

## POSITION DESCRIPTION

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<b>Position Title:</b>	Sonographer, Northern Imaging Victoria (NIV)
<b>Business Unit/Division:</b>	Northern Imaging Victoria, Division of Diagnostic and Outpatient Services
<b>Award Agreement:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
<b>Classification:</b>	Sonographer AHP1 – Gr3 L1-L4
<b>Employment Type:</b>	Part time, Ongoing
<b>Reports to:</b>	Ultrasound Supervisor, Northern Imaging Victoria
<b>Date Prepared/Updated:</b>	15 <sup>th</sup> August 2025

**General Role Statement:**

As a sonographer with NIV your role will be to provide high quality diagnostic images in a dynamic and fast paced environment with patient care at the forefront. This role will be required to deal with a complex caseload across the campuses of Northern Health. Guidance will be provided from both an experienced Ultrasound Supervisor and Tutor Sonographer. A wide range of scanning skills are required to fill the role requirements, however there are many opportunities for further development and education.

## ORGANISATIONAL OVERVIEW

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**Introduction**

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

**Our Vision:**

Creating a healthier future by working together, innovating and delivering great care.

**Our Values:**

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

**Our Priorities:**

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

**Safety, Quality and Clinical Governance at Northern Health**

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

**Commitment to Child Safety at Northern Health**

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

**Family Violence and Child Safety Statement:**

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

**ROLE STATEMENT**

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This position is responsible for:

- Preparing and maintaining the imaging rooms to a high standard, performing daily tasks as allocated by the modality supervisor and assist with the workflow effectively, efficiently and productively, reporting any issues or risks to the modality supervisor in a timely manner.
- Participate in quality assurance programs to improve ultrasound services.
- Work independently and as part of a team, and have the confidence to make decisions as the need arises.
- Maintain a positive and pro-active relationship with colleagues, both within the department and across the organisation.
- Provide high quality diagnostic imaging services to patients.
- Maintain a high level of patient care and safety.
- Handle patient and business information with strict confidentiality.
- Undertake additional duties as directed by the Ultrasound Supervisor.
- Contribute positively to team environment in the department and organisation.

- Liaise with internal and external stakeholders as required.

**All employees:****Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

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**General**

- Create and maintain positive working relationships with NIV staff.
- Participate in an environment that encourages staff to work both autonomously and collaboratively as required.
- Assist staff to resolve problems or queries as they arise and escalate to the modality supervisor for further clarity and resolution.
- Provide necessary support to all staff within the radiology environment.
- Work alongside students to provide support and mentorship, under the guidance of the Clinical educator
- Build effective working relationships with other departments in the organisation to ensure positive patient outcomes.
- Actively participate in departmental processes and procedures to ensure effective controls are met.

**Organisation-Wide Contribution**

- Comply with all of the By-Laws, Regulations and Policies that are in place at Northern Health including those relating to; Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Equal Opportunity, Bullying and Harassment in the workplace.
- Promote a culture of risk and "safety first" awareness and ensure risk management strategies and processes are embedded into work practices.

- Demonstrate by example, adherence to and role modelling of the Northern Health values and Staff Code of Conduct to support a positive, productive and high performing culture.
- Proactively support Program Directors in the achievement of Northern Health operational and strategic goals.
- Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of duties for which the appointee is employed.
- Act at all times with legal/ethical parameters.
- To take an active part in the recognition and prevention of hazardous situations in the workplace and to initiate preventative action.

### Diversity and Inclusion

- Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour.
- Promote diversity and inclusion across Northern Health campuses.
- Contribute to a culture of consumer participation by ensuring that activities within the area of responsibility are inclusive of and responsive to the needs of our consumers.

### Innovation and Culture Change

- Promote a culture of risk and safety-first awareness.
- Actively pursue the improvement of quality and processes within the organisation.

## SELECTION CRITERIA

### Qualifications, Registrations and Qualities

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##### Essential

- Bachelor Medical Sonography or post graduate qualification in Medical Ultrasonography.
- Current registration with Australian Sonographer Accreditation registry (ASAR) and CPD enrolment.
- Demonstrated effective interpersonal, written and verbal communication skills with the ability to communicate across all levels within internal and external stakeholders.
- Physical ability to perform ultrasound examinations and normal associated tasks (including manual handling skills and experience).
- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated professional behaviour and interactions with patients, their families and employees.
- Computer literacy, including RIS-PACS experience, use and understanding.
- Demonstrated attitude of an willingness to learn, grow and accept change.
- Ability to perform complex clinical procedures within your specialist modality with a high degree of competency.
- Ability to problem solve and resolve conflict in a complex environment.
- Ability to travel to any of Northern Health's campuses as required.
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that

requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

**Experience**

- Previous Ultrasound experience within a Medical Imaging department, ideally within a Public Hospital.

**Knowledge, Skills and Behaviours**

- Proven competency across multiple Ultrasound imaging areas – including but not limited to General, MSK, O&G, Breast, Paediatrics, Vascular.
- Highly developed interpersonal, written and electronic communication skills.
- Open and adaptive to workplace change.
- Cooperates with others and contributes to teamwork to achieve departmental goals.
- Well developed critical thinking and problem-solving abilities.
- Demonstrated ability to develop professional relationships across a broad range of health workers and consumers.
- Collaborative and self-motivated.
- Demonstrated ability to prioritise and meet competing demands.
- Demonstrated capacity to exercise sound judgement, diplomacy and discretion with a proven ability to handle sensitive or confidential information.
- High level of attention to detail, excellent professionalism, confidentiality and discretion.
- Participation in On-call roster and willingness to work weekends is desired.

**Employee Declaration**

I  have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: