

Position Description

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

Te Whatu Ora

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

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

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

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

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

The Directorate of Hospital Flow provides support and clinical support services throughout the hospital. The clinical support includes Radiology and Pharmaceutical services. 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.

The Radiology service is multi-disciplinary, employing Radiologists, Nurses, Administration Support Staff and Medical Imaging Technologists and is a training institution for Radiology Registrar's, MITs 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 community services. Services are delivered in Wellington and Kenepuru hospitals, Kapiti Health Centre, out-reach clinics and in the community.

We provide primary, secondary, tertiary and regional maternity services. Birthing numbers are around 3,600 annually and represent 6.2 % of the national total. There are 15 delivery beds spread across three facilities. There are two inpatient wards at Wellington, one is gynaecology, and the other is antenatal and postnatal, as well as postnatal beds at Kenepuru and Kapiti.

There is a regional counselling and termination of pregnancy service.

Our maternal Fetal medicine unit (MFM) at Wellington is part of the New Zealand MFM network and provides nationwide care in high risk obstetric and Fetal medicine, in conjunction with Christchurch and Auckland. A comprehensive diagnostic and interventional ultrasound service sits within our tertiary Maternal Fetal Medicine service and supports Women's Health Acute Assessment service and a wide range of outpatient obstetric and gynaecological services.

Purpose of the role

The Unit Charge Sonographer is an integral member of both the Radiology Services and Women's Health Service management teams

The teams are dedicated to the provision of an efficient and high quality patient focused Ultrasound imaging service at Capital and Coast.

Ultrasound services provided include abdominal, small parts, vascular, musculoskeletal, paediatric and gynaecology imaging for the Hospital Health Services. Peri-natal & gynaecology imaging are performed by Women's Health Perinatal Ultrasound Unit.

The Unit Charge Sonographer is the leader of the ultrasound team and as such will manage day to day operations, support and give direction to sonographers and student sonographers. The role also facilitates continuing professional development and student training programmes for Ultrasound Services.

This role is 0.5 FTE Radiology and reports to the Department Manager, Radiology and 0.5 FTE with Women's Health and reports to the Operations Manager, Women's Health. The role participates in service management activities to support the delivery of an efficient and high quality service.

