

# Position Description

## Sonographer Grade 3

<b>Classification:</b>	Sonographer Grade 3
<b>Business unit/department:</b>	Radiology
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
<b>Employment type:</b>	Fixed-Term Part-Time
<b>Hours per week:</b>	16
<b>Reports to:</b>	Chief Sonographer
<b>Direct reports:</b>	N/A
<b>Financial management:</b>	Budget:
<b>Date:</b>	September 2025

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

Be patient focused in the efficient delivery of timely, high quality medical imaging examinations through the twenty-four-hour, seven day week operating period.

### About Radiology

Austin Health is a general teaching hospital on three campuses and is associated with The University of Melbourne. The Radiology Department provides a comprehensive range of diagnostic and interventional services and operates at both the Austin and Repatriation Hospitals. The nature of the work requires extended hours provision of service, and all staff are expected to contribute appropriately to cover the extended hours.

As a part of the Ultrasound service provided at Austin Health, Sonographers are required to rotate across both campuses and participate in a full range of shifts. These include out-of-hours, weekends and public holidays.

The Austin Radiology department provides an extensive range of services to inpatient, emergency and outpatient clinics including a large private referral base. The range of services includes X-ray, Fluoroscopy, Ultrasound, Mammography, CT, MRI, Theatre, and Angiography.

The Repatriation department provides radiology services to a large volume of Outpatient clinics, externally referred patients (from both GPs and Specialist services) and some inpatients. The range of services includes X-ray, Ultrasound, Mammography, CT, Fluoroscopy, Theatre, and minor interventional services.

Royal Talbot Rehabilitation Centre is serviced 1 day per week with general x-ray services.

Ultrasound machines include a mix of Philips Epiq and Canon i800's.

The department also provides education and training for Medical Imaging Technologists, Sonographers and others, and conducts and contributes to research activities.

### Position responsibilities

- Establish and maintain a high standard of practice in ultrasound.
- Understand the principles of safety in the practice of medical imaging procedures, patient interaction and associated tasks, and implement safe practices.
- Actively maintain a program of continuing personal professional development in alignment with ASAR CPD requirements.
- Able to participate in the full range of shifts including the out of hours, weekend, public holiday and on call rosters.
- Contribute to an environment of multidisciplinary teamwork, maintaining a flexible approach to working in different localities serviced by the unit.
- Liaise with medical, nursing and clerical staff regarding scheduling and preparation of patients for examinations.
- Perform non-medical imaging tasks essential to the operation of the Radiology Department as required for efficient operation.
- Ensure a high standard of equipment performance by appropriate quality assurance, care, cleaning- including AS4187 compliance, operation testing and calibration where appropriate.
- As required, participation in departmental quality and educational activities.
- As required, assistance in the organisation and management of workflow.
- As required, assist the Chief Sonographer with operational, quality improvement and education/training activities.
- May assist in teaching and training of Ultrasound trainees and Radiology Registrars

### Selection criteria



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### Essential skills and experience:

- Demonstrated contribution to the care and operating maintenance of equipment, including AS4187 compliance.
- Demonstrated the ability to relate to referring practitioners and departments as required, providing appropriate examinations according to the appropriate priority.
- Have an awareness of the need for accurate documentation of examinations performed, and to have demonstrated rigorous attention to this.
- Demonstrated excellent communication skills both written and oral.
- Ability to relate well to staff, patients and referring practitioners at all levels.
- Demonstrate excellent time management skills.
- Ability to perform studies in a timely and efficient manner. Please refer to Appendix 1.
- Consistently perform studies at the highest quality.
- Ability to work well under pressure and prioritise work to meet deadlines.
- Demonstrates an understanding of Health and Safety requirements

### Desirable but not essential:

- Demonstrated leadership skills with respect to quality and organisation of work.
- Demonstrated an understanding and application of quality improvement principles.

### Professional qualifications and registration requirements

- Post graduate qualification in Medical Diagnostic Ultrasound.
- Registered as an Accredited Medical Sonographer with the Australian Sonographers Accreditation Registry.

### Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

### Other conditions – all roles



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All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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