

## **Job Title: Ultrasound Manager / Clinical Tutor**

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**Department:** Health & Community Services

**Section:** Surgical Care Group

**Reports to:** Superintendent Radiographer

**JE Ref:** HCS1264

**Grade:** CS13

**JE Date:** 22/11/2023

### **Job purpose**

To lead and develop the Ultrasound service across all areas of the Trust ensuring the service meets Radiology, Organisation and National standards; bringing innovative solutions and providing excellent patient care.

To lead in the planning, coordination and implementation of post-graduate sonography education in the Radiology Department. To include liaison with the higher education providers.

To work in conjunction with radiology colleagues and the MDT to provide a seamless and efficient service which will include a significant clinical element and training/supervision of junior staff and students.

### **Job specific outcomes**

1. Work within the senior management team in Radiology, providing professional support and supervision to the ultrasound staff; be responsible for staff appraisals, managing sickness/absence, capability, disciplinary and professional issues.
2. Lead and be responsible for a variety of operational projects as delegated by the Superintendent Radiographer including capital equipment replacement, from the development of the business case and procurement strategy to delivery and implementation, with expenditure up to £100,000.
3. Implement and facilitate career development activity by providing leadership, supervision and training to sonographers who support undergraduate students. Co-ordinate and encourage CPD activity for all ultrasound staff.
4. Implement a clinical supervision programme for post-graduate students and/or apprentices undertaking sonography qualifications. Ensure adequate documentation is completed for all educational activity.
5. Ensure the department is kept up to date with developments and advances in ultrasound, and propose and implement changes to clinical practices in consultation with the Radiologist Clinical Lead for ultrasound to ensure best practice. Actively participate with national professional forums (BMUS, SOR). Participate in research and audit relevant to the post, initiating service improvement and delivery.
6. Review and analyse radiology statistical data relating to ultrasound and the development of reports as required for audit within the department and the wider organisation.

7. Implement equipment quality assurance programmes, and ensure that they are performed and documented in accordance with the manufacturer’s guidance.
8. Develop and implement policies, procedures, guidelines and undertake risk assessments. Investigate and act on complaints and untoward incidents (Datix).
9. Exhibit highly developed specialist knowledge to perform and report on highly complex ultrasound examinations. Coordinate and participate in the on-call service.
10. Maintain all relevant records in the required format and on time. Operate information and communication systems to ensure the integrity of information stored on all databases. Review and evaluate UK and Jersey Government legislation, policies and procedures.

**Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.  
 This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

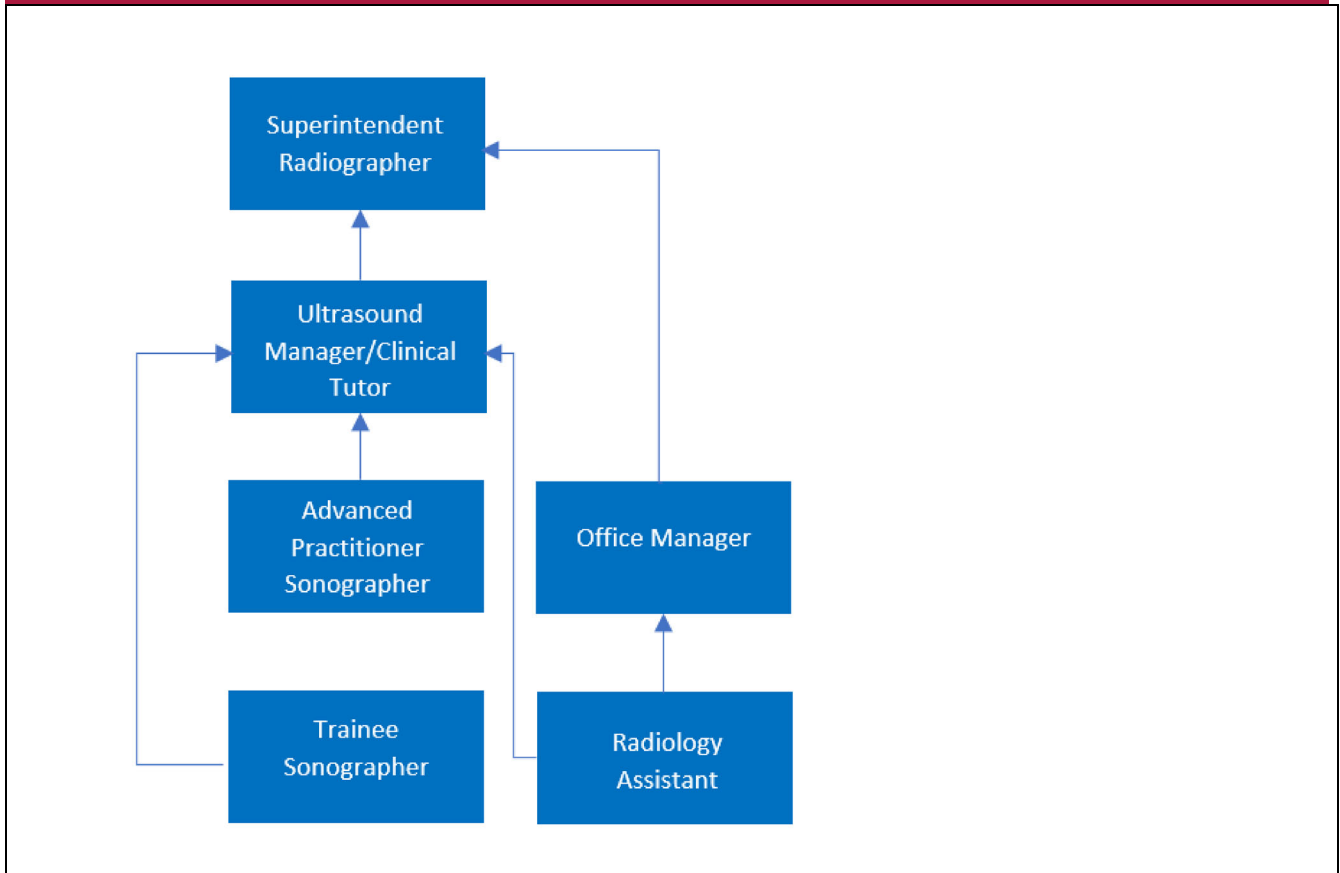
**Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)**

- Radiology Superintendent and Clinical Lead

## Government Departments



## Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Post graduate Diploma in Medical Ultrasound (CASE accredited), or DMU, or equivalent.</p> <p>Hold or be working towards a Masters level qualification.</p> <p>Hold, or, be completing in the next 12 months a management/leadership qualification.</p>	Hold, or be working towards, a teaching qualification
<b>Knowledge</b>	Demonstrate highly developed specialist	Evidence of published work.

	<p>knowledge in order to deliver ultrasound training and education.</p> <p>Develop a variety of training methods considering the background, existing skills and knowledge of ultrasound trainees.</p> <p>Motivate and inspire trainees who are struggling and develop suitable support and intervention packages to successfully manage these trainees.</p> <p>Always be available for a second opinion on a daily basis.</p> <p>Organise the workload and dynamically respond to increased demand and capacity to ensure maintenance of waiting time targets.</p> <p>Be innovative and receptive to new ways of working to ensure that the ultrasound department continues to remain resilient and flexible to changing service pressures and needs.</p> <p>Knowledge and understanding of National and local ultrasound policy, plans and targets and interpretation of</p>	
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	strategies to meet these.	
<b>Technical / Work-based Skills</b>	<p>Highly specialised clinical and technical skills in ultrasound performance and reporting.</p> <p>Strong clinical leadership skills.</p> <p>Problem solving skills.</p> <p>IT skills.</p> <p>Excellent written and verbal communication skills.</p> <p>Ability to work across professional and organisational boundaries.</p>	
<b>General Skills/Attributes</b>	<p>Extensive level of self-awareness and emotional intelligence.</p> <p>An ability to tolerate setbacks, change and uncertainty and inspire confidence in others.</p> <p>An ability to resolve conflict in a peaceful and equitable manner.</p> <p>Excellent communication skills, written and verbal, with ability to demonstrate fluency, clarity and effectiveness at all levels.</p>	

	<p>Highly consistent attention to detail.</p> <p>Ability to manage own time effectively and efficiently, organise a range of highly complex activities, formulate and adapt strategies according to changing circumstances.</p> <p>A positive attitude which inspires confidence in others.</p> <p>Be an ambassador for the Government of Jersey values, acting as a role model to other staff in the modelling of these values.</p> <p>An open, positive and collaborative approach to the role.</p>	
<p><b>Experience</b></p>	<p>Experience of working in a senior position within an ultrasound team.</p> <p>Experience of autonomous ultrasound interpretation of highly complex cases.</p> <p>Experience in clinical teaching /education and promoting evidence-based practice in the working environment.</p> <p>Experience of active participation in multidisciplinary meetings.</p> <p>Participation in Clinical Governance.</p>	

## Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.