



the women's  
the royal women's hospital  
victoria australia

# Position Description

<b>Title</b>	Senior Sonographer
<b>Department</b>	Pauline Gandel Women's Imaging Centre
<b>Classification</b>	Senior Sonographer, Grade 3 Year 1 – 4 (SO57 – SO60)
<b>Agreement</b>	Allied Health Professionals Enterprise Agreement 2021-2026
<b>Responsible to</b>	Allied Health Manager (Chief Radiographer)

## About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

## Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

## Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment, which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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## Department/Unit Specific Overview

The Pauline Gandel Women's Imaging Centre (PGWIC) sits within the Allied Health and Clinical Support Services Directorate. It contains the Department of Radiology and the Department of Obstetrics and Gynaecology Ultrasound who share an administrative/IT support service. The work of the Centre oversees the provision of high-level complex, primary through quaternary care to both inpatients and outpatients (women, fetuses and newborns). There are strong relationships between the Centre, and imaging services across the precinct and with other centres for women's and neonates' health.

## Position Purpose

The role of Senior Sonographer is to provide a comprehensive, clinically excellent ultrasound service to the women and neonates of the Women's (both inpatients and outpatients). As a member of the department's leadership team, the role will contribute to building capacity within the team, coaching, and leading to enhance the capability, safety, quality, efficiency and effectiveness of the care provided. It does this always with an embedded approach to patient-centred care and support of families that is empathetic, transparent, and professional.

## Key Responsibilities

### Clinical Practice

- Provide a safe and effective ultrasound service through the independent application of clinical expertise.
- Provide advanced clinical, technical, and operational advice, when sought, to radiologists and clinicians, within the senior sonographer's scope of competency.
- Perform a range of clinical examinations (from basic to complex) in accordance with standard practice, departmental procedures, guidelines and frameworks, the National Code of Conduct for Health Care Workers, Australasian Sonographers Association (ASA) and Australian Society for Ultrasound in Medicine (ASUM) codes of conduct, and the quality policy of the Australian Sonographer Accreditation Registry (ASAR).
- Prioritise workload in accordance with hospital procedures and guidelines, the severity of the patient's condition, clinical urgency, and the direct impact on their management.
- Provide a positive patient experience, offering emotional support and empathy to them and their families while at the Centre, and always maintaining confidentiality and privacy.
- Attend the appropriate clinical meetings within the hospital to assess relevance and results of service provision and learn about the patient experience.

### Innovation and Improvement

- Foster an organisational culture that promotes service improvement, innovation, and research.

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- Maintain the standards, condition and safety of equipment and advice on ultrasound equipment needs.
- Review, develop, and implement procedures, guidelines, and frameworks for the Centre.

## **Research and training**

- Continue to develop professional skills and knowledge with a high level of motivation and dedication through self-directed learning, observation of others, and by engaging in agreed and approved professional development activities. Maintain an up-to-date record of this.
- Maintain knowledge of evidence-based technological and technical advances in methods of diagnostic ultrasound imaging. Use this knowledge to promote a culture of continuous practice and service improvement within the department and life-long learning.
- Be responsible for the clinical learning needs of undergraduate and postgraduate students and other staff as requested.
- Contribute to professional development sessions within the department and other areas, as requested.
- Promote and undertake clinical audits, as delegated.

## **Key Performance Indicators**

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

## **Key selection criteria**

### **Essential Criteria**

- Registration with the Australian Sonographer Accreditation Registry (ASAR) without limitations.
- Post-graduate Diploma Medical Ultrasound from recognised tertiary training institution.
- Where relevant, registration with the Australian Health Professionals Regulation Agency (AHPRA) without restrictions and licensing with the Radiation Health Division.
- Completed at least 2 years of clinical experience and is at a supervisory level.
- Demonstrated advanced clinical imaging knowledge and skills for complex ultrasound imaging of women and neonates.
- Demonstrated ability to effectively work within a multidisciplinary team and have received positive feedback about the same.

### **Desirable Criteria**

- Demonstrate proficiency and accuracy in a range of computer programs and platforms especially Microsoft Office, search engines, electronic medical records, etc.
- Academic success in undergraduate, or other postgraduate, course/s relevant to the sonography role.

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- Experience identifying areas for research, designing, and implementing studies, successfully applying for approval through Human Resources Ethics Committees, reporting on and disseminating research findings.
- Positive feedback about independent problem-solving and professional communication skills (verbal, non-verbal and written) at a senior level.
- Evidence of CPD in line with registration requirements.
- Leadership experience and interest in developing these capabilities.

## Organisational Relationships

### Internal relationships

- Clinical Director of Radiology
- Allied Health Manager (formerly Chief Radiographer)
- Other senior, junior and trainee Sonographers
- Radiologists (Consultants/ Fellows)
- Sonologists and Sonographers (Obstetrics and Gynaecology)
- PGWIC staff
- Clinical educators – allied health, nursing/midwifery and medical
- Director of Allied Health and Clinical Support Services
- Patients and their families

### External relationships

- Professional bodies (ASAR/ASA)
- Sonography students and tertiary education providers
- Special interest groups and communities of practice

## Inherent Requirements

There are a number of critical work demands (inherent requirements) that are generic across all positions at the Women's. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Occupational Health and Safety.

Physical Demands	Frequency
<b>Shift work</b> – rotation of shifts – day, afternoon and night	Occasional
<b>Sitting</b> – remaining in a seated position to complete tasks	Frequent
<b>Standing</b> – remaining standing without moving about to perform tasks	Frequent
<b>Walking</b> – floor type even, vinyl, carpet,	Frequent
<b>Lean forward / forward flexion from waist</b> to complete tasks	Frequent
<b>Trunk twisting</b> – turning from the waist to complete tasks	Frequent
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Occasional
<b>Squatting / crouching</b> – adopting these postures to complete tasks	Occasional

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<b>Leg / foot movement</b> to operate equipment	Frequent
<b>Climbing stairs / ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting / carrying</b> – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5–10 kilos	Occasional
– Heavy lifting and carrying – 10–20 kilos.	Rare
<b>Push/Pull of equipment/furniture</b> – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10–20 kg	Occasional
– heavy push / pull forces over 20 kg	Rare
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Frequent
<b>Head / Neck Postures</b> – holding head in a position other than neutral (facing forward)	Frequent
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers / hands	Frequent
<b>Wearing lead gowns while working</b>	Frequent
<b>Exposure to ionizing radiation</b> - operating machines that produce ionizing radiation	Occasional
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	Not applicable
<b>Sensory demands</b>	<b>Frequency</b>
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift.	Constant
<b>Psychosocial demands</b>	<b>Frequency</b>
<b>Observation skills</b> – assessing / reviewing patients in /outpatients	Constant
<b>Problem Solving</b> issues associated with clinical and non-clinical care	Constant
<b>Attention to Detail</b>	Constant
<b>Working with distressed people and families</b>	Occasional
<b>Dealing with aggressive and uncooperative people</b>	Occasional
<b>Dealing with unpredictable behaviour</b>	Occasional
<b>Exposure to distressing situations</b>	Occasional
<b>Definitions used to quantify frequency of tasks / demands as above</b>	
<b>Prolonged / Constant</b>	70–100 % of time in the position
<b>Frequent</b>	31–69 % of time in the position
<b>Occasional</b>	16–30% of time in the position
<b>Rare</b>	0–15% of time in the position
<b>Not Applicable</b>	

## Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.

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- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

### Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

### Declaration

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

Employee Name:

Employee Signature:

Date:

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**Developed Date:** May 2025

**Developed by:** Allied Health Manager (formerly Chief Radiographer)

**Date of next Review:** May 2026

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