



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE ULTRASONOGRAPHER II	2. DIVISION <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID	3. DEPARTMENT DIAGNOSTIC IMAGING
4. ORGANISATIONAL RELATIONSHIP The Ultrasonographer II will report to the Radiology Head of Department and or Primary Care Physician II.	5. NATURE & SCOPE The Ultrasonographer II is responsible for performing a variety of general and specialized Ultrasound procedures on clients for the purpose of achieving accurate client diagnoses so as to ensure a high quality of health care.	
6. SPECIFIC ACCOUNTABILITIES The Ultrasonographer II: <ul style="list-style-type: none"> <input type="checkbox"/> Performs various ultrasound procedures, inclusive of specialised examinations and complex procedures. <input type="checkbox"/> Maintains a high standard of ultrasound imaging by (i) Leading quality assurance and quality control initiatives and (ii) Assisting in the formulation, implementation, monitoring and updating of ultrasound policies, procedures and protocols, in keeping with professional standards of practice. <input type="checkbox"/> Directs the duties of professional, technical, nursing and clerical staff and their allocation and rotation within the Ultrasound Department. <input type="checkbox"/> Conducts performance management activities inclusive of but not limited to performance evaluation of subordinate staff. <input type="checkbox"/> Assists in preparing monthly and daily rosters and assists with supervising Ultrasonographer I's, nursing and administrative staff. <input type="checkbox"/> Maintains accurate client records both manually and electronically with regard to appointments, statistics and reporting. <input type="checkbox"/> Manages, monitors and controls inventory/consumables used in ultrasound. <input type="checkbox"/> Supports clinical training by mentoring, assessing, supervising and guiding staff and students as necessary in the work area. <input type="checkbox"/> Assists the Manager-Para-Clinical Services in reporting and investigating complaints, incidents, accidents or grievances in accordance with established policies. <input type="checkbox"/> Assists in the formulation of improved patient care pathways and imaging protocols. <input type="checkbox"/> Operates ultrasound equipment safely and demonstrates an active role in their daily maintenance and quality assurance checks. <input type="checkbox"/> Ensures that equipment malfunction and/or change in image quality is notified promptly to the Head of Department and Biomedical Department. <input type="checkbox"/> Observes procedures designed to promote quality, Health & Safety within the department. <input type="checkbox"/> Participates in on call duties as required by the department. <input type="checkbox"/> Performs related work as may be required by the approved Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Well-developed knowledge of Ultrasound procedures (general & specialised), techniques, practices and principles. <input type="checkbox"/> Working knowledge of the institutional regulatory and government framework in which the above functions are performed. <input type="checkbox"/> Sound comprehension, analytic ability, communication, interpersonal skills and supervisory skills. <input type="checkbox"/> Ability to work as part of a team. <input type="checkbox"/> Knowledge of Regional Health Authority's Policies & Procedures including: Health & Safety at work <input type="checkbox"/> Ability to coach and mentor subordinate staff <input type="checkbox"/> Ability to establish and maintain effective working relationships with staff 		

8. MINIMUM TRAINING AND EXPERIENCE

- Recognized Qualifications in Ultrasound as evident by a Diploma or Associate Degree.
- An Associate or Bachelor of Science Degree in Radiography or Allied Healthcare field.
- A minimum of five (5) years' experience in the healthcare environment inclusive of at least three (3) years postgraduate experience in active Ultrasonography practice.
- Registration with the Radiographer's Board of Trinidad and Tobago
- Certification in specialized ultrasound procedures would be an asset.
- Associate membership or registration with the American Registry Diagnostic Medical Sonographer or equivalent would be an asset.
- Any equivalent combination of training or experience.

9. SUPERVISORY RESPONSIBILITIES

- Ultrasonographer I
- Clerical staff
- Student Sonographers

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Radiology – Head of Department
- Radiologists
- Sonographers
- Manager-Para-Clinical Services
- Primary Care Physician II
- Radiology personnel
- Medical personnel
- Nursing personnel
- Biomedical Department
- Stores Departments
- Other Heads of Department

External:

- Clients
- Suppliers
- Other Regional Health Authorities
- Training Institutions