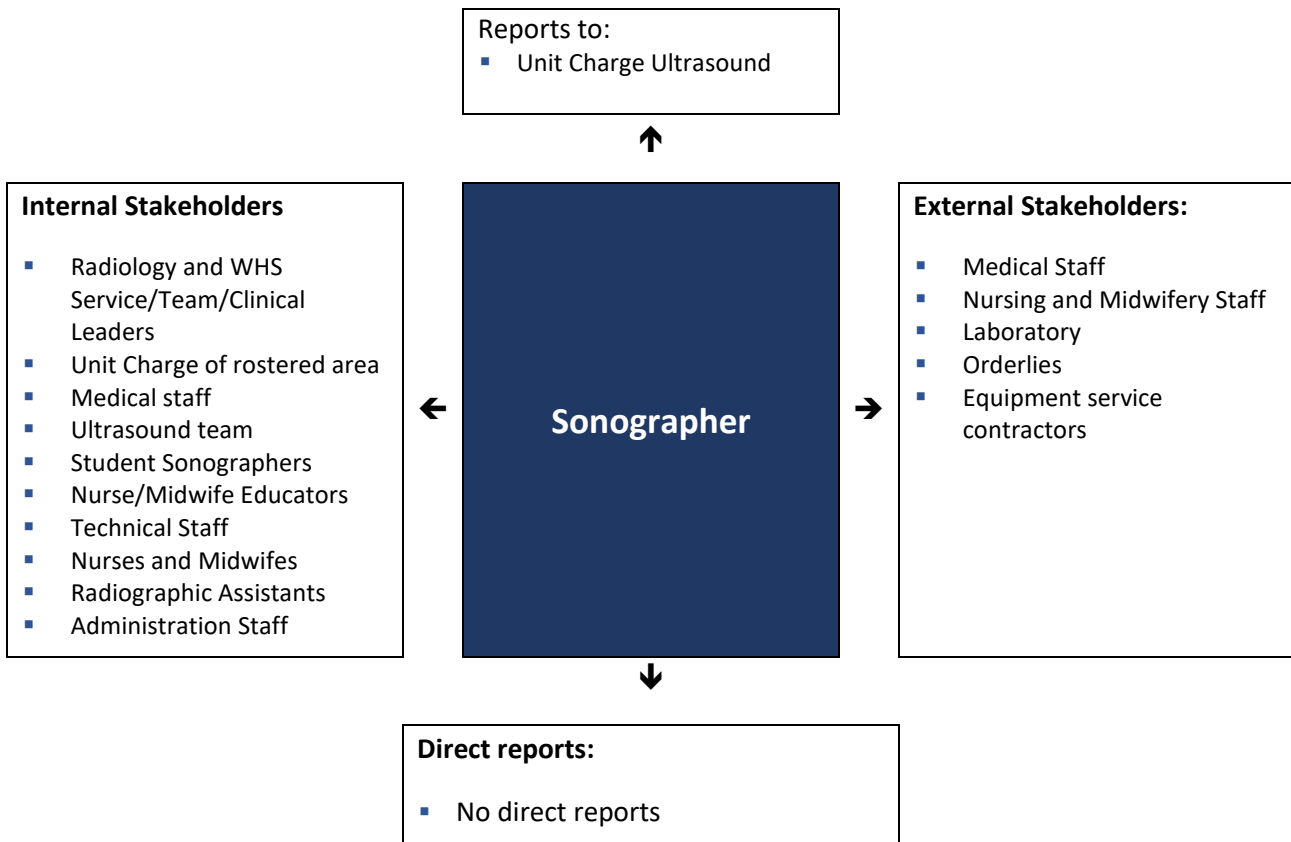
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Provide high quality diagnostic images and preliminary reports	<ul style="list-style-type: none"> <li>▪ Produce diagnostic imaging of acceptable quality</li> <li>▪ Produce preliminary reports for Radiologists/Maternal Fetal Medicine Specialists</li> <li>▪ Perform imaging in a timely fashion</li> <li>▪ Assist clinicians to perform interventional procedures with ultrasound guidance</li> <li>▪ Record required procedural information in the Radiology Information System/Viewpoint Database</li> </ul>
2. Staff Communication	<ul style="list-style-type: none"> <li>▪ Must communicate with CCHV staff according to the Code of Conduct</li> </ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>▪ Liaison between CCHV staff and Radiology staff is maintained</li> <li>▪ Liaison between Radiology Management and direct reports is maintained</li> <li>▪ Liaison between Ultrasound staff and Radiology/Women’s Health Administration staff is maintained</li> </ul>
3. Patient care	<ul style="list-style-type: none"> <li>▪ Ensure that the Ultrasound service delivers care to the patient that meets standards required by Health and Disability Code of Patient Rights and other relevant legislation</li> </ul>
4. Equipment and supplies	<ul style="list-style-type: none"> <li>▪ Assist with maintaining equipment and supplies required within the service</li> <li>▪ Follow equipment fault reporting process</li> <li>▪ Participate in equipment quality assurance activities</li> <li>▪ Ability to identify areas of knowledge gaps with regards to equipment functionality</li> </ul>
5. Professionalism	<ul style="list-style-type: none"> <li>▪ Complies with responsibilities under the Health Practitioners Competency Assurance Act 2003</li> <li>▪ Complies with MRTB code of Ethics</li> <li>▪ Knowledge and compliance with all governing legislation</li> <li>▪ Continuing professional development opportunities are maximised for Sonographers</li> <li>▪ Leads Performance appraisal process</li> <li>▪ Foster a collaborative approach to service delivery</li> </ul>
6. Quality and Risk	<ul style="list-style-type: none"> <li>▪ Participate in Reportable event process</li> <li>▪ Participate in service quality improvement initiatives</li> <li>▪ Participate in Service audits</li> </ul>
7. Student Training	<ul style="list-style-type: none"> <li>▪ Actively involved in student training</li> <li>▪ Ensures appropriate supervision of students</li> </ul>
8. Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to</li> <li>▪ Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance</li> <li>▪ Cultural competence is grown across the team, supporting inclusion and partnership.</li> </ul>
9. Health & Safety	<ul style="list-style-type: none"> <li>▪ Ensure all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature</li> <li>▪ Actively support and ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply.</li> <li>▪ Maintain a proactive culture of Health &amp; Safety supported by systems.</li> <li>▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities</li> </ul>



