

1. General Information

Position Title:	Cardiac Sonographer Grade 3
Division/Department:	Cardiac Diagnostic Services (CDS)
Position Reports to:	Chief Cardiac Sonographer
Enterprise/Individual Agreement:	Allied Health Professionals agreement
Classification/Grade:	Grade 3, Year 1 – Year 4
Location:	Epworth Richmond
Employment Status:	Full time, Part time, Casual
Key Relationships - internal and external	Chief Cardiac Sonographer and Clinical Director Patients attending CDS, reporting cardiologists and referring doctors CDS Sonographers and physiologists Practice manager and reception staff

2. Overview of Epworth HealthCare

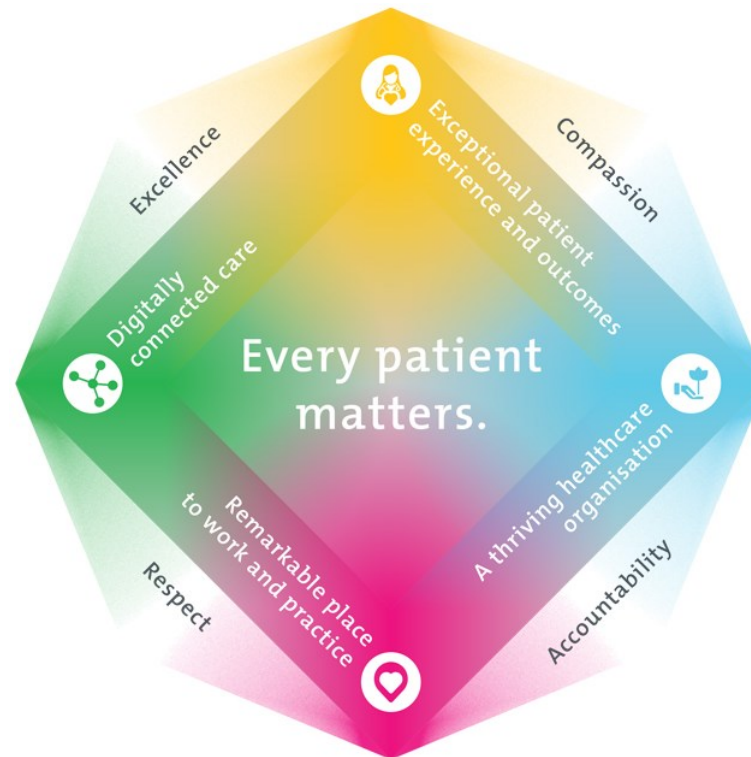
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

Perform array of echocardiography scans to the highest standard, following established guidelines and protocols, working unsupervised.

Within the CDS team, contribute to the overall performance of the unit, ensuring consistency with Epworth's mission and values.

To play an active role in a community-based culture that fosters a spirit of achievement and development to ensure high standards commensurate with Epworth values.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Clinical care - Performance of cardiac ultrasound scans in a timely manner - Extension of scan as determined by pathology encountered - Written interim report	- Competent performance of cardiac sonographic scans in accordance with international standards, guidelines and protocols - Promptly and appropriately report unexpected and significant variations from normal values - Liaise with other health professionals as required - Participate in on-call echo service - Participate in departmental education sessions - Contribute to the ongoing training of junior staff
Customer service - Empathetic and sensitive approach - Privacy and confidentiality - Clear explanation of procedure	- Courteous and professional manner when addressing patients and staff - Ensure timely reporting by cardiologist - Use AIDET principles in all interactions
Emergency response Maintain BLS competency	- Ability to operate effectively during stressful situations (eg medical emergency) - Acts to promote protection of patients, self and others
Continuous quality improvement and professional development Comply with Australian Sonographer Accreditation Registry-mandated CPD requirements	- Maintain ASAR accreditation - Attendance at relevant educational meetings - Demonstrate ability in teaching and training

• Maintain and update skills • Life-long learning • Supervision and instruction of trainees	• Show initiative and leadership skills
Customer Service Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers. Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees. • Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues	• Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner • Treat all staff with respect • Communicate clearly and effectively with colleagues to ensure continuous and effective operations of CDS
Safety and Wellbeing Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan	• Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	Essential - ASAR-accredited qualification in cardiac sonography - Applied science degree with relevant subjects or equivalent Desirable - A level of formal training in clinical supervision <i>or</i> willing to undertake this training
Previous Experience	Essential - Proven ability to perform high quality cardiac sonographic studies Desirable - Knowledge of/experience in other cardiac diagnostic procedures
Required Knowledge & Skills	Essential - Ability to produce high quality sonographic studies - Empathetic patient interaction - Recognise significant pathology that requires urgent notification - Good teamwork communication skills Desirable - Knowledge of/experience in other cardiac diagnostic procedures Knowledge of current computer applications
Personal Attributes & Values All employees are expected to consistently work in accordance with	- To be flexible - To manage variable workloads - To be reliable and punctual - Be able to relate easily to colleagues

Position Description



Epworth's values and behaviours • Compassion • Accountability • Respect • Excellence	• To understand when to seek assistance • To accept feedback when offered and direction when required
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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
26/10/2022	10/09/2025	Jonathan Downie (Chief Cardiac Sonographer)

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____