Moving to
EXCELLENCE

NHS
The Shrewsbury and Telford Hospital
NHS Trust

SONOGRAPHER

Candidate Pack



Colleague Benefits

General

- 27 days annual leave entitlement, increasing with length of service, plus 8 bank holidays
- Flexible working policies
- Generous maternity pay and 2 weeks full pay paternity leave
- Colleague recognition scheme and long service awards
- Greener travel initiative, including cycle to work scheme and lift share
- Childcare information and support available, including onsite nurseries
- Discounted bus passes with Arriva

Financial

- Access to various local and national discounts via various external websites
- Salary sacrifice schemes
- Generous pension scheme
- Access to a financial support booklet
- Pre-retirement courses
- Free Will writing service
- Savings and Loan schemes

Learning and Development

- Coaching and Mentoring
- Leadership Academy – leadership and management training for all staff
- Access to E-Learning courses
- Apprenticeships – growing number of apprenticeship opportunities across all disciplines
- Secondment and acting up opportunities
- Support to complete qualifications whilst on the job

Wellbeing

- Coaching
- Mental Health First Aiders
- Chaplaincy
- Fast track physiotherapy service
- Free eye test vouchers
- Slimming World referral scheme
- Cervical screening service
- Long Covid support
- Access to wellbeing/rest rooms
- Menopause support
- Men’s Health forms and MOT
- Discounts with local gyms

Poppy's Promise

Poppy's Promise is a compassionate care initiative introduced within this Trust to enhance communication, respect and empathy across every aspect of patient care.

The initiative was founded by Katie Russell, following the loss of her daughter Poppy, who tragically died at just twelve hours old due to failures in care and communication. Born from that experience, Poppy's Promise serves as a powerful reminder that while clinical skill saves lives, it is compassion, listening and respect that define the quality of care and human connection. By embedding this promise across our organisation, we ensure that no patient or family ever feels unseen, unheard, or uncared for.

Poppy's Promise is a five-stage framework that supports NHS staff to provide compassionate, consistent and patient-centred care. It aims to create a culture where empathy and communication are prioritised at every level - from education and recruitment to daily patient interactions.

At the heart of the initiative lies the C.A.R.E. framework, which outlines four guiding principles for staff to follow. The CARE principles form the foundation of Poppy's Promise. They describe the behaviours, attitudes and values that underpin every interaction — between staff and patients, staff and families, and colleagues with one another.

CARE is not an additional task. It is how care is delivered.

C.A.R.E. Meaning and Practice

Compassion - Demonstrate genuine kindness, empathy and humanity in every interaction. Compassion means recognising the emotional as well as the physical needs of patients, families and colleagues, and responding with care, patience and understanding. Small acts of compassion can have a lasting impact.

Acknowledge - Actively listen and be fully present. Use eye contact, names and open body language, and acknowledge the individual's feelings, concerns and lived experience. Every person should feel seen, heard and taken seriously.

Respect - Treat everyone with dignity, honesty and fairness at all times. Respect individual differences, personal circumstances and lived experience. Trust is built through respectful behaviour, consistency and integrity.

Empower - Enable people to be active participants in their care and work. Communicate clearly, encourage questions and shared decision-making, and ensure patients, families and colleagues feel informed, confident and included. Poppy's Promise is more than a framework - it represents a cultural shift towards human-centred care. By adopting these principles, we:

- Strengthen trust and communication between staff and patients
- Reduce avoidable harm through better understanding and listening
- Improve patient experience and staff wellbeing
- Foster a culture of openness, empathy and shared responsibility

Every member of staff has a role to play in bringing Poppy's Promise to life. Whether you are clinical, administrative or support staff, compassion and communication are part of everyone's role.

In daily practice, you can:

- Take a moment before entering a patient's space - centre yourself, focus on the person, not the task
- Use clear, respectful and kind language
- Listen without interruption and acknowledge emotions expressed
- Be honest and transparent, even when conversations are difficult
- Reflect after interactions - consider how your approach made the patient or family feel

All staff within the Trust are expected to:

- Uphold the values of Poppy's Promise in all patient and colleague interactions
- Attend any training, workshops or refreshers provided as part of the initiative
- Support colleagues in modelling compassionate behaviours
- Raise concerns constructively when communication or respect fall short
- Reflect these principles in both professional and personal conduct within the workplace

Together, we can make every interaction an opportunity to care, listen and make a difference.

That is Poppy's Promise.

Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- You will carry out ultrasound scans on different parts of the body, including abdomen, gynaecology, children, and muscles
- You will write clear reports on your findings and share them with doctors and other staff
- You will make sure patients are comfortable and understand what is happening during their scan
- You will work closely with other healthcare staff to provide a high-quality service
- You will help train students and take part in learning and research to keep your skills up to date
- You may take on extra responsibilities when the lead sonographer is away

Job Description

Job title:	Sonographer
Grade:	Band 7
Site:	The Royal Shrewsbury Hospital with cross site working at The Princess Royal Hospital, Telford
Accountable to:	Radiology Services
DBS required:	Enhanced

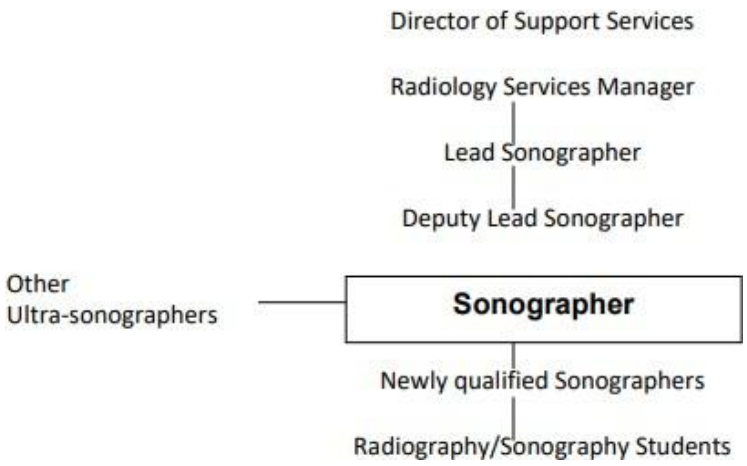
Job summary

To independently assess and interpret ultrasound scans in the following range of examinations.

- General Abdominal
- Gynaecological – including transvaginal
- Small parts
- Neonatal heads
- General Paediatrics
- Paediatric hips
- Musculoskeletal
- Doppler techniques
- New techniques, which may be developed
- To autonomously produce written report of the above examinations.
- To liaise with referring clinicians, nursing and all other staff to ensure the provision of a high quality efficient service.
- To ensure patient care and comfort at all times.

- To supervise student radiographers, sonographers and trainees from other disciplines.
- To participate in CPD.
- To participate in ongoing research, trials and equipment testing. • To deputise in the absence of the departmental head.

Organisational position



Specific duties and Responsibilities

Clinical

- To be professionally and legally accountable for all aspects of your own work, including the management of patients in your care.
- To develop and maintain skills required to perform at an advanced level, a varied range of unsupervised scans as detailed in the job summary, resulting in a high quality of patient care.
- To issue an independent report and instigate certain follow up procedures i.e. Abdominal X-rays, follow up scans etc.
- To suggest specialist referral or other investigations.
- To communicate effectively with patients and carers to ensure understanding of procedures. Skills of persuasion, motivation, explanation and gaining
- informed consent will be used with a wide variety of patients. Barriers to effective communication will be evident e.g. Infants, patients with learning difficulties, dementia, pain and fear.

- To occasionally prepare sterile trolleys for biopsies, aspirations and drainages and to assist during these procedures. Attention is paid to the safe disposal of used instruments including needles.

Professional

- To communicate complex patient-related information to colleagues i.e. other sonographers, radiologists, referring clinicians, etc.
- To undertake the measurement and evaluation of own work and current practices through the use of evidence based projects, audit, research and outcome measures. To convey this information to others.
- To make recommendations to changes in clinical practice and help implement new working practices.
- To participate in the training, both theoretical and practical, of student radiographers, sonographers and trainees from other disciplines.
- To adhere to statutory regulations in respect of health and safety, COSHH, fire and infection control.
- To participate in appropriate personal developments programmes and maintain a CPD portfolio.
- To attend relevant meetings and courses. To maintain a know ledge of advances in techniques and equipment.
- To participate in departmental audit and research as appropriate. Sonographer
- To complete appropriate documentation – computerised and paper patient records including writing scan results in the case notes

Organisational

- Organise and prioritise own work area, balancing other patient- related and professional demands

Systems and Equipment

- Have independent use of expensive equipment i.e. Ultrasound machines and IT equipment.
- Take part in the day-to-day maintenance and QA.

Decisions, judgements and freedom to act

- Work unsupervised but responsible to the Lead Sonographer and Directorate manager.
- Issue independent reports and advise on certain follow up procedures.

- Work to ultrasound protocols with the freedom to adjust the procedure to individual cases i.e. Type and extent of scan.

Communication and Relationships

- Will communicate with the ultrasound manager, other disciplines, referring clinicians, patients and relatives. Communication will be verbal and written.
- Highly sensitive information requiring empathy and reassurance, e.g. Results of scans where appropriate.
- Results given to referring clinicians.
- Judgement used as to the emotional effects of giving the scan results to the patient and any other questions that may arise such as any necessary treatment.
- Next stage in procedure, e.g. Follow up appointment.
- Time and preparation of patients.
- Explanation of the procedure and any aftercare. • Principles of scanning to students

Physical, mental and emotional demands of the post

Physical

- Highly developed physical skills with good hand eye coordination are necessary.
- Frequent, repetitive physical effort to obtain optimal images. Ideally periods of work should be broken up into sessions and micro breaks, where time allows, reducing the strain of repetitive movements of the upper limb and trunk that are necessary for each scan.
- Ability to measure accurately.
- Appropriate knowledge of manual handling patients with varying disabilities and moving heavy equipment.

Mental

- Issuing a concise, unambiguous report.
- Frequent extended times of intense concentration during each scan.
- Frequent interruptions to work and concentration whilst scanning and reporting e.g. doctors with urgent requests, phone calls etc.

Emotional

- Coping with pressure from patients to reveal the results of the scan when this is not appropriate.
- Discussing terminal illness with those aware of their condition.
- Giving emotional support for those undergoing interventional procedures.
- Handling difficult children, seriously ill patients and patients with challenging behaviour.

Person Specification

	Essential	Desirable
Qualifications	• Diploma/BSc in Radiography • Diploma/PgDip/ in Medical Ultrasound (Case accredited) • Registration with the HCPC	• Teaching qualification
Experience	• Previous experience of working within the NHS • Experience as a general sonographer	• Qualification and experience in vascular ultrasound, particularly DVT scanning and carotid duplex. In house training may be given if required. • Qualification and experience in scanning necks/ testes/groins/MSK. In house training may be given if required
Knowledge and skills	• Independently perform interpret and report ultrasound examinations • Ability to manage own workload. • Ability to teach clinical skills to other staff and students • Ability to assess and refer patients if further examinations • /interventions are required • Able to • communicate with a multidisciplinary team both in and outside the Department • Ability to participate in MDT meetings	

	• In depth knowledge of general/vascular anatomy and ultrasound techniques • In depth knowledge of disease processes and treatments • A broad knowledge of anatomy and physiology, implications and treatment of a wide range of pathologies	
Other	• Innovative • Enthusiastic • Organised • Good communication	
Values and Behaviours	• Demonstrates a commitment to treating colleagues, patients and others with dignity and respect. • Maintains appropriate professional boundaries, including in digital communications and social media. • Supports the principles of the NHS Sexual Safety Charter and is willing to speak up about inappropriate behaviour. • Will comply with Trust policies and required training relating to sexual safety, harassment and respectful workplace conduct.	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
    - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
    - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to providing a safe, respectful and inclusive working environment, free from sexual misconduct, harassment and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust takes a zero-tolerance approach to unwanted, inappropriate or harmful sexual behaviour and will support colleagues affected by such behaviour. The Charter recognises the right of everyone working, training and learning in healthcare to feel safe and supported at work.

The Trust will take all reasonable steps to prevent sexual harassment in accordance with the Equality Act 2010, the Worker Protection (Amendment of Equality Act 2010) Act 2023 and subsequent applicable legislation. This includes considering risks arising from colleagues, patients, relatives, visitors and other third parties.

All employees are required to treat colleagues, patients and others with dignity and respect, maintain appropriate professional boundaries, and comply with Trust policies, procedures, behavioural standards and training relating to sexual safety, harassment, discrimination and respectful workplace conduct.

Employees are encouraged to raise or support concerns about sexual harassment or misconduct through the Trust's established reporting routes. The Trust will not tolerate victimisation, retaliation or detriment arising from a concern raised in good faith.

- Uphold the Trust's commitment to a safe, respectful and inclusive working environment, free from sexual misconduct, harassment and discrimination, in accordance with the NHS Sexual Safety Charter, Trust policy and applicable legislation.
- Maintain appropriate professional boundaries and act in accordance with the Trust's values, policies and procedures relating to dignity, respect, inclusion and professional conduct.
- Speak up about, report or appropriately escalate inappropriate behaviour, and support a culture in which concerns are taken seriously and colleagues are protected from detriment.
- Complete required learning and participate in reasonable measures introduced by the Trust to prevent harassment and maintain sexual safety.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won’t be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.


disability
confident
LEADER

Apprenticeships
Good for our Business

POSITIVE ABOUT DISABLED PEOPLE

we're supporting
AGE POSI+IVE

Stonewall
DIVERSITY
CHAMPIONS

ARMED FORCES COVENANT
EMPLOYER RECOGNITION SCHEME
GOLD AWARD

SUPPORTING PARENTS OF PREMATURE BABIES
CHARTER MARK
EMPLOYER WITH HEART
THE SMALLEST THINGS

MINDFUL
EMPLOYER

MISCARRIAGE ASSOCIATION
Proud to have signed
The Pregnancy
Loss Pledge

VETERAN
AWARE

STEP
INTO
HEALTH