## Key Relationships & Authorities



## Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
<b>Strategic Ability</b>	<ul style="list-style-type: none"> <li>▪ Sees ahead clearly</li> <li>▪ Can anticipate future consequences and trends accurately</li> <li>▪ Has broad knowledge and perspective</li> <li>▪ Is future oriented</li> <li>▪ Can articulately paint credible pictures and visions of possibilities and likelihoods</li> <li>▪ Can create competitive and breakthrough strategies and plans</li> </ul>
<b>Directing Others</b>	<ul style="list-style-type: none"> <li>• Is good at establishing clear directions</li> <li>• Sets stretching objectives</li> <li>• Distributes the workload appropriately</li> <li>• Lays out work in a well-planned and organised manner</li> <li>• Maintains two-way dialogue with others on work and results</li> <li>• Brings out the best in people</li> <li>▪ Is a clear communicator</li> </ul>

Competency	Behaviours
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>▪ Is dedicated to meeting the expectations and requirements of internal and external customers</li> <li>▪ Gets first-hand customer information and uses it for improvements in products and services</li> <li>▪ Acts with customers in mind</li> <li>▪ Establishes and maintains effective relationships with customers and gains their trust and respect</li> </ul>
<b>Total work systems</b>	<ul style="list-style-type: none"> <li>▪ Is dedicated to providing organisation or enterprise-wide common systems for designing and measuring work processes</li> <li>▪ Seeks to reduce variances in organisation processes</li> <li>▪ Delivers the highest quality products and services which meet the needs and requirements of internal and external customers</li> <li>▪ Is committed to continuous improvement through empowerment and management by data</li> <li>▪ Leverages technology to positively impact quality</li> <li>▪ Is willing to re-engineer processes from scratch</li> <li>▪ Is open to suggestions and experimentation</li> <li>▪ Creates a learning environment leading to the most efficient and effective work processes</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>▪ Probes all fruitful sources for answers</li> <li>▪ Can see hidden problems'</li> <li>▪ Is excellent at honest analysis</li> <li>▪ Looks beyond the obvious and doesn't stop at the first answer</li> </ul>
<b>Conflict Management</b>	<ul style="list-style-type: none"> <li>▪ Steps up to conflicts, seeing them as opportunities</li> <li>▪ Reads situations quickly</li> <li>▪ Good at focused listening</li> <li>▪ Can hammer out tough agreements and settle disputes equitably</li> <li>▪ Can find common ground and get cooperation</li> </ul>

## Experience and Capability

Essential qualifications, skills and experience

### A. Knowledge, Skills & Experience:

- Provides evidence based literature to influence care given through best practice
- Actively seeks debriefing following challenging situations
- Provides a forum for exploration, discussion and resolution of ethical issues arising in practice
- Maintains clinical standards
- Participates in development of best practice based on theory/research

### B. Essential Professional Qualifications / Accreditations / Registrations:

- Registration as a Sonographer with NZ Medical Radiation Technologists Board
- Current practising certificate.
- Has completed a post graduate qualification that is nationally recognised



**C. Someone well-suited to the role will place a high value on the following:**

- Provide training in response to the needs of individual colleagues and patients
- Provide support and mentoring
- Provides clinical teaching in the service to registrars, sonographers
- Ensures opportunities for reflective practice
- Commitment to the principles of the Treaty of Waitangi

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**Ma tini, ma mano, ka rapa te whai**  
**By joining together we will succeed**

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.