

Position Description

Position Title:	Sonographer
Reports to:	Chief Medical Imaging Technologist via the Modality Manager
Department:	Medical Imaging
Directorate:	Clinical Operations
Cost centre:	Y2042
Code & classification:	Grade 3 (SO57-SO60)
Employment conditions:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021 – 2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Sonographer Grade 3 reports to the Chief Medical Imaging Technologist within Medical Imaging, via the Ultrasound Modality Manager. The employee will have sound knowledge of ultrasound imaging of the abdomen, obstetrics and gynaecological structures. The Sonographer Grade 3 may have incomplete or limited knowledge of ultrasound imaging of the musculoskeletal system, superficial parts and vascular structures.

The Sonographer Grade 3 exercises clinical independence to ensure clinical and operational efficiency and patient safety using best practice, following established principles, ethics and code of conduct. The Grade 3 Sonographer works under the direction of the Modality Manager.

The Sonographer Grade 3 will work mostly in ultrasound and may be required to rotate through other imaging modalities if operationally required.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- : Work independently in ultrasound and perform examinations to a consistently high standard.
- Manage own time effectively in line with Ultrasound and Medical Imaging priorities.
- Prioritise workloads in accordance with hospital procedures, guidelines and clinical urgency.
- Ensure best practice through continuous quality improvement.
- Where the clinical questions or appropriateness of a request may be in question, consult with the radiologist to assess the justification of ultrasound referrals and manage accordingly.
- When sought by clinicians and within the scope of practice/competency, provide verbal advice regarding the ultrasound imaging appearances.
- Adhere to the requirements of the patient identification protocols of the department and hospital.
- Document findings with detailed and accurate information using the relevant worksheets.
- Communicate effectively with other staff members to facilitate teamwork and service excellence.

- Remain aware of department guidelines and protocols to ensure accountability for ensuring optimal imaging outcomes, timely service and safety for each patient.
- Assist in the supervision of trainee sonographers as directed by the Modality Manager.
- Support service stability through cross device knowledge facilitating work across all machines.
- Monitor day to day use of equipment, consumables and work practices to ensure a safe workplace.
- Maintain a high level of expertise in the safe operation of ultrasound equipment.
- Remain cognizant of professional responsibilities set out in the Medical Imaging Radiation Management Plan.
- Ensure compliance with accreditation, training and safety requirements.
- Complete reports as directed by the Chief MIT or delegate to meet department requirements.
- Demonstrate efficient time management and sound judgement to meet Department priorities.
- Actively support trainee sonographers by demonstrating and supervising work as necessary, under the direction of the Modality Manager.
- Disseminate information to other sonographers that contribute to meeting department objectives.
- Monitor personal performance indicators including, but not limited to turnaround times, accuracy of scanning, radiologist directed recalls and completion of worksheets to guide individual efficiency and improve patient outcomes.
- Ensure accurate Radiological Information System/Picture Archiving and Communication System data entry and coding/billing of examinations for scans performed.
- Comply with the GV Health and relevant professional body Codes of Conduct

1. Provide quality and safe clinical care for consumers

- Ensure credentials are maintained and scope of practice regularly reviewed, advising the Modality Manager of limitations to facilitate skills development and ensure patient safety.
- Consult with clinicians where justification of a request may be in question and where necessary seek radiologist direction to manage accordingly.
- Monitor image quality to identify and address causes of sup-optimal imaging.
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment.
- Accept accountability for own actions and work within scope of practice.
- Address knowledge limitations, seeking guidance and further education as required.
- Uphold and protect consumer rights, maintain strict confidentiality and practice open disclosure.
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines.
- Respond to and critically appraise consumer feedback and complaints to ensure that issues are resolved to improve quality and patient care.
- Maintain accurate and current clinical records meeting professional and legal standards.
- Report vital patient observations that are outside the normal range as per clinical guidelines.
- Facilitate the effective discharge of patients from hospital through the provision of timely service.
- Identify and manage risks and report to the Ultrasound Modality Manager.
- Respond to consumer feedback and complaints to ensure that issues are resolved and quality and safe clinical care is provided.
- Promptly report vital consumer observations that are outside normal range as per clinical guidelines.
- Demonstrate best practice through critical analysis and continuous quality improvement.

2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve best outcomes.
- Respect the decisions and actions of others.
- Contribute to interdisciplinary team meetings and clinical education sessions with a view to improving GV Health services.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice.
- Actively participate in and identify quality improvement initiatives that promote best practice.
- Participate in clinical audits, research, process redesign and accreditation healthcare standards.

4. Commit to ongoing professional development of self, other employees and the profession

- Review and maintain scope of practice and credentials at all times and where feasible, consider expanding scope of practice through approved programs.
- Continue to develop clinical skills and competencies by undertaking regular professional development.
- Ensure compliance with GV Health mandatory training through completion of online training resources and face-to-face sessions when they fall due.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- Commitment to the GV Health Values of ***Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.***
- Completion of an accredited ultrasound qualification or Certificate of Clinical Proficiency as determined by the Australian Sonographers Association.
- Current registration with Australian Sonographer Accreditation Registry to practice as a Sonographer.
- Demonstrated experience as a sonographer with sound knowledge of techniques and protocols in scanning of the abdomen, obstetrics and gynaecology.
- Demonstrated initiative, well-developed interpersonal and conflict management skills.
- Ability to work independently, coordinating own work and communicating with a multi-disciplinary team.
- When required participation in overtime services on a pro-rata basis with other ultrasound staff to ensure the unit meets service needs.
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment

Desirable:

- Experience in supervising students, trainees, graduates and junior employees.
 - Demonstrated experience in protocol, development, optimisation and dissemination.
 - 2 years post graduate experience.
-

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Maintenance of registration in the relevant discipline(s) and working within scope of practice.
- Registration with Australian Sonographer Accreditation Registry (ASAR) and maintain ASAR accreditation
- Compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
- Compliance with the Medical Imaging Department protocols and procedures.
- Demonstrated ability to complete imaging in which competency has been established by the Ultrasound Modality Supervisor within allotted timeframes, ensuring service efficiency and maximising patient throughput.
- Demonstrated accuracy of imaging with infrequent recall rates, detailed and correctly documented findings and high quality imaging.
- Demonstrated competency in abdomen, small parts and advanced beginner in MSK
- Participation in all ultrasound shifts as required in order to meet service requirements.
- Model professional clinical practice for all staff and trainees through self-regulation, accountability, integrity and continuous professional development.
- Demonstrate familiarity with the GV Health Radiation Management Plan and Medical Imaging Quality Manual and comply accordingly.
- Wear the Medical Imaging uniform with replacement of items when required and requested as per Medical Imaging Department Uniform Protocol.
- Compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
- Ensure compliance with hospital and department leave policies, including ADOs.
- Attend and actively participate at meetings as scheduled.
- Active participation in the Performance and Development review process.
- Attend and actively participate at meetings as scheduled.

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
 - Maintain a safe working environment for yourself, your colleagues and members of the public;
 - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
 - Contribute to organisational quality and safety initiatives;
 - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
 - Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
 - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
 - Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
 - Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
 - Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Department of Health Victoria;
 - Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.
-

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.



Medical Imaging

Sonographer Grade 3

Reviewed by:

Chief medical Imaging Technologist

Issue Date:

12/05/2026

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The **Goulburn Valley Health Strategic Plan 2024-2026** provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)