

POSITION DESCRIPTION

Directorate	Canberra Health Services
Division	Women, Youth & Children
Branch	Fetal Medicine Unit
Position Number	P57348
Position Title	Sonography Manager, Fetal Medicine Unit
Classification	Medical Imaging Level 5
Location	CHS
Last Reviewed	14 July 2022



Our **Vision**: creating exceptional health care together
 Our **Role**: to be a health service that is trusted by our community
 Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The CHS Fetal Medicine Unit (FMU) provides care for women with complex or high-risk pregnancies who require specialised care for either them or their baby. The interdisciplinary team, which includes medical specialists, sonographers, midwives and administrative staff, work collaboratively to deliver exceptional care to clients in the ACT and surrounding region. The Sonography service currently operates 5 days a week (Monday to Friday), however weekend work may become available as services expand.

The CHS FMU is seeking an appropriately qualified, experienced sonographer to provide high level leadership for the Sonography team. The successful applicant must have obstetric and gynaecological imaging experience, strong leadership skills, excellent communication skills with the ability to interact sensitively in a high-risk obstetric environment and the ability to bring about cultural change.

This Sonography Manager position is primarily a management role, with an agreed allocation of rostered clinical time. The position holder will report operationally to the Director of the Fetal Medicine Unit and professionally to the Director of Allied Health, WYC, however these reporting lines are subject to change.

DUTIES

Under limited direction, you will:

1. Provide expert leadership and operational management for the Sonography team within the Fetal Medicine Unit, including leadership in service development and management of human, financial and physical resources.
2. Work collaboratively with the Medical, Nursing, Allied Health and Administrative Leads to deliver safe, high quality clinical services.
3. Provide leadership and coordination in clinical governance by developing evidence-based policies and guidelines; ensuring high level staff performance; and overseeing quality improvement and risk management activities.
4. Perform obstetric and gynaecological ultrasound examinations, using independent judgement during the sonographic exam to accurately differentiate between normal and pathologic findings.
5. Analyse sonograms, in the context of medical history, and communicate findings to the appropriate physician within the sonographer's skill set and abilities.
6. Provide leadership in standards of practice, professional development, clinical supervision, teaching and training and research, and maintain own knowledge through participation in professional and organisational learning and development opportunities.
7. Oversee the management, procurement and maintenance of ultrasound equipment and software for the Sonography team.
8. Undertake other duties appropriate to this level of classification which contribute to the operation of the FMU and the organisation.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, lesbian, gay, bisexual, transgender/gender diverse, intersex and queer (LGBTIQ+) are particularly encouraged to apply.

Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:

1. Strong organisational skills with a high degree of drive.
2. Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems.
3. Model exemplary professional behaviour and capability in all aspects of work.

Position Requirements/Qualifications:

Relevant qualifications and experience working in obstetric and gynaecological imaging is preferred.

Mandatory:

- Be registered with the Australian Sonographer Accreditation Registry (ASAR).
- Tertiary qualifications or equivalent in Medical Sonography and eligibility for membership of the appropriate professional organization.
- Be registered under the Working for Vulnerable People Act.
- Certification in the 11-14 week (Nuchal Translucency certification), or completion of the theoretical course in working towards certification.

Desirable:

- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Please note prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police Check.

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

1. Proven leadership experience, including the ability to provide strategic direction, manage financial, physical and human resources, and experience in leading and managing cultural change through the development of productive working relationships.

2. Extensive experience and high-level skills in obstetric and gynaecological ultrasound, exercising sound judgement and consulting with the appropriate physician when required.
3. Proven experience in managing clinical governance systems including managing staff performance and effectiveness, leading quality improvement and research activities, maintaining a safe work environment, managing risk and partnering with consumers.
4. Demonstrated ability to provide professional leadership, teaching and training for junior staff and medical and sonography students.
5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Frequently
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Occasionally
Unpredictable People e.g. Dementia, mental illness, head injuries	Occasionally
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Frequently
Lifting 10 – 15kg	Never
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Never
Kneeling	Never
Foot and leg movement	Occasionally
Hand, arm and grasping movements	Frequently
Bending/squatting	Never
Bend/Lean Forward from Waist/Trunk twisting	Never
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Occasionally
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Frequently
Slippery or uneven surfaces	Never