Health New Zealand
Te Whatu Ora

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	Sonographer
Reports to	Radiology Operations Manager
Location	Nelson Marlborough
Department	Radiology
Date	4 November 2026
Salary band (indicative)[i]	APEX Sonographers MECA Step 1 – 11 OR Relevant step of the APEX Medical Imaging Technologist MECA scale
Children's Worker role[ii]	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 provide a safe and efficient ultrasound service.

Key Result Area	Expected Outcomes / Performance Indicators
Clinical	• Completes full examinations in wide range of ultrasound examinations which may include: small parts, upper abdomen, obstetric, gynaecologic, vascular, and musculo-skeletal, to a high diagnostic standard and the current accepted standard of practice. • Develop, recommend and implement new procedures and techniques to improve patient care. • Adherence to all protocols or policies relating to modalities. • Compliance with patient eligibility and prioritisation criteria. • Efficient performance of examinations to minimise patient waiting time. • Achievement of number of examinations per session as determined by Radiology Manager. • Appropriate processing and identification of all images taken during session.

	• 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 surrounding patient bookings, appointments, image processing, reporting and filing. • Contribution to all departmental functions such as general environmental management. • Submits written or recorded documentation and written interpretation on all examinations to assist reporting by the appropriate specialist. • Accurately records all patient details in a computer data base and assist in the clerical functions relating to the Ultrasound Department. • Full awareness of ultrasound bio-effects and associated safety issues for all patients and staff. • Participation in the on-call and shift rosters as required.
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	• Contribution to the training and supervision of students, lesser qualified or experienced sonographers, other clinical staff and all radiology staff. • Provision of explanation, instruction or teaching to patients as appropriate.
Professional Development	• Keep up-to-date with current best practise by reading journals, attending meetings and conferences, and participating in clinical exchanges. • Ensure CME meets requirements of the MRTB to maintain registration in ultrasound. • Participation in annual performance review process including review of performance goals and identification of areas for professional development.
Quality Improvement	• A quality, customer-focused service is provided at all times, which follows best practice • Participation in quality improvement processes in your area of work.
General	• Other duties as negotiated with your Manager.

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:

- Current Registration in the appropriate scope of practice with the NZMRT Board
- The ability to perform ultrasound procedures to a consistently high standard
- Must have a knowledge and empathy for bi-culturalism and practices in a manner which the patient determines is culturally safe
- Awareness of current issues in ultrasound and medical imaging
- Proven ability to create effective working relationships and contribute to a team environment
- Ability to meet expected timeframes
- Experience and understanding of principles of continuous quality improvement
- Be committed to the concept of continuing professional education and to participating in both practical and theoretical based training as required in order to meet the standards of the department and/or those set by ASUM
- Demonstrated ability to develop ultrasonography practice
- Able to contribute actively towards student development and training
- Able to prioritise work and to work unsupervised when needed
- Commitment to a patient focus
- Intermediate/Advanced 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 NM District Information Technology policies
- Able to communicate well with others
- To be tactful and sensitive in dealing with people and able to maintain confidentiality
- Sense of humour

Desired:

- Have obtained the General DMU (or its equivalent)
- Have experience in musculo-skeletal sonography

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.