

## Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

<b>Title</b>	Sonographer			
<b>Reports to</b>	Radiology Operations Manager			
<b>Location</b>	Nelson			
<b>Department</b>	Radiology			
<b>Direct Reports</b>	Nil		<b>Total FTE</b>	
<b>Budget Size</b>	<b>Opex</b>	Nil	<b>Capex</b>	Nil
<b>Delegated Authority</b>	<b>HR</b>	Nil	<b>Finance</b>	Nil
<b>Date</b>	June 2026			
<b>Salary band (indicative)*</b>	<b>Sonographers MECA APEX Step 1 to 6</b>			

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

### **Te Mauri o Rongo – The New Zealand Health Charter**

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

**Wairuatanga** – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

**Rangatiratanga** – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

**Whanaungatanga** – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

**Te Korowai Āhuru** – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

## About the role

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The Sonographer is responsible for delivering a safe, efficient, and high-quality ultrasound service within available resources, in accordance with the standards and requirements of the Radiology Service, Health New Zealand Nelson Marlborough, for the people of Nelson Marlborough.

### The key deliverables are:

- An efficient and effective ultrasound imaging service for Nelson Marlborough
- A highly functional Ultrasound team integrated with the wider Radiology Service.
- High-quality, patient-focused care aligned with a “best for patient, best for system” approach

### Complexity of the Role:

The most challenging aspects of the role include:

- Managing daily, weekly Ultrasound workloads
- Meeting patient needs within agreed triaged referral timeframes
- Ensuring standardised, consistent, and high-quality imaging and patient care
- Demonstrating an ongoing commitment to continuous quality improvement within the wider Radiology Service

Key Result Area	Expected Outcomes / Performance Indicators
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Perform a full range of ultrasound examinations (including small parts, abdominal, obstetric, gynaecologic, vascular, and musculoskeletal) to a high diagnostic standard and in line with accepted best practice</li> <li>• Adhere to all departmental protocols, policies, and modality standards</li> <li>• Apply patient eligibility, prioritisation criteria, and triage protocols appropriately</li> <li>• Perform examinations efficiently to minimise patient waiting times</li> <li>• Meet expected examination volumes per session as agreed with the Radiology Operations Manager or Grade Sonographer</li> <li>• Accurately process, identify, and record all images and procedural information in the Radiology Information System</li> <li>• Submit appropriate written or recorded examination documentation to support specialist reporting</li> <li>• Record required procedural information in the Radiology Information System</li> <li>• Maintain full awareness of ultrasound bio-effects and associated safety considerations.</li> <li>• Service and modality meetings are attended as required</li> <li>• Ensure patients are scheduled fairly, equitably, and transparently</li> <li>• Liaise with medical, nursing, MIT, and sonography staff to ensure patient preparation complies with examination protocols</li> </ul>
<b>Organisational</b>	<ul style="list-style-type: none"> <li>• Contribute to the achievement of contractual obligations and quality performance indicators, including the efficient and effective use of resources.</li> <li>• Contribution to the maintenance of harmonious interpersonal relationships with colleagues and other staff of the organisation.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Contribution to the training and supervision of students, lesser qualified or experienced sonographers, other clinical staff and all radiology staff.</li> <li>• Provision of explanation, instruction or teaching to patients as appropriate.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Maintain current best practice knowledge through professional reading, meetings, conferences, and clinical exchanges</li> <li>• Meet MRTB Continuing Medical Education (CME) requirements to maintain registration</li> <li>• Participate in annual performance and development reviews</li> </ul>

<p><b>Quality Improvement</b></p>	<ul style="list-style-type: none"> <li>• A quality service is provided by taking an active role in quality activities and leading and engaging in continuous improvement initiatives</li> <li>• Work practice changes which improve efficiency and customer service are developed and implemented</li> <li>• Every staff member within the organisation is responsible for ensuring a quality service is provided in their area of expertise. All staff are encouraged to be involved in quality activities and to identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Carry out other duties as negotiated with the Radiology Operations Manager.</li> </ul>
<p><b>Te Tiriti o Waitangi</b></p>	<ul style="list-style-type: none"> <li>• Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori.</li> <li>• Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care.</li> <li>• Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.</li> </ul>
<p><b>Equity</b></p>	<ul style="list-style-type: none"> <li>• Commits to helping all people achieve equitable health outcomes.</li> <li>• Shows a willingness to personally take a stand for equity.</li> <li>• Supports Māori-led and Pacific-led responses.</li> </ul>
<p><b>Innovation &amp; Improvement</b></p>	<ul style="list-style-type: none"> <li>• Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table.</li> <li>• Models an agile approach – tries new approaches, learns quickly, adapts fast.</li> <li>• Develops and maintains appropriate external networks to support current knowledge of leading practices.</li> </ul>
<p><b>Collaboration and Relationship Management</b></p>	<ul style="list-style-type: none"> <li>• Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same.</li> <li>• Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.</li> </ul>

<b>Health &amp; safety</b>	<ul style="list-style-type: none"> <li>• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives.</li> <li>• Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes.</li> <li>• Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.</li> </ul>
<b>Compliance and Risk</b>	<ul style="list-style-type: none"> <li>• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place.</li> <li>• Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit.</li> <li>• Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware.</li> </ul>

**Matters which must be referred to the RADIOLOGY OPERATIONS MANAGER**

- Privacy breaches (including any suspected or actual breach of patient confidentiality)
- Health and Safety incidents (including hazards, near misses, and accidents)
- Safety First incidents (as per organisational reporting requirements)
- Patient complaints (verbal or written, regardless of severity)
- Service delivery interruptions (e.g., emergency management situations, equipment outages, IT system failures)
- Staff sickness and/or injuries (including incidents impacting roster coverage)
- Adverse clinical events (e.g. Unexpected patient deterioration during imaging)
- Equipment faults or failures that cannot be resolved immediately
- Incidents involving students or trainees (including competency or conduct issues)
- Any situation that may impact patient care, staff safety, or departmental reputation.

**Relationships**

<b>External</b>	<b>Internal</b>
<ul style="list-style-type: none"> <li>• Consumers and their support people</li> <li>• Service providers/vendors</li> <li>• Professional bodies</li> <li>• Other Health providers</li> <li>• Training providers</li> </ul>	<ul style="list-style-type: none"> <li>• Ultrasound Imaging team</li> <li>• Radiology staff</li> <li>• NM clinicians and other staff</li> <li>• Quality team</li> <li>• Facilities staff</li> <li>• Bioengineering</li> <li>• Sonography trainees</li> </ul>

## About you – to succeed in this role

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### You will have

#### Essential:

- Current NZMRTB registration in diagnostic ultrasound
- A New Zealand recognised sonography qualification.
- Experience in applying Te Tiriti o Waitangi principles in practice.
- Consistent delivery of high-quality ultrasound examinations
- Strong communication, organisational, and time-management skills
- Ability to work collaboratively, autonomously, and under pressure.
- Commitment to patient-centred care, equity, and professional development.

#### Desired:

- Experience in working on a rotating 7 day service roster.
- Experience with Philips Ultrasound equipment and PACS
- Experience in vascular and musculoskeletal ultrasound

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

*\*The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*