



# TRAINEE SONOGRAPHER

## INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.

## OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in



# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, 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

Option to buy and sell additional annual leave

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

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

Job Title	Trainee Sonographer
Band	7 (Annex 21 position for 2 years)
Directorate	Clinical Support Services
Accountable to	Lead Superintendent Sonographer
DBS Required?	Yes

**Please note:**

**Progression onto a substantive Band 7 Sonographer post is conditional on completion of training. Failure to obtain Professional qualification will result in this post being withdrawn.**

**As per section 7 of the Development and Training Policy training sponsorship for this post is conditional and under certain circumstances the employee may be required to repay all or part of the Trust sponsorship received.**

**\*\*For the duration of this full-time training post the weekly rota will involve 2 days working within the Ultrasound Department (PRH and RSH), 1 day academic study at Birmingham City University and 2 days working within the main Radiology Department (PRH or RSH) \*\***

## **Qualifications**

Prerequisite for training -

The post holder will hold the Diploma of the College of Radiographers/BSc in Diagnostic Radiography or a recognised degree in Radiography. They will have current HCPC registration, at least 1 year post qualification experience of working as a Diagnostic Radiographer in an NHS hospital and hold a current Visa to work within the UK.

To obtain full Band 7 post:-

College of Radiographers Diploma or a CASE accredited PgDip in Medical Ultrasound.

## **Job Summary**

- To attend lectures, tutorials and any other learning methods organised by Birmingham City University (BCU).
- Adequate private study in the post holder's own time to enable successful completion of the PgDip.
- To complete the required practical learning in terms of time and numbers of patients as set out by BCU.
- To keep a record of practical experience.
- To liaise with appropriate sonographers to organise appraisals at the appropriate times.
- To ensure patient care and comfort at all times.

To work towards the following:-

Independent assessment and interpretation of 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
- After an appropriate period of time post qualification, to supervise student radiographers, sonographers and trainees from other disciplines.
- To participate in CPD.
- To participate in ongoing research, trials and equipment testing.

## **Specific Duties and Responsibilities**

### **Clinical**

On qualification and working towards the following during a period of preceptorship.

- 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 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 knowledge of advances in techniques and equipment.
- To participate in departmental audit and research as appropriate

### **To work towards the following on qualification:-**

- 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 complete appropriate documentation – computerised and paper patient records including writing scan results in the case notes.

**Organisational on qualification**

- 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 on qualification:-**

- 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.

**On qualification:-**

- 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, skills to be developed during training and preceptorship.
- 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

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

ESSENTIAL (To commence training):	On completion of Training:
<ul style="list-style-type: none"> <li>BSc (Hons) Diagnostic Radiography or equivalent.</li> <li>Current HCPC registration.</li> <li>NHS Experience</li> </ul>	<ul style="list-style-type: none"> <li>Post Grad Dip Medical Ultrasound</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Previous post qualification experience of working as a Diagnostic Radiographer in an NHS hospital.</li> </ul>	

# SKILLS/ KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>A high level of empathy with patients and excellent patient care.</li> <li>To be a good team player.</li> <li>Good communication skills with patients, colleagues and requesters.</li> <li>Good organisational skills.</li> <li>A good knowledge of anatomy and physiology.</li> <li>Conversant with other radiological</li> </ul>	<ul style="list-style-type: none"> <li>To autonomously produce written reports of examinations</li> <li>Independently perform interpret and report ultrasound examinations</li> <li>Ability to manage own workload.</li> <li>Ability to teach clinical skills to other staff and students</li> <li>Ability to assess and refer patients if further examinations/interventions are required</li> </ul>

<p>modalities.</p> <ul style="list-style-type: none"> <li>• Good computer skills with a knowledge of all hospital systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to communicate with a multidisciplinary team both in and outside the department</li> <li>• Ability to participate in MDT meetings</li> <li>• In depth knowledge of general/vascular anatomy as demonstrated with ultrasound and ultrasound techniques.</li> <li>• In depth knowledge of disease processes and treatments</li> <li>• A broad knowledge of anatomy and physiology, implications and treatment of a wide range of pathologies</li> </ul>
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## 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; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

## INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. 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; and

- 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 colleagues; and
- 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; and
- 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.

- Confidentiality and Security - Your attention is drawn to the confidential 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 - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. 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, to protect yourself and the Trust from any possible 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 continuous personal development including, 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; and

- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

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

## 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 is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is 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.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

# EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

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Minicom: 01743 261213

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The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital