



THE BRITISH MEDICAL ULTRASOUND SOCIETY

Job Description

JOB TITLE:	Professional Officer (part-time - 832 hours annualised)
BASED:	Remote flexible working
ACCOUNTABLE TO:	BMUS President and Development and Operations officer)
DIRECTED BY:	BMUS Officers / Council

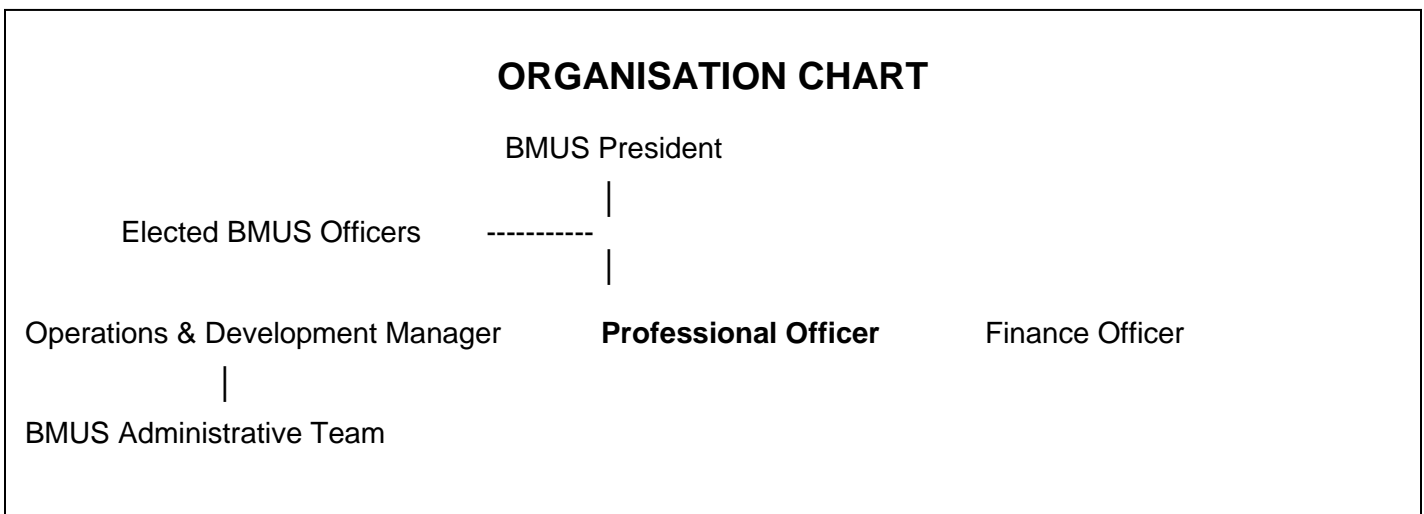
JOB SUMMARY

This role is primarily to support the working of BMUS in matters related to medical ultrasound. The post holder will advise the support team on matters relating to ultrasound practice and to assist both service providers and service users with their enquiries. The role is primarily to provide clinical advice and to ensure the highest standards of medical ultrasound practice are promoted in all fields and specialties. The post holder will be an advocate for the ultrasound profession and will work with the BMUS Officers, Council and Committees to promote the working of the society. This role will undertake a range of leadership, education and governance responsibilities as directed by the BMUS Officers. This post holder will be expected to assess, analyse and interpret complex situations that arise through the activities of the society. This role is complex with many demanding pressures; the post holder will need to be able to prioritise. In unpredictable situations this role is responsible for making decisions to ensure continued provision of the activities of BMUS, in collaboration with the elected BMUS Officers.

Duties and Responsibilities:

- To work closely as a team with the Operations & Development Manager, Finance Officer and BMUS administrative team
- To seek advice from the wider expertise of BMUS Officers

- To attend and provide reports to BMUS Council and BMUS Officers meetings
- To advise on behalf of BMUS on matters relating to ultrasound and to assist both service providers and service users with their enquiries
- To liaise with other key organisations i.e. RCR, SCoR, CASE etc., and represent BMUS as required at consultations and meetings
- To engage with education providers and their cohorts, clinical departments and BMUS members.
- To take a lead role in writing and updating guidance and policy documents in conjunction with BMUS Officers
- Attend Professional Standards and Education SIG meetings plus any other clinical interest groups that require input and support
- Take a lead role in the assessment of Preceptorship Endorsement Scheme applications
- Be fully involved with the Annual Scientific meeting, from supporting the development of the programme, presenting and chairing sessions, representing BMUS during the conference
- To work with the Finance Officer and Operations & Development Manager to manage BMUS finances and resources
- To work as part of a multidisciplinary team providing and promoting a high quality service from the society
- To maintain effective relationships and have regular communication with the Operations & Development Manager, Finance Officer and the wider BMUS administrative team.
- To undertake and participate in the annual appraisal process within sphere of responsibility.



Knowledge and Skills

1. Communication and Relationship Skills

- Excellent verbal and written communication skills to establish and maintain relationships and gain the co-operation and confidence from others. This role requires the ability to motivate, negotiate, persuade, reassure, make presentations and to train others.
- The ability to communicate with service users in the field to advise on best practice.
- Be a confident communicator to represent the society at meetings at both a national and international level Have strong social awareness of current issues and deal with these with tact and sensitivity
- Able to present complex, sensitive or contentious information to a large group of staff or members of the profession at multidisciplinary meetings and national teaching events
- Ability to manage and prioritise a complex workload, understand the impact this role has on BMUS Officers, Office team and membership.

2. Knowledge, Training and Experience

- Specialist knowledge across the range of ultrasound procedures and practices, underpinned by theoretical knowledge and relevant practical experience.
- Have the expertise and knowledge to act as point of reference, training and advice for other ultrasound
- Be able to maintain and remain up to date in knowledge of practice and developments within ultrasound.
- Hold a Masters degree in Medical Ultrasound or Medical Imaging
- Have an up to date knowledge of the safe use of diagnostic ultrasound in a wide range of applications.

3. Analytical skills

- Analyse, validate and prioritise enquiries and workload.
- Ability to make judgements on professional issues which may include complex facts or situations. This will require the analysis, interpretation and comparison of a range of options determined by investigation of resources and expert knowledge.

4. Planning and Organisational Skills

- Be able and willing to provide regular feedback to the elected BMUS Officers
- Capable of communicating information regarding service changes, challenges and developments regularly and timely to the BMUS Council or relevant clinical interest group.
- Able to support the Operations & Development Manager in monitoring and controlling workloads, ensuring that staff flexibility is maximised and an efficient service is delivered.
- Have the ability to plan appropriate activities such as meetings in conjunction with the Operations & Development Manager.

5. Physical skills

- Able to demonstrate practical experience required to fulfil the job responsibilities satisfactorily and comply with the advanced practice level of competency in terms of appropriate IT, communication and clinical guidance as required.
- Physical skills and precision are required to perform a range tasks to deliver required professional guidance. Essential sensory skills would be sight and hearing. There is also a need for dexterity manipulation accuracy and keyboard skills.

Responsibilities

6. Responsibility for patient/Client Care

- Develop a network of professional ultrasound experts who can provide best practice guidance that informs standards of care information.
- Collate and provide advice to patients, relatives and other healthcare professionals about the limitations and the safe use of ultrasound.
- Provide advice on professional issues to clinicians and / or relatives where appropriate.
- Excellent interpersonal skills are required to be able to motivate, gain co-operation and confidence from the profession as a whole with an aim of sharing best practice in patients' care.

7. Responsibilities for policy and service development

- Facilitate and encourage multi-disciplinary practice developments and improvements

- Assist in the development of policies which inform the workplace and contribute to improvements in clinical practice.
- Proposes policy changes which will impact on patient care.

8. Responsibility for financial and physical resources

- To support the Operations & Development Manager and Finance Officer in the appropriate use of resources and consumables; this requires attention to detail.
- Have active involvement in the update of hardware and software required to ensure the workings of the society are maintained
- Where necessary maintain up to date records of staff attendance and absence and ensure ESR information is completed in a timely fashion.
- Assist the Operations & Development Manager to ensure that the administrative staff are developed in line with the society's vision and agreed objectives.
- Contribute to the drawing up of budgets and assist in identifying savings and efficiencies
- Ensure administrative staff, within sphere of responsibility, have equal access to training; and developmental needs are catered for.

9. Responsibility for staff/HR/Leadership/Training

- Deputise for the Operations & Development Manager in the management of administrative staff within team when necessary.
- Be involved with the recruitment and retention of administrative staff when necessary.
- Undertake appraisals for the administrative staff within sphere of responsibility.
- Undertake a lead role in developing and promoting new policies and guidelines developed by groups within the society
- Act as a mentor for new members of the administrative team.
- Identify all training needs for self and where necessary administrative staff and ensure that these needs are incorporated in the BMUS Training Strategy through regular appraisal.
- Partake in annual appraisal process within sphere of responsibility.
- Deal with relevant aspects of human resource management for all staff within sphere of responsibility and or when deputising for the Finance Officer.

10. Responsibilities for information resources

- Individual responsibility for the accurate and appropriate use of information resources and information systems (both hardware and software) whilst in professional role.
- Assist the Operations & Development Manager and Finance Officer to ensure efficient administrative systems are developed and maintained for the society.
- Ability to undertake training and achieve agreed level of competency in the use of IT applications required in the post.

11. Responsibilities for Research and Development

- Regularly undertake, facilitate and participate in and initiate appropriate audit, research and development projects as required by the society
- Lead clinical audit within specialist field.
- Support the BMUS clinical interest groups with relevant audit / surveys / research projects relevant to service developments, improvement to services, personal development or national standards.
- Support the BMUS Journal editor and editorial team.

12. Freedom to Act

- To work as a reflective practitioner with the responsibility to critically evaluate systems / processes / pathways involved with various areas covered by medical ultrasound and the workings of the society. Ideas and information to be discussed with the President and elected BMUS Officers.
- Manage personal and administrative workload effectively
- The role requires individual accountability for independent practice in accordance with the relevant professional body's code of conduct. Practice is guided by professional principles and broad occupational policies or regulations. Guidance be provided by peers or external reference points gained via national meetings and review of practice.

Effort and Environment

13. Mental Effort

- The workload can be unpredictable and there is a frequent requirement for concentration.
- Ability to exercise judgement in all aspects of the role but, in particular, when dealing with enquiries and when developing policies and guidance.
- A very high level of concentration and mental effort is required to undertake the role
- A high level of mental and emotional effort is required to respond to unpredictable work patterns, urgent and unplanned workload and lone working.

14. Emotional Effort

- Discussing contentious issues with colleagues and ultrasound practitioners may be occasionally encountered and should be dealt with confidentially and sensitively.

15. Working Conditions

- Ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.
- Review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measure implemented.
- Frequent use of VDUs and keyboards requires annual display screen equipment (DSE) assessment to be undertaken and any issues arising communicated to the Finance Officer.

Health and Safety

In addition to the society's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a society employee you will be trained in the correct use of any equipment provided to improve safety and health within the society premises. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to the Finance Officer.

You are required to provide adequate supervision to ensure compliance with safe work practices.

I have read and understand the requirements of the above job description (pages 1- 8)

Name

Date

Signature