

POSITION DESCRIPTION

POSITION: Cardiac Sonographer / Team Leader Echocardiography

RESPONSIBLE TO: Service Manager Clinical Support

Health New Zealand | Te Whatu Ora Nelson Marlborough

Our vision | Tō tātou manako: All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākongā, me ngā mahi ki tēnei hāpori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaupuni hauora katoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE OF POSITION

This position will lead, manage and be accountable for the delivery of Echocardiography services delivered primarily across Health NZ (Nelson Marlborough).

The position will also work in partnership with Clinicians, the Clinical Administration Team Leaders, the Clinical Head of Department Cardiology, Director of Allied Health and other professional leads to deliver day to day Echocardiography Services district wide.

The Team Leader will contribute fully as a member of the Cardiology Service Leadership Team and will demonstrate a commitment to quality; patient focused safe echocardiography delivery.

The position will have a strong focus on service design that drives service improvement with an emphasis on delivering high quality imaging in a better, sooner and more convenient way to

patients. This focus will be service wide with specific emphasis on efficiency and effectiveness within the constraints of budget and FTE allocation.

The Team Leader will foster and lead collaborative relationships and projects with the Cardiology and Radiology Services and community providers.

The Team Leader will lead in a manner commensurate with the organisation's values & demonstrates the relationship skills that promote teamwork, & influence change across the service.

KEY SERVICE ACCOUNTABILITIES:

- Delivery of safe and timely service across all modalities
- Expectations of working across teams within the service
- Living within means
- Fostering an environment in which clinical excellence will flourish.
- Being committed to departmental and district wide service planning and delivery
- Productive relationships with secondary and community providers / stakeholders
- Manage day to day operations of Cardiac Sonographers and Echo assistants.
- Organise staff rosters ensuring the most efficient utilisation of staff.
- Training and support for student sonographers
- Ensure Cardiac Sonographers provide high quality images and technical support to other clinical staff.
- Ensure all equipment used by Cardiac Sonographers is well maintained and safely operated.
- Manage the performance of Cardiac Sonographers and Echo assistants.
- Ensuring mechanisms of referral, triage and results/report delivery are maintained and effective across the community.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>1. Service Effectiveness</p> <ul style="list-style-type: none"> • Improvement in the quality-of-service provision, and cost of delivery, regardless of location. • Development and implementation of pathways relating to imaging requirements across the patient journey. • Works where appropriate in conjunction with other services and the Hospital & Specialist Services (HSS) Teams internal and external to the organisation, to ensure Echocardiography services are delivered through the most effective configuration. • Works with clinicians within the Cardiology services, hospitals and community settings to ensure the optimum service configuration. • Financial and clinical information is used in decision making at service level. • Proactively and co-operatively engage in regional and national initiatives relevant to Echocardiography Services. • Service plans are aligned with Clinical Services. 	<ul style="list-style-type: none"> • Shows improvement of outcomes in Echocardiography Service. • Development and implementation of multi-disciplinary primary, secondary and community strategies and approaches to service delivery. • Financial plan and budget no more than 1% in excess of monthly plan target and within annual budget at year end. • Performance and reporting against relevant organisational annual plan objectives. • Meeting all relevant Health Targets. • Development and implementation of clinical pathways, protocols and process. • All Echocardiography staff and support staff are engaged in the planning process and key priorities are well known. • The service has an agreed operational plan.