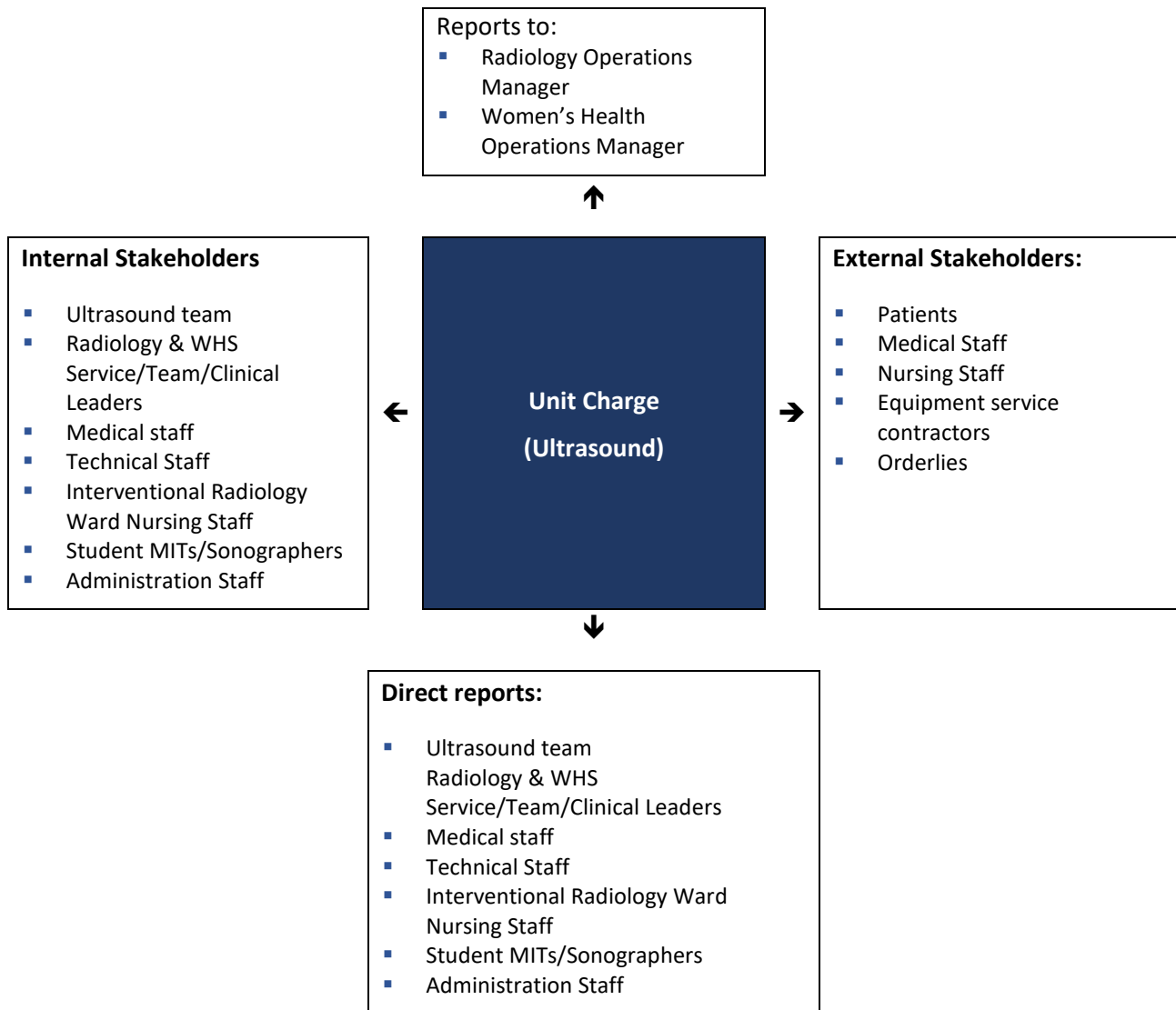
Key Accountabilities

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	<ul style="list-style-type: none"> ▪ Produce diagnostic imaging of acceptable quality ▪ Imaging protocols are current and reflect practice developments ▪ Produce preliminary reports for Radiologists/Maternal Fetal Medicine Specialists ▪ Perform imaging in a timely fashion ▪ Assist clinicians to perform interventional procedures with ultrasound guidance ▪ Record required procedural information in the Radiology Information System/Viewpoint Database
2. Management of service	<ul style="list-style-type: none"> ▪ Ensure all Ultrasound staff meet key accountabilities defined in their Role Description ▪ New staff are appropriately orientated to area ▪ Resources are managed cost effectively ▪ Management reports are produced ▪ Service and Modality meetings
3. Staff Communication	<ul style="list-style-type: none"> ▪ Must communicate with CC staff according to the Code of Conduct ▪ Liaison between CC staff and Radiology staff is maintained ▪ Liaison between Radiology Management and direct reports is maintained ▪ Liaison between Ultrasound staff and Radiology/Women's Health Administration staff is maintained
4. Patient care	<ul style="list-style-type: none"> ▪ Deliver care to the patient that meets standards required by Health and Disability Code of Patient Rights and other relevant legislation
5. Equipment and supplies	<ul style="list-style-type: none"> ▪ Ensure Equipment Quality Assurance, maintenance schedules and fault reporting processes are implemented and documented ▪ Manage supplies effectively
6. Professionalism	<ul style="list-style-type: none"> ▪ Complies with responsibilities under the Health Practitioners Competency Assurance Act 2003 ▪ Complies with MRTB code of Ethics ▪ Knowledge and compliance with all governing legislation ▪ Leads Performance appraisal process for Sonographers ▪ Develops and maintains a level of knowledge of current professional practise and developments ▪ Full participation in department roster systems
7. Quality and Risk	<ul style="list-style-type: none"> ▪ Lead and participate in Reportable event process ▪ Lead and participate in service quality improvement initiatives ▪ Lead and participate in Service audits
8. Student Training	<ul style="list-style-type: none"> ▪ Actively involved in student training ▪ Ensures appropriate supervision of students
9. Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▪ Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to ▪ Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> ▪ Cultural competence is grown across the team, supporting inclusion and partnership.
10. Health & Safety	<ul style="list-style-type: none"> ▪ Complies with responsibilities under the Health & Safety in Employment Act 1992

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
Composure	<ul style="list-style-type: none"> ▪ Is calm under pressure ▪ Does not become defensive or irritated in challenging situations ▪ Is considered mature ▪ Can be counted on to hold things together during tough times ▪ Can handle stress ▪ Is not knocked off balance by the unexpected ▪ Doesn't show frustration when resisted or blocked ▪ Is a settling influence in a crisis
Motivating Others	<ul style="list-style-type: none"> ▪ Creates a climate in which people want to do their best ▪ Can assist to motivate other team members ▪ Delegates tasks and decisions appropriately ▪ Empowers others ▪ Invites input from each person and shares ownership and visibility ▪ Makes each individual feel his/her work is important ▪ Is someone people like working for
Teamwork	<ul style="list-style-type: none"> ▪ Develops constructive working relationships with other team members. ▪ Has a friendly manner and a positive sense of humour. ▪ Works cooperatively - willingly sharing knowledge and expertise with colleagues. ▪ Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments. ▪ Supports in word and action decisions that have been made by the team. ▪ Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community.
Communication	<ul style="list-style-type: none"> ▪ Practises active and attentive listening. ▪ Explains information and gives instructions in clear and simple terms. ▪ Willingly answers questions and concerns raised by others. ▪ Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged. ▪ Is confident and appropriately assertive in dealing with others. ▪ Deals effectively with conflict.
Cultural Skills	<ul style="list-style-type: none"> ▪ Words and actions show an understanding of the implications for one's work of Te Tiriti o Waitangi principles and Maori perspective as tangata whenua. ▪ Values and celebrates diversity - showing respect for other cultures and people's different needs and ways of living. ▪ Shows an awareness of gaps in, and a desire to increase, cultural knowledge and inter-cultural practice relevant to one's work. ▪ Accesses resources to make sure culturally appropriate and language appropriate services are provided. ▪ Draws on a client's own cultural resources and support frameworks

Competency	Behaviours
Customer Focus	<ul style="list-style-type: none"> ▪ Is dedicated to meeting the expectations and requirements of internal and external customers ▪ Gets first hand customer information and uses it for improvements in products and services ▪ Acts with customers in mind ▪ Establishes and maintains effective relationships with customers and gains their trust and respect

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Minimum 5 years clinical 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 the NZ Medical Radiation Technologists Board
- Current practising certificate.
- Has completed a graduate qualification that is nationally recognised

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

- Providing an efficient and high quality patient focused imaging service

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.