



WAIRARAPA DISTRICT HEALTH BOARD
Terms & Conditions

SONOGRAPHER
Imaging Services

Vacancy No: 0403

GENERAL

Applications are invited for the above position, which will be based at Wairarapa Hospital. The Wairarapa District Health Board has the role of planning and funding in addition to providing hospital and health services. Wairarapa District Health Board employs approximately 600 staff and manages \$110 million of health services funding.

JOB DESCRIPTION

As attached.

HOURS OF WORK

We have both short term and permanent vacancies are available. Actual hours will be negotiated with the successful applicants.

AGREEMENT COVERAGE

This position comes under the coverage of the APEX & District Health Boards Medical Radiation Technologists Collective Employment Agreement 2007 - 2009.

SALARY

Commencing salary will be negotiated, based on the appointee's knowledge, skills and qualifications. All salary and allowance payments will be made by direct credit to the bank account of the appointee's choice.

LEAVE

Leave shall be in accordance with the Holidays Act 2003, the Wairarapa District Health Boards Medical Radiation Technologists Multi Employer Collective Agreement (MRT) and Wairarapa District Health Boards Leave Policy.

ALTERATIONS

The Chief Executive reserves the right to negotiate changes to the conditions of appointment and job description as set out as circumstances may require.

NATURE AND TENURE OF APPOINTMENT

This appointment is governed by the conditions contained in this schedule, Wairarapa District Health Board policies and appropriate legislation. Acceptance of this position will be deemed to imply acceptance of all the various terms and conditions listed.

This appointment may be terminated by 4 weeks notice in writing by either party. In the event of the appointee being guilty of conduct unbecoming to the position; or unable to discharge their duties; or willfully neglecting to observe the terms of the agreement the appointment may be summarily terminated forthwith.

SMOKEFREE POLICY

The appointee must observe Wairarapa District Health Boards policy on no smoking in the workplace and in hospital vehicles.

TREATY OF WAITANGI AND EEO PRACTICES

The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices. Wairarapa District Health Board practices an equal opportunity programme.

MEDICAL EXAMINATION

The appointee may be required to undertake a medical examination, the appointment being dependent on a favourable report.

APPLICATIONS

Application forms and curriculum vitae will be received by **Human Resources, Wairarapa DHB, P.O. Box 96, Masterton.**

Referees reports obtained or provided are subject to Section 27(1)(c) of the Official Information Act 1982 and Section 29 (1) (b) of the Privacy Act 1993 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in Wairarapa District Health Board's appointment and review procedures.

CLOSING DATE: OPEN

For further information and an informal discussion once you have read the job description, please contact Kim Drysdale, Imaging Team Leader on 06 946-9800 ext 4810 or email kim.drysdale@wairarapa.dhb.org.nz

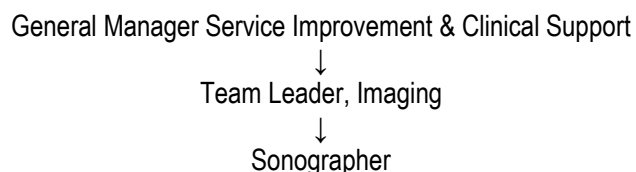
WAIRARAPA DISTRICT HEALTH BOARD (DHB)

POSITION DESCRIPTION

Updated: December 2010

Position:	Sonographer
Accountable to:	General Manager
Daily Reports To:	Imaging Services Team Leader or nominated deputy and through him/her to the Consultant Radiologist
Primary Function:	To lead the provision of ongoing efficient and effective Ultrasound services at Masterton Hospital
Radiology Services Background:	Wairarapa District Health Board provides a service for in-patients, outpatients and private patients. 34,000 patients are seen in the Imaging Department per year, of which approx. 4,000 are for ultrasound. There is a private surgical facility attached.
Values & Philosophy:	<p>The Wairarapa DHB is committed to being an excellent and caring provider of health and hospital services. Integral to achieving our vision, goals and objectives of the DHB is the values of the organisation. These are:</p> <p>Respect – whakamana tangata According respect, courtesy and support to all</p> <p>Integrity – mana tu Being inclusive, open, honest and ethical</p> <p>Self Determination – rangatiratanga Determining and taking responsibility for one actions</p> <p>Co-operation – whakawhanaungatanga Working collaboratively with other individuals and organisations</p> <p>Excellence – taumatatanga Striving for the highest standards in all that we do</p>
Treaty of Waitangi:	Wairarapa DHB is committed to the principles of the Treaty of Waitangi, particularly those of partnership, participation and pro-active protection, and recognises Tikanga Maori values as being the key to Maori outcomes that are appropriate, accessible and affordable. There is an expectation that the principles will be applied in a measured and reasonable manner.

