

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

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.

Title	Trainee Sonographer
Reports to	Radiology Operations Manager - Nelson
Location	Nelson
Department	Radiology
Date	16 October 2026
Salary band (indicative)ⁱ	APEX Sonographers MECA Step 1 to Step 2 of the Trainee Sonographer scale OR Relevant step of the APEX Medical Imaging Technologist MECA scale
Children's Worker roleⁱⁱ	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

- To gain the necessary theoretical knowledge and practical competencies to pass all components of the post graduate diploma in Diagnostic Ultrasound within the terms of the contract.
- To gain registration with the NZMRTB as a qualified Diagnostic Sonographer.

Key Result Area	Expected Outcomes / Performance Indicators
Clinical	• Responsible on daily basis to Clinical supervisor/assessors with Unit Charge Sonographer oversight. By the end of your training period, you will be expected to complete full examinations to a high diagnostic standard, in accordance with current accepted practice, and in a timely manner. This specifically includes exam types that are part of the final clinical assessment for your post graduate course. By the end of the training period, you will be competent to a level that

	should enable you to pass your post graduate ultrasound course. • Adherence to all protocols or policies relating to any given modality. • Compliance with patient eligibility and prioritisation criteria. • Efficient performance of examinations in relation to your level of experience and training • Where possible, attempt to minimise patient waiting times. • Appropriate identification of all images obtained. • Contribute to the implementation of the departments quality plan including active participation in audit, peer review and customer surveys. • Compliance with clerical and administrative processes, in particular patient bookings, image processing, reporting and filing. • Contribution to all departmental functions such as general environmental management and quality assurance. • Submits written / recorded documentation on all examinations (Kailo Sonoreview) to assist reporting by the appropriate specialist. • Accurately records all patient details in a computer data base • Full awareness of ultrasound bio-effects and associated safety issues for all patients and staff • The Trainee sonographer must make a positive ID of each patient using available information. • The Trainee sonographer must make appropriate decisions to obtain the required information about a patient's condition which will be used to ensure the correct and most suitable technique is used. • The Trainee sonographer must explain all examinations to the patient and ensure informed consent has been given if applicable. • The Trainee sonographer must have knowledge of emergency protocols and know the whereabouts of all emergency equipment. The student sonographer must be able to initiate, then implement, emergency procedures until help arrives. • The Trainee sonographer must understand and preserve the need for patient's privacy and confidentiality at all times. • The Trainee sonographer must show sensitivity to patients' needs, demonstrating cultural awareness.
Organisational	• Contribute to the achievement of contractual obligations and quality performance indicators, including the efficient and effective use of resources. • Contribution to the maintenance of harmonious interpersonal relationships with colleagues and other staff of the • Organization.
Teaching	• The Trainee sonographer will attend, and contribute to, all tutorials, lectures and other teaching sessions as required by the Training Programme.

	The Trainee sonographer will actively participate in any of the assessment and appraisal activities required as part of the Training Programme.
Professional Development	- Keep up-to-date with current best practise by reading journals, contributing to the departmental continuing professional development programme, attending meetings, and participating in clinical exchanges. - Participate in annual performance review process including review of performance goals and identification of areas for professional development.
Quality Improvement	- Participate in quality improvement processes in your area of work. - A quality, customer-focused service is provided at all times, which follows best practice.
General	Other duties as negotiated with your Manager.
	- Participate in ongoing liaison with other team members and health professionals. - Be proactive in ensuring appropriate workload is allocated to meet training needs. - Liaise with nursing and medical staff from other wards and departments for the safe travel and management of patients having ultrasound exams. - Attendance at sonographer staff meetings. - Attendance at sonographer education sessions.

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	- Supports efforts to improve access to services and achieve better outcomes for the communities we serve. - Uses evidence and insights to identify barriers and opportunities for improvement. - Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	- Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. - Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. - Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.

Health & safety	- Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. - 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. - Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	- Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. - Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. - Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
 - 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

External	Internal
- Consumers and their support people - Service providers/vendors - Professional bodies - Training providers - Training institutions - Other Health providers	- Radiology Operations Manager - Ultrasound Imaging team - Radiology staff - Nelson Marlborough clinicians and other staff - Quality team - Facilities staff - Bioengineering

About you – to succeed in this role

You will have

Essential:

Qualifications

- Current Registration in the appropriate scope of practice with the NZMRT Board
- Obtained an appropriate Undergraduate Degree to be able to commence post graduate studies in Diagnostic ultrasound.

Committed to:

- Working towards completing your post graduate ultrasound program within the timeframe set by the University of Auckland and Health NZ (Nelson Marlborough).
- Participating in both practical and theory based training as required in order to meet the standards of the department and those set by the University of Auckland.
- Participating in clinical exchanges with other Ultrasound Departments in either the Public or Private Sector within New Zealand, in order to gain the skills / experience necessary to complete your post graduate ultrasound program.

Experience

- Experience and understanding of principles of continuous quality improvement.

Knowledge and Skills

- Must have a knowledge and empathy for bi-culturalism and practices in a manner which the patient determines is culturally acceptable.
- Awareness of current issues in medical imaging.
- Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook.
- Keeps up to date with available information technology relevant to position.
- Understands and complies with Health NZ Nelson Marlborough Information Technology policies.

Personal Attributes

- Have excellent verbal communication skills and an ability to communicate to a wide variety of people in a manner appropriate to the individual.
- To be tactful and sensitive in dealing with both patients and staff.
- To be able to maintain confidentiality.
- Sense of humour.

- Proven ability to create effective working relationships and respond to feedback in an appropriate manner.
- Be committed to the concept of continuing professional education.
- Commitment to a customer focus.
- Show motivational skills and problem-solving techniques.
- Be able to take personal responsibility and accountability for all aspect of their decision-making processes
- Possess excellent time management and organisational skills and an ability to prioritise work.
- Can undertake study at home as well and being able to work a 40 week.

Desired:

- A New Zealand registered Medical Imaging Technologist

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.