

## Job description

<b>Job title:</b>	<b>Ultrasound GP Lead</b>
<b>Reports to:</b>	<b>Medical Director</b>
<b>Place of work:</b>	<b>Site Worker, Walton Clinic &amp; Various sites across Suffolk</b>

### Job Purpose

Our Lead GP will support our Senior Sonographer and Service Manager to ensure the clinical leadership of sonographers and ensure our Ultrasound Service is patient centred, safe and of high quality. The Lead GP must have a specialist interest in Non-Obstetrical Ultrasound.

### Main Duties & Responsibilities

#### Leadership

- To work as part of the Ultrasound team with responsibility for line managing all clinical staff including sonographers and the senior sonographer.
- To provide mentoring, support and performance management to the Sonographers
- To undertake annual appraisals and regular 1:1 's for all Sonographers
- To provide clinical and professional advice to staff within the Ultrasound team.
- Provide visible leadership for clinical staff including:
  - Promote our culture which is committed to learning from complaints, incidents, audit, research and development and clinically led.
  - Helping to deliver common systems for:
    - Federation clinical model
    - The governance and activity of new members of the clinical team
    - Clinical policies.
    - Training & appraisal.
    - Clinical audit.
    - In house script team.
    - Complaints.
    - Reporting & monitoring effectiveness.
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- Participating in recruitment, induction and appraisal

#### Governance

- To perform quality audit and administrative duties requiring clinical expertise
- To assist with the development and implementation of clinical governance strategies and processes.
- To assist in the investigation of complaints, incidents and serious incidents.
- Develop and manage the Federation's Ultrasound clinical governance systems and processes including:
  - Monitoring quality and safety of clinical care
  - Protocol development
  - Ensuring clinical policies and procedures are in place

- Lead review of external sonographer audits alongside Senior Sonographer to understand themes, trends and ascertain any appropriate action required
- Reviewing the outcome of incidents and complaints and investigating alongside the Senior Sonographer
- Attend Clinical meetings as required including fostering strong relationships with the hospital team

**Amending the job description:** It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality:** The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.

**Data Protection:** The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**Policies & Procedures:** The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

**General:** The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

**Health & Safety:** Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

**Equal Opportunities Policy and Anti-Harassment:** The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

**Safeguarding Children:** Everyone employed by the organisation regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Southend Essex and Thurrock (SET) child protection procedures and the organisations safeguarding policy to ensure you are equipped to carry out your duties effectively, you must also attend mandatory child protection training and updates at the competency level appropriate to the work you do.

**Safeguarding Adults:** Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory vulnerable adult protection training and updates at the competency level appropriate to the work you do.