Reporting Structure



KEY RELATIONSHIPS

- Sonographer
- Imaging Team Leader
- Consultant Radiologist
- Staff MRTs
- Nursing Staff
- Clerical Staff
- Medical Staff
- Other DHB Staff

KEY RESPONSIBILITIES

Ultrasound

- Perform a full range of ultrasound examination to a high standard in consultation with the Radiologists. Ultrasound examinations include general, obstetric, musculoskeletal, small parts and vascular.
- Assist with training and supervision of junior staff under the direction of the Team
- Review referrals, prioritise and allocate the departmental workload in consultation with the Team Leader, Imaging to strengthen the ultrasound as part of the wider Imaging service

Cleaning/supplies

- Ensure Ultrasound area and equipment are kept clean and tidy at all times and complying with Health and Safety regulations.

Resource management

- Report equipment faults or supply problems to Team Leader.
- Report workload or staffing issues to the Team Leader.

Quality

- Demonstrate a commitment to quality and continuous improvement. Participate in the department's quality programme to develop and review relevant procedures and practices to ensure the service complies with "best practice guidelines".
- All work conforms to the Quality Standards of the department.
- Standards are evaluated regularly.

Communication

- Communicate with staff and participate fully as a member of the department team.
- Develop effective communication with the Medical staff.
- Open channels of communication with all staff and significant others are maintained.
- Records are maintained accurately, are up to date and in accordance with Wairarapa District Health Board policies and requirements.

Ongoing Professional Development

- Attends appropriate meetings, team briefings and information sessions.

EXPECTED PERFORMANCE

- Have a commitment to ongoing training, and professional development.
- Use the visiting consultant Radiologists as a means of developing diagnostic skills.
- Participate in clinical supervision sessions as agreed with Team Leader.

Health and Safety

- Displays commitment through actively supporting all health and safety initiatives
- Ensures adequate safety standards on the job through consultation, training and supervision
- Ensures own and others safety at all times
- Complies with policies, procedures and safe systems of work
- Reports all incidents/accidents, including near misses, in a timely fashion
- Is involved in health and safety through participation and consultation
- Actively participates in the hazard management and identification process.
- Participation and consultation in OSH processes and issues
- Familiarise self with the requirements of the Approved Code of Practice for the Safe Use of Visual Display Units

Act within legal boundaries and Wairarapa District

- In accordance with the Health Practitioners Competence Assurance Act 2003 your appointment is subject to you demonstrating that you are registered with the Medical Radiation Technologists Board and that your scope of practice enables you to undertake the duties of the position to which you have been appointed.
- You must inform your Manager immediately upon notification from your registering body that your scope of practice has changed or of the suspension, cancellation or imposition of any conditions on your registration
- Provide appropriate information in accordance with the Privacy Act and other relevant legislation and Wairarapa District Health Board policy
- Ensure clinical practice is within appropriate legislation and Wairarapa District Health Board policy
- Practice and performance demonstrates knowledge and application of the principles of the Treaty of Waitangi

PERSON SPECIFICATION
Sonographer

Qualifications

- Registered or eligible for registration by the N.Z Medical Radiation Technologists Board to perform Ultrasound.

Skills & Expertise

- Minimum 6 months post basic experience since graduation.
- Must be able to work alone (unsupervised by radiologist), with others and under pressure
- Good communication skills, verbal and written
- Ability to mentor and provide training to other staff on sonography
- Ability to identify and solve problems
- Enjoy working as part of a team
- Be adaptable and able to take on board new technology and the ability to evaluate new equipment and take part in the selection process of new equipment.

Personal Attributes

- Mental and physical health status appropriate to the position
- Innovative and flexible with a calm manner
- Understanding of the principles of the Treaty of Waitangi and the ability to put them into practice in caring for patients
- Demonstrated sensitivity to different cultures and creeds

I here-by agree that the Responsibilities and Duties listed above are specially related to myself as the Sonographer, for the Wairarapa District Health Board.

Signed by:

Witness by:

Date:

Date: