Position description

Position title	Sonographer Grade 3
Department / Division	Medical Imaging/Access and Operations
Classification	SO58 – SO60 Sonographer Grade 3 Year 2 – Grade 3 Year 4
Position reports to	Operational: Lead Sonographer Professional: Allied Health Manager
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is *A world where all kids thrive*.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of $850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

The Medical Imaging Department (MID) sits within the Division of Surgery. The MID provides more than 90,000 paediatric inpatient and outpatient imaging services annually. The technological services are provided by Medical

Imaging Technologists (MITs), Sonographers, Magnetic Resonance Technologists (MRTs) and Nuclear Medicine Technologists (NMTs).

ROLE PURPOSE

Under the direction of the Lead Sonographer, the Sonographer Grade 3 is responsible for contributing to the delivery of high-quality paediatric medical imaging services that support patient diagnosis, disease monitoring and treatment. The position includes performing ultrasound at a senior level to patients and referrers.

The required role encompasses ongoing supervision and mentoring to student and trainees under the guidance of the Lead Clinical Educator Sonographer, together with other duties and responsibilities as required by Director or Allied Health Manager – Medical Imaging, consistent with the scope and requirements of the role.

KEY ACCOUNTABILITIES

Provision of Care

- Demonstrated ability to perform diagnostic imaging ultrasound service, ensuring a high standard of patient care, welfare and safety in accordance with all established safety practice and ethical considerations.
- Be responsible for documentation and recording required to maintain and complete patient imaging records.
- Deliver excellent evidence-based practice in Medical Imaging procedures and interventions for all patients attending the RCH. Provide efficient and high quality of imaging services, including but not limited to staff recruitment, training, and performance management in accordance with RCH policies and any relevant external professional bodies.
- Support coordination of service and maintenance of equipment to comply with accreditation and all Workplace Health and Safety (WHS) requirements.
- Be aware of and report equipment malfunctions to ensure safety and service maintenance.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.
- Participate in rotating rostered shift duties, including on-call and weekend rosters.
- Provide leadership in clinical, daily workflow, documentation and recording, managing a complex and varied clinical caseload.
- Contribute positively to change processes, through demonstrating flexibility and openness to change.
- Lead the ongoing development, review and maintenance of administrative processes and improved communication mechanisms.
- Ensure timely provision of discipline services through appropriate prioritisation of stream, departmental caseload and patient needs.
- Provide specialist paediatric clinical expertise, advocacy, and guidance within the specified field of ultrasound, and across the wider MID.
- The ability to engage children of different ages and abilities, and to advocate for patients and their families.

Lifelong Learning

- Participation in professional development activities to ensure evidence-based practice is maintained.
- Act to ensure processes, frameworks and support tools are in place for enhancing learning through reflection.
- Promote a culture in which clinical supervision is treated as part of core business of contemporary professional practice.
- Foster a culture in which feedback is used as a positive strategy to enhance goals, awareness and learning.
- Model a commitment to continuing professional development and support junior staff in developing and accomplishing professional goals and objectives.
- Actively participate in, provide and contribute to continuous improvement and continuing education opportunities.
- Participate in both internal and external training, education and research to maintain standards and professional development as required by the appropriate government legislation.

- Actively promote an environment of lifelong learning.

Collaborative Practice

- Work constructively and in collaboration with the multi-disciplinary teams towards a common goal.
- Demonstrate experience working with initiative, autonomy and leading others in the pursuit of team goals.
- A flexible and adaptable approach to functioning in a team environment, enhancing the team's performance to ensure excellence in service delivery.

Communication

- Apply highly developed verbal communication, interpersonal skills and attention to detail, with the ability to interact with a variety of stakeholders.
- Recognise issues which may lead to conflict, constructively addressing issues as they arise.
- Communicate effectively with patients and families to ensure their understanding and their needs and views are included in plans and actions.
- Facilitate open and effective communication across all levels of the MID and wider RCH.

Continuous Improvement

- Proficient time management skills to balance clinical requirements and to contribute to continuous improvement activities.
- Lead and contribute to improvements in departmental management and function.
- Be aware of and practice RCH requirements in incident reporting to ensure continuous improvements to consumer service.
- Contribute to quality improvement activities and audits as required.
- Balance priorities between clinical load and contribution to quality improvement activities.
- Empowers team to identify, analyse, report and manage risks.
- Manage local risks and escalate appropriately to line manager and relevant stakeholders.

Supervision, Leadership and People Management

- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline which are based on the DHHS Allied Health Clinical Supervision Framework.
- Provide clinical supervision to staff and students, and provide regular, constructive and developmental feedback to trainees and students.
- Provide clinical and operational leadership in area of expertise, ensuring consultation with the lead Sonographer or manager as appropriate.

Research

- Find, critically review, evaluate and interpret literature and apply to clinical practice.
- Identify research gaps or opportunities within area of clinical expertise and engage in research projects.
- Appropriately share evidence e.g., presents at journal club, special interest groups, conferences and scientific meetings.

QUALIFICATIONS AND EXPERIENCE

Essential

- Post Graduate Diploma (or equivalent) in Sonography with suitable undergraduate Degree.
- Accreditation with the ASAR.
- Extensive skills and experience in Sonography.
- Proven capacity for leadership in a team environment and ability to work well as a senior team member.

Desirable

- Previous Paediatric experience.
- At least 7 years' post qualifying experience.

KEY SELECTION CRITERIA

- Significant experience in the development and delivery of specialised service within specified field of Ultrasound.
- Proven ability to work both autonomously and within a team environment.
- Demonstrated excellent communication skills, both verbal and written, with all stakeholders to ensure a high-quality service.
- Exceptional ability to build and maintain strong working relationships with internal and external stakeholders.
- Proven ability in leading and motivating staff.
- Considerable initiative and flexibility to optimise patient service in a safe working environment.
- Experience in providing teaching and training within the field of Ultrasound.
- Experience in identifying problems and seeking appropriate, customer focussed solutions.
- Highly developed interpersonal skills with the ability to adapt communication styles to a range of audiences.
- Flexible approach to problem solving.
- Prioritising workload and competing demands.
- Excellent ability to organise and plan work effectively, adapting to changes as required.

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative.
- Courageous - We pursue our goals with determination, ambition and confidence.
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together.
- Kind - We are generous, warm and understanding.

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

INHERENT REQUIREMENTS OF THIS ROLE		
There are a number of critical work demands (inherent requirements) that are generic across all positions at The Royal Children's Hospital. 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 Workplace Health & Safety.		
Physical Demands		**Frequency**
Work Hours	This role is typically performed during standard business hours	Frequent
	This role requires shift work, including day, afternoon, night & weekends	Rare
	This role is required to participate in an on-call roster	Frequent
Sitting – remaining in a seated position to complete tasks		Frequent
Standing – remaining standing without moving about to perform tasks		Frequent
Walking – floor type even, vinyl, carpet		Frequent
Lean forward/forward flexion from waist to complete tasks		Frequent
Trunk twisting – turning from the waist to complete tasks		Frequent
Kneeling – remaining in a kneeling position to complete tasks		Rare
Squatting/crouching – adopting these postures to complete tasks		Rare
Leg/Foot movement – to operate equipment		Frequent
Climbing stairs/ladders – ascending/descending stairs, ladders, steps		Rare
Lifting/Carrying	Light – less than 5 kilos	Frequent
	Moderate – 5-10 kilos	Rare
	Heavy – 10-20 kilos	Rare
Push/Pull of equipment/furniture	Light forces – less than 10 kilos	Frequent
	Moderate forces - 10-20 kilos	Frequent
	Heavy forces – over 20 kilos	Frequent
Reaching – arm fully extended forward or raised above shoulder		Prolonged/Constant
Head/Neck Postures – holding head in a position other than neutral (facing forward)		Occasional
Sequential repetitive actions in short period of time	Repetitive flexion & extension of hands, wrists & arms	Prolonged/Constant
	Gripping. Holding, twisting, clasping with fingers/hands	Prolonged/Constant
Driving – operating any motor-powered vehicle with a valid Victorian driver's licence		Not Applicable
Sensory Demands		
Sight – use of sight is integral to most tasks		Prolonged/Constant
Hearing – use of hearing is integral to most tasks		Prolonged/Constant
Touch – use of touch is integral to most tasks		Prolonged/Constant
Psychosocial Demands		
Observation skills – assessing/reviewing in/outpatients		Prolonged/Constant

Problem solving issues associated with clinical and non-clinical care	Prolonged/Constant
Attention to detail	Prolonged/Constant
Working with distressed patients and families	Frequent
Dealing with aggressive and uncooperative people	Frequent
Dealing with unpredictable behaviour	Frequent
Exposure to distressing situations	Frequent

Definitions used to assess frequency of tasks/demands as above	
Prolonged/Constant	71-100% of time in position
Frequent	31-70% of time in position
Occasional	16-30% of time in position
Rare	0-15% of time in position
Not Applicable	

Position description last updated	**November 2026**