<ul style="list-style-type: none"> Plans reflect a whole of organisation and system view. Business cases reflect requirements and capacity of partner services to deliver services. 	<ul style="list-style-type: none"> Business cases are prepared by all key staff involved in delivery of the service. Staff rosters are completed and advised in timely fashion and cover all contingencies.
<p>2. Teamwork</p> <ul style="list-style-type: none"> Collaborates with others within Cardiology service and across all other Services and providers on establishing optimum service delivery. Engagement with clinical and other staff is active. Ensures the patient is central to the service culture. Works with peers to achieve overall Echocardiography Service, HSS and Health NZ outcomes. 	<ul style="list-style-type: none"> Effective operational partnership with Cardiology Head of Department, Service Manager Clinical Support, Sonographers, and Clinical Admin staff. Effective working relationships developed with Clinical Head of Departments, Service Managers and Operations Manager / Associate Directors of Nursing & Midwifery to ensure joined up planning and coordinated imaging service delivery. Clinicians and other staff are consulted and joint decisions made. Feedback from clinicians, other staff within the service and from the Service Manager Clinical Support.
<p>3. Service Leadership</p> <ul style="list-style-type: none"> Works system wide in partnership with medical, nursing and allied clinical leads and administration leads, to improve Echocardiography service design and delivery. A positive culture compatible with reinforcing Health NZ's values and goals is created. Service changes are well planned and agreed followed by the recruitment of suitably qualified / experienced staff. Establishes the service resources and capacity within allocated resources and monitors / corrects activity in order to stay within budget parameters, while meeting service imperatives. Implements workforce development, including workforce planning and effective people management processes within organisational frameworks with support from Human Resources. Operates in accordance with Health NZ policies and procedures. 	<ul style="list-style-type: none"> Cardiology Clinical Head of Department and Service Manager Clinical Support and the Team Leader are actively partnered in service decision making. Service based communication forums for all staff are established and active. Targets are met. Planned imaging outcomes are achieved. Services are delivered within budget. People within the service are recognised and rewarded for achieving results. Direct reports have active development and succession plans. Participate as organisational leaders in Health NZ leadership and management development programmes. Staff satisfaction/engagement survey reflects effective service leadership. Staff leave is managed in accordance with organisational policy and ensures the maintenance of service provision.
<p>4. Clinical</p> <ul style="list-style-type: none"> Practice in accordance with relevant legislation, codes, policies, etc. and upholds consumer rights. Upholds professional code of ethics. 	<ul style="list-style-type: none"> Continued competence in Echocardiography, and development of expertise as appropriate. Efficient performance of examinations to minimise patient

<ul style="list-style-type: none"> • Practices in a culturally safe manner. • Provides relevant education to students and other staff. • Undertakes accurate and comprehensive assessments and evaluations. • Performance of all examinations to the current accepted standard of practice. • Have a good understanding of the IT systems used and how to solve problems associated with this system. • Compliance with clerical and administrative processes surrounding patient bookings, appointments, imaging processing, reporting and filing. 	<p>waiting time. Appropriate processing, identification and reporting of all images taken during session.</p> <ul style="list-style-type: none"> • Lead the implementation of the echocardiography department's quality programme including active participation in audit, peer review and customer surveys as part of the quality programme for the broader cardiology service • Contribution to all departmental functions such as general environmental management and quality assurance.
<p>5. Staff Appraisals</p> <ul style="list-style-type: none"> • An annual performance appraisal and development planning session will be conducted with all direct reports. 	<ul style="list-style-type: none"> • 90% of staff have a performance appraisal and professional development plan which is less than 12 months old.
<p>6. Personal Development</p> <ul style="list-style-type: none"> • Ensure that own skills and knowledge are maintained and advanced 	<ul style="list-style-type: none"> • Participates in annual performance reviews and process of performance. • goals and identifying areas for professional development. • Participate in organisational, regional or national leadership training as agreed
<p>7. General</p>	<ul style="list-style-type: none"> • Other duties as negotiated with your manager.

PERSON SPECIFICATION

QUALIFICATIONS:

- Post graduate qualification in cardiac ultrasound (QUT or DMU), other considered.
- MRTB registration.
- Annual Practicing Certificate (or ability to obtain).

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Extensive experience as a qualified Cardiac Sonographer with experience of scanning both adult and children
- Experience in operational leadership and management within a large complex organisation.
- Knowledge and experience of the New Zealand Health Sector.
- Experience dealing with the complexities of a large diverse organisation.
- Understanding of bi-culturalism and health inequalities.
- Intermediate/advanced knowledge of Microsoft Office applications.
- Keeps up to date with available information technology relevant to position.
- Proficient with performance and reporting of adult scans.

PERSONAL ATTRIBUTES

- Self-awareness, personal integrity, and positivity.
- Motivating others.
- Able to work unsupervised using initiative at all times.
- Working collaboratively.
- Timely decision making.
- Process focused.
- Outstanding interpersonal and communication skills.
- Flexible and able to prioritise workload.

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (*via Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none">• a chronic skin condition• been working in an overseas healthcare facility in the last year• been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.