

# Position Description

<b>Position Title:</b>	Sonographer Grade 4
<b>Reports to:</b>	Chief Medical Imaging Technologist and Supervisor Sonographer
<b>Department:</b>	Medical Imaging
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	Y2042
<b>Code &amp; classification:</b>	Sonographer Grade 4 (SO61-SO65)
<b>Employment conditions:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

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**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).

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## POSITION SUMMARY

The Sonographer Grade 4 reports directly to the Chief Medical Imaging Technologist within Medical Imaging, via the Ultrasound Modality Manager. This is a senior role demonstrating extensive knowledge of ultrasound imaging of the abdomen, superficial parts, musculoskeletal, obstetric, gynaecological and vascular structures. The Sonographer Grade 4 exercises clinical independence to ensure clinical and operational efficiency and patient safety using best practice, following established principles, ethics and code of conduct. The Sonographer Grade 4 works under the direction of the Modality Manager and exercises significant research and/or clinical independence to ensure operational targets.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to**

- Perform imaging examinations of the highest possible quality to answer the clinical question, showing due consideration for needs and abilities/limitations of the patient.
- When sought by clinicians and within the scope of practice/competency, provide verbal advice regarding the imaging appearances.
- Coordinate and prioritise bookings in consultation with the Ultrasound Modality and Office Managers to maximise service efficiency and patient flow.
- Communicate with other staff members to facilitate teamwork and service excellence.
- Assist in the supervision of trainee sonographers as directed by the Modality Manager.

- Support service stability with transferrable knowledge used to work across all ultrasound machines.
- Identify, recommend and promote to the Ultrasound Modality Manager measures to enhance operational performance and improve patient care.
- Ensure safe work practices and intervene when required.
- Monitor day to day use of equipment, consumables and work practices to ensure a safe workplace.
- Work with the Modality Manager to establish procedures to achieve cost effective and efficient approaches to managing resources and maximise patient throughput and efficiency.
- Ensure accurate Radiological Information System/Picture Archiving and Communication System data entry and coding/billing of examinations for scans performed.
- Document findings with detailed and accurate information using the relevant worksheets.
- Adhere to the requirements of the patient identification protocols of the Department and organisation.
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health.
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas.
- Bring concerns regarding staff misconduct and/or incompetency to the attention of the Chief Medical Imaging Technologist.
- Comply with the GV Health and relevant professional body Codes of Conduct.
- Participate in shift and on call rosters as operationally required.
- Punctuality during rostered hours and accountability for claimed recall events and overtime.
- Other duties as requested by the Chief Medical Imaging Technologist or their delegate within the scope of this position.

#### **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.
- Monitor image quality to identify and address causes of sub-optimal imaging.
- Demonstrate best practice through critical analysis and continuous quality improvement.
- Consult with clinicians where justification of a request may be in question and where necessary seek radiologist direction to manage accordingly.
- Assist in reviewing and improving imaging procedures and training records.
- Participate in accreditation activities as requested and directed.
- Identify and manage risks and report to the Ultrasound Modality Manager.
- Comply with department guidelines and protocols to ensure optimal imaging outcomes, timely service and safety for each patient.
- 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.
- 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.
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided.
- Maintain accurate and current clinical records meeting professional and legal standards.
- Promptly report vital consumer observations that are outside normal range as per clinical guidelines.

**Develop and maintain collaborative relationships with all disciplines**

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes.
- Foster professional relationships with other staff to ensure a positive culture and maintain best practice.
- Respect the decisions and actions of others.
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

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

- Participate in research studies as they present within the Medical Imaging Department, across the hospital and between institutions ensuring compliance with study parameters.
- Maintain current knowledge of clinical practice.
- Actively participate in identifying where improvements can be made to the quality of consumer care.
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.

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

- Remain abreast of current technological, legislative, regulatory and clinical advances in ultrasound. Act as a role model and knowledge resource for other staff and trainees.
- Mentor less experienced staff through active participation in clinical examinations and generosity in sharing of knowledge.
- Demonstrate reflective practice through seeking and responding to feedback, setting goals and participation in annual performance reviews.

**Maintain clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health.**

- Demonstrate initiative in managing knowledge limitations through seeking guidance and further education when required.
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews.
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

**QUALITY, SAFETY, RISK and IMPROVEMENT**

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- 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
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

## KEY SELECTION CRITERIA

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

#### Essential:

- Completion of an Australian Sonographer Accreditation Registry accredited Masters course of study preferred; consideration will be given to those with a Graduate Diploma in Ultrasound or equivalent.
- Current registration with Australian Sonographer Accreditation Registry to practice as a Sonographer.
- Demonstrated experience as a senior sonographer with extensive knowledge of techniques and protocols in scanning of the abdomen, superficial parts, musculoskeletal system, obstetrics, gynaecology and vascular structures.
- Demonstrated initiative and well-developed interpersonal and conflict management skills.
- Ability to work independently, coordinating own work and directing that of other less experienced staff within the ultrasound unit.
- Active participation in on-call and overtime services on a pro-rata basis with other ultrasound staff to ensure the unit meets service needs.
- For sonographers also performing CT and/or x-ray imaging, a Bachelor of Applied Science in Medical Radiations or equivalent, registration with AHPRA to practice as a Medical Imaging Technologist/Sonographer and a current Victorian Radiation Use Licence.
- For sonographers also working in MRI, attainment and maintenance of the ASMIRT Level One Accreditation within 12 months of commencing working in the unit.
- 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
- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.

#### Desirable:

- Completion of all 3 years post graduate experience.
- Experience in supervising students, trainees, graduates and junior employees.
- Demonstrated experience in protocol development, optimisation and dissemination.
- Engagement in industry relevant conferences or meetings or as a presenter or organiser, or publication in an industry relevant journal.

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## KEY PERFORMANCE INDICATORS

### Your performance will be measured through your successful:

- Maintenance of registration with the Australian Sonographer Accreditation Registry and working within scope of practice.
- Compliance with Australian Sonographer Accreditation Registry requirements for oversight of trainee sonographers.

- 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 within allotted timeframes and maximise patient throughput.
- Demonstrated accuracy of imaging with infrequent recall rates, detailed and correctly documented findings and high quality imaging.
- Participate in all department shifts and modalities 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.
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- 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.
- Monitor and evaluate agreed upon performance indicators to guide individual efficiency and improve patient and service outcomes.
- Attend and actively participate at meetings as scheduled.
- Active participation in the Performance and Development review process

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#### **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.
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**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.

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**Clinical Operations**

**Medical Imaging Technologist & Trainee  
Sonographer**

**Reviewed by:**

Chief Medical Imaging Technologist

**Issue Date:**

June 2026

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## 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.

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## OUR PURPOSE

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

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## 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](#)

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## 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](#)

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## 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](#)