

Position Description

Vacancy ID: 5051/JT492

Position:	Echocardiographer/Cardiac Sonographer
Reports to:	Operations Lead – Ambulatory Care & Outpatients Head Clinical Cardiac Physiologist
Role Relationships:	Cardiologists Head Clinical Cardiac Physiologist Cardiac Physiologists and technicians Nursing staff Administrative staff Senior Medical staff Medical Imaging staff
Responsible for:	Providing diagnostic images Supervising training of echocardiography students
Liaison with:	Visiting Medical staff Operations Leads Medical Leads Patients and their families Wards and Departments Requesting Medical staff - internal and external to MCH
FTE:	1.0

Organisation Context

MidCentral District Health Board (MDHB) is undergoing a transformational change programme to firmly establish itself as a high performing health system that meets the current and future demands of its communities.

A key component of the transformation change programme is the implementation of the Integrated Service Model – the vehicle by which MDHB will implement the DHB’s strategy (displayed at Appendix B). At maturity, the Integrated Service Model will deliver an integrated health and social care system that ensures individuals, patients, family/whanau and communities are the centre of everything we do.

The transformation will provide an improved service experience and a work environment where staff feel valued and empowered to carry out their work with excellence.

<i>Compassionate Ka whai aroha</i>	<i>Respectful Ka whai ngākau</i>	<i>Courageous Ka mātātoa</i>	<i>Accountable Ka noho haepapa</i>
--	--------------------------------------	----------------------------------	--

Role Purpose

- To assist the coordination and delivery of patient care in Echocardiography, enhancing continuity, facilitating clinical excellence and improved health outcomes.
- To have a key focus on improving delivery of patient care.
- Role models quality practice and care, is involved with development of staff and systems.
- Facilitation of multi-disciplinary teamwork and integration of service provision.
- Demonstrates and uses theoretical knowledge, practical skills, successful experience and leadership skills.

Key Result Area	Behaviour	Performance Measure
Clinical Care Quality	Promotes and role models excellence in patient care and provision of support for patients and families.	Assists in co-coordinating care and services through effective processes to manage: <ul style="list-style-type: none"> • Patient throughput • Staff rostering for echocardiography • Workload and time management Ensures best practice is used to achieve quality outcomes and staff satisfaction. Role models excellence in practice and patient management processes. Forms effective links and positive working relationships with the relevant Team Leaders and Medical Heads
	Works with Head Cardiac Physiologist and Medical Head Cardiology and Team members to continuously improve clinical practice and patient outcomes.	Complies with agreed clerical, technical and clinical quality standards, policies, procedures and guidelines. Participates in continuous service improvement, identifies areas requiring improvement and acts upon these appropriately. Attends meetings as appropriate, represents the service, feeds back and facilitates staff involvement in initiatives.
	Actively manages risk.	Ensure that complaints received are forwarded to the Head Cardiac Physiologist Assists when appropriate with responses to the complaint.
	Assists with cross-functional linkages with other patient/operational lines to enable improved patient outcomes to be achieved.	Maintains good relationships and communication with all staff members and Patients.

Key Result Area	Behaviour	Performance Measure
	Ensures service provision meets the Organisation's Code of Patients Rights and Responsibilities.	Assists in putting processes in place. Practices according to policies and procedures of MCH
Leadership / Training	Provides input and works collaboratively to achieve service and technical excellence within echocardiography	Identifies appropriate courses, educational events, attends and feedback as required. Acts upon survey results as required. Attends team meetings. Works closely with team members from a wide range of clinical disciplines, helping to create a productive responsive patient focused team that is able to deliver cost effective quality care. Actively participates as a member of the team in team development and other relevant activities.
Quality Control	Assists with ensuring the service meets the requirements of legislative compliance and accreditation.	Report and record equipment faults/malfunctions. Identify supplies required for continuous service.
Strategic Issues	Provides input to strategic and service plans, Development of options for Team/Line consideration.	Team plans are developed, documented and consultation occurs with the team and other related parties. These plans are compatible with Line and Organisation strategic objectives.
	Relationships with primary providers, eg GPs, Consultants, Registrars.	Primary and secondary providers indicate satisfaction with service relationship.
Service Delivery	Assists in providing service data and other input to contract negotiations and monthly reports.	Assists data preparation to meet time frames and team leader requirements within working hours.
	Identify possibilities for revenue enhancement.	New/ enhanced revenue opportunities are identified and discussed with the team leader.
Human Resource Management	Incorporates the principles of human resource management into practice.	Assists with the facilitation of the development and maintenance of skills of all team members within echocardiography. According to delegations from Operations Director and Statutory requirements of the profession, other relevant legislation, policies and procedures: <ul style="list-style-type: none"> • Orientates • Develops



Key Result Area	Behaviour	Performance Measure
		<ul style="list-style-type: none"> Coordinates staff effectively <p>Uses the mechanisms in place to improve individual performance.</p> <p>Assists with regular case reviews and peer review processes that support clinical development and challenge practice.</p> <p>Effectively incorporates students into the team and assists the mechanisms that support their achievement of programmed objectives.</p>
Professional Development	Assists with the facilitation of professional development for staff as required by the Clinical Director, TL, Medical Head.	<p>Identifies areas of professional development</p> <p>Liaises with the team leader to develop a professional development plan and act upon this.</p> <p>Accreditation standards are maintained.</p>
Financial Management	Assists in achieving service delivery goals while effectively managing resources.	<p>Assists in ensuring services pertaining to patient/client care are provided in the most efficient and effective manner.</p> <p>Utilizes resources in a way that is consistent with the Organizations strategic and business plans and policies.</p> <p>Assists in determining CAPEX requirements and assists in CAPEX processes, product evaluation and equipment purchase as requested by the Operations Director or Team leader.</p>
Health and Safety	Actively contributes to a healthy environment.	<p>Has an active risk management programme in place to prevent or minimize hazards.</p> <p>Collaborates with the team and experts to ensure a safe environment for practice and care.</p> <p>Applies MidCentral Health emergency procedures.</p> <p>Ensures all staff is aware of location of safety equipment and its use.</p>
Treaty of Waitangi	Treaty of Waitangi knowledge and application	<p>Has knowledge & understanding of the Treaty of Waitangi & it's application in Health in terms of the articles and principles.</p> <p>Attends the MCH Treaty of Waitangi education</p>

Key Result Area	Behaviour	Performance Measure
General	Provision of advice to Team Lead, Clinical Director and Operations Director on team and service issues. Participation in Organizational and service improvement meetings.	The team Leader, Clinical Director and Operations Director are satisfied with quality of advice. Team Leader, Clinical Director and Operations Director express satisfaction with participation. Evidence of an active role in line projects.
	Ensures team complies with service and Organisation policies. Facilitates associated training as required.	Compliance with Organizational Policies.
	Liaises with other teams and relevant external agencies.	Other Lines and external agencies express satisfaction with liaison. Evidence of quality networks exists.
Communication of Clinical Issues	Provide feedback and advice, Team Leader, Clinical Director and Operations Director on clinical information issues within the team that are impacting on effectiveness of the service.	The information requirements of the Line are identified.

Key Competencies

Competencies are the skills, knowledge and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified.

For the purposes of selection essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

Essential Competencies:

- Bachelor of science in biological or physical sciences (or equivalent)
- Relevant post graduate qualification, DMU, QUT or British society of Echocardiography
- Minimum of 3-5 years post graduate clinical/diagnostic experience
- High degree of Clinical competence in Cardiac Sonography including, Transthoracic, TOE, Paediatric, stress echo, bubble studies and needle guided Pericardiocentesis
- Registration with the Society of Cardiopulmonary Technology (SCT) NZ. Ltd and maintains requirements of Annual practising certificate (APC)
- Maintains education standard required of a senior echosonographer
- Provides clinical supervision and training to junior colleagues
- Maintains level 5 CPR

Functional Competencies

- Knowledge and understanding of the Service
- Broad knowledge and appreciation of the roles of various health professionals within the Service and in other lines, which support the continuum of patient, care.
- Knowledge and understanding of bicultural issues.
- Knowledge and understanding of current Organisation vision, goals and objectives.
- Knowledge of local community, its key issues and key customers.
- Computer/PC skills
- A well defined understanding of the essential qualities that promote a high quality and successful team approach

Analytical and Decision-Making Ability

- Ability to grasp implications of a situation within a short time frame.
- Ability to identify prioritises, analyse and resolve a range of issues/problems.
- Willingness and ability to recognise when assistance may be needed to resolve issues that arise within team.
- Ability to make decisions and accepts accountability for these decisions.
- Ability to identify and analyse key data/facts and sees key relationships.
- Ability to evaluate information thoroughly, and make timely decisions based on available information.

Flexibility

- Willingness to reconsider viewpoints/new sources of information and to adjust decisions accordingly if appropriate.
- Ability to develop new and/or more effective work processes and systems through lateral thinking and creativity in work and process design.
- Ability to reprioritise according to sudden/unexpected team demand/need.
- Ability to coach and develop staff
- Ability to adapt and implement change

Organisational Competency

- Ability to plan, organise and control the job realistically, allocating time to priority issues, and to cater for contingencies.

Personal/Interpersonal Competencies

- Ability to initiate action spontaneously.
- Ability to be confident and appropriately assertive in dealing with others.
- Ability to persevere with a task, and to display the required energy to achieve the objectives despite obstacles.
- Skilled at relating to and building rapport with others.
- Ability to deal with conflict.

Communication Skills

- Ability to express ideas spontaneously, logically and convincingly in simple, clear language.
- Reflective listener, accurately interpreting meaning and taking actions that reflect complete understanding of the message communicated.
- Ability to deal with conflict situations, listening and valuing the views of others.
- Demonstrates facilitation and negotiation skills to achieve mutually acceptable outcomes.
- Consults in an inclusive manner.
- Promotes open communication within the team.

Clinical/Operational Specialty

- Ability to provide advice to team members in relation to clinical/operational skills/practice
- Understanding of and ability to explain how clinical/operational specialty fits into the organisation.
- Ability to recognise and understand patient focused care
- Passionate about clinical/operational specialty.
- Recognition outside of the Organisation for clinical/operational expertise.
- Ability to understand the intent of and safely interpret relevant statutes etc in a way that preserves their intent.
- Skilled at conducting key activities related to specialties.
- Possession advanced body of knowledge and expertise related to echocardiography.

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. MDHB will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health & Safety/ Infection Prevention & Control Team.

- Ability to move about and undertake necessary duties.
- A high degree of physical capacity is required, as the work is physically demanding involving standing, walking, sitting, stretching, twisting, bending and lifting/moving weights up to and above 15 kilograms. (Stature extremes may increase hazard of shared activities).
- Manual dexterity sufficient to operate a variety of specialised equipment
- Visual ability sufficient to read, write/record, operate equipment, monitor equipment and patient status enabling accurate performance of essential job duties.
- Hearing and speech sufficient to communicate with patients and co-workers, monitor patient status and equipment, recognise impending emergencies relating to patients and equipment, and hear emergency alarms.
- A high degree of mental concentration is required.
- Ability to undertake repetitive activities involved in writing, recording, filing.
- Skin condition should allow frequent contact with water, soap/disinfectant soap, cleaning chemicals, other chemicals and latex rubber.
- Absence of a health condition which could increase appointee's susceptibility if exposed to infections more frequently than in daily living.
- Freedom from infection or colonisation with MRSA.
- The appointee's health condition should not result in undue hazard to clients or others as a result of any health condition. (Note MidCentral Health Policy for Work Restriction of Staff with infectious conditions. Note Skin Lesion Section)
- Must be able to function under rapidly changing and demanding conditions..

Conditions of Appointment

EMPLOYMENT AGREEMENT

APEX AND SOUTH OF AUCKLAND DISTRICT HEALTH BOARDS SONOGRAPHERS COLLECTIVE AGREEMENT

The Collective Agreement which covers the work of this position is the APEX and South of Auckland District Health Boards Sonographers Collective Agreement which applies to employees appointed to roles that are covered by this Collective Agreement and who are members of the Association of Professional and Executive Employees Incorporated (APEX) union.

PSA & DHB MULTI-EMPLOYER COLLECTIVE AGREEMENT FOR PUBLIC, ALLIED AND TECHNICAL HEALTH EMPLOYEES, LOWER NORTH ISLAND

However, the Public, Allied and Technical Health Employees Collective Employment Agreement also contains provision for sonographers and you are able to become a party to this Collective Employment Agreement if you wish. The union that represents employees in this collective is the PSA.

NATURE AND TENURE OF APPOINTMENT

The appointment will be subject to the conditions contained in this schedule, MidCentral District Health Board's policies and appropriate legislation.

The appointment is permanent but may be terminated by four weeks' notice in writing by either party. In the event of the appointee being found to have breached the organisation's code of conduct or other policies, the appointment may be terminated without notice.

SALARY

The annual salary for the position will be negotiated within the salary range applicable to the relevant Collective Agreement.

Salary is proportionate to hours worked. All salary payments will be made by direct credit to a nominated bank account in the appointee's name (or jointly including the appointee's name).

HOURS OF WORK

Hours of work will be 40 hours per week.

If the appointment is full-time the employee shall not engage in any other business or occupation without the prior consent of the Organisation. If an appointee is engaged in other business or occupation when taking up a full-time appointment with MidCentral District Health Board, and wishes to continue to participate in this other business or occupation, this must be disclosed to the hiring manager prior to accepting the appointment.

TREATY OF WAITANGI

MidCentral District Health Board is committed to its obligations under the Treaty of Waitangi. The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices.

EQUAL EMPLOYMENT OPPORTUNITIES

MDHB is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

SMOKE FREE ENVIRONMENT

MidCentral District Health Board provides smoke-free workplaces that protect the health and comfort of employees, patients/ clients, contractors, volunteers and visitors. All buildings, grounds and vehicles owned, occupied or leased by MidCentral District Health Board are smoke-free. Employees are

*Compassionate
Ka whai aroha*

*Respectful
Ka whai ngākau*

*Courageous
Ka mātātoa*

*Accountable
Ka noho haepapa*

expected to promote smoke-free lifestyles and act as role models when working with patients/ clients and in the community.

CODE OF CONDUCT

MidCentral District Health Board has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral District Health Board are also required to act with a spirit of service to the community and meet high standards of integrity and conduct as set out in Standards of Integrity and Conduct - a code of conduct issued by the State Services Commissioner.

‘SHARED APPROACH TO WORK PRINCIPLES’

Developing a shared approach to working together

It is important that MidCentral District Health Board has a healthy and safe working environment in which all employees feel their contribution is valued and appreciated. The actions and behaviours below are intended to provide a guide and assist us all to develop and maintain this environment.

To be happy and proud in our work we will:

- Care for and support each other to have a safe work environment;
- Treat each other with trust and respect, recognising cultural and other differences;
- Communicate openly, honestly and act with integrity;
- Enable professional and organisational standards to be met;
- Support each other to achieve, and acknowledge contributions and successes.

MidCentral District Health Board does not tolerate bullying, harassment, or inappropriate behaviour in the workplace environment.

CONFIDENTIALITY

All employees are responsible for the security of confidential and sensitive information which is held by MidCentral District Health Board. All employees have a responsibility to comply with the requirements of the Privacy Act 1993 and the Health Information Privacy Code 1994 and any subsequent amendments.

It is a condition of employment for all employees that confidential or sensitive information is only accessed, used or disclosed as necessary to meet their employment or contractual obligations and in accordance with the relevant legislation, their professional obligations, and any other obligations imposed by law. Note: This does not preclude the sharing of clinical information among health professionals involved in the care or treatment of the individual on a “need to know” or consultancy basis.

Confidential information concerning a patient or client who is receiving or has received services provided by MidCentral District Health Board may not be accessed by employees not involved in the care or treatment of the patient or client, and also may not be disclosed to unauthorised persons, except for those specific cases defined in relevant legislation and as per MidCentral District Health Board’s Confidentiality Policy.

HEALTH DECLARATION

Shortlisted applicants will be required to complete a Health Declaration form and provide this to the hiring manager. They may also be required to undergo a medical examination as part of assessing their ability to fulfil the requirements of the position.

DECLARATION OF CRIMINAL CONDUCT AND OTHER INFORMATION

Shortlisted applicants will be required to complete a Declaration of Criminal Conduct and Other Information form and provide this to the hiring manager.

*Compassionate
Ka whai aroha*

*Respectful
Ka whai ngākau*

*Courageous
Ka mātātoa*

*Accountable
Ka noho haepapa*

POLICE CLEARANCE/ CHECK(S)

Some appointments at MidCentral District Health Board are subject to a Police Clearance which requires the applicant to complete a New Zealand Police Vetting Service Request and Consent Form. Additionally, overseas police checks may need to be applied for by the appointee if they have lived in any country other than New Zealand for 12 months or more within the last 10 years.

Shortlisted applicants will be advised of the requirement to undergo a New Zealand Police Clearance, and provide overseas police clearance/s, as required.

Notwithstanding the police clearance process upon appointment, in future all MidCentral District Health Board employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process.

MidCentral District Health Board reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work, terminate employment, if any adverse information arises out of the police check/s.

VULNERABLE CHILDREN ACT 2014

Due to the this role having contact with children and MidCentral District Health Board's commitment to child protection, shortlisted applicants will be subject to 'safety checks' in accordance with the Vulnerable Children Act 2014 before any offer of employment is made. These checks are required periodically for existing employees in accordance with the relevant legislation.

APPLICATIONS

Applicants are required to complete an official form of application, providing names and addresses of three confidential referees* – one being the current or most recent employer or educator, and attaching a CV and cover letter. Copies of recent testimonials or any other information considered pertinent to the position may also be included.

You can choose to submit your application via our online process or in writing.

To apply online, please visit the "Vacancies" page under "Working at MDHB" on our website: www.midcentraldhb.govt.nz.

Hard copy application forms are available by contacting Human Resources on +64 6 350 8850 or email vacancy@midcentraldhb.govt.nz. If returning by post, your application should be addressed to **Human Resources, MidCentral District Health Board, Private Bag 11036, Palmerston North 4442**.

**Referee reports obtained or provided are subject to Section 27 (1) (c) of the Official Information Act 1982 and Section 29 (1) (b) of the Privacy Act 1993 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in MidCentral District Health Board's appointment and review procedures.*

MidCentral DHB's Values and Behaviours

All employees of MidCentral District Health Board will adopt the values and demonstrate the behaviours related to them of being Compassionate, Respectful, Courageous and Accountable - in the following ways:

COMPASSIONATE - KIA WHAI AROHA

- Is responsive to the needs of people, whānau and the community.
- Strives to deliver beyond expectations and go the extra mile.
- Shows concern for others and offers proactive and timely assistance and support to others.
- Is empathetic and mindful of others and sensitive to their feelings.
- Creates an environment where others feel safe and supported, encouraging them to contribute and share their views and perspectives.

RESPECTFUL – KIA MĀTĀTOA

- Shows politeness, admiration and honour to others and does not cause offence.
- Actively listens when someone is speaking and shows value for other peoples' perspectives.
- Genuinely engages and listens to others and considers their views while making decisions.
- Is inclusive of diverse perspectives and the cultural beliefs of others and actively seeks to improve own knowledge.
- Recognises team member strengths and development needs, and coaches them to maximise their potential.

COURAGEOUS – KIA WHAI NGĀKAU

- Speaks up when things are not right.
- Is adventurous in search of feedback and is open to feedback.
- Puts organisational interests ahead of their own.
- Speaks up when they have to contribute or when other's behaviour is inconsistent with the DHB's values.
- Champions innovative ideas in the team, and on behalf of the team.
- Is willing to question accepted approaches and processes and open to challenge.

ACCOUNTABLE – KIA NOHO HAEPAPA

- Acknowledges and assumes responsibility for their actions and does not blame others when things go wrong.

*Compassionate
Ka whai aroha*

*Respectful
Ka whai ngākau*

*Courageous
Ka mātātoa*

*Accountable
Ka noho haepapa*

- Strives for excellence and delivers high quality care that focuses on the needs of the consumer and whānau.
- Is innovative and strives for quality and excellence.
- Following through on conversations – saying what you will do and doing what you say.
- Is able to intervene effectively when progress against budgets, plans or projects is off track.
- Is committed to rapid resolution of complaints, problems and issues.

*Compassionate
Ka whai aroha*

*Respectful
Ka whai ngākau*

*Courageous
Ka mātātoa*

*Accountable
Ka noho haepapa*



Appendix B – MidCentral DHB’s Strategy

WE ARE COMMITTED TO

Ka ū tā mātou mahi



WE ARE ABOUT

Better health outcomes, better health care for all

Ko tā mātou mahi

He whakapai ake i te hauora hei oranga mō te katoa

WE WILL BE

*Compassionate Respectful
Courageous Accountable*

Ka pēnei mātou

*Ka whai aroha Ka whai ngākau
Ka mātātoa Ka noho haepapa*

INDIVIDUALLY AND TOGETHER

WE WILL

Achieve quality and excellence by design

Connect and transform primary, community and specialist care

Partner with people and whānau to support health and wellbeing

Achieve equity of outcomes across communities

He mahi takitahi hei toa takitini

Kia kounga, kia hiranga te hoahoa

Kia mahi tahi me te tangata, me te whānau hei tautoko i te hauora me te oranga

Kia tūhono e pai ake ai te atawhai tuatahi, te atawhai hapori, te atawhai ngaio

Kia tōkeke ngā hua mō ngā hapori katoa

WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

People Partners Information Stewardship Innovation

Ka eke angitu mātou mā

Ō mātou iwi Ō mātou hoa mahi Te whakamōhio Te tiaki Te auaha