In order to demonstrate to The RCT assessment panel that you are working at a sufficient level, it is necessary to produce a portfolio of evidence detailing how you meet each of the standards. Not everyone will have first-hand experience of every aspect and in these cases, you will need to demonstrate an understanding of the subject in lieu of being able to present first-hand evidence. First-hand evidence is however preferential and in many cases without this you may not meet the requirements for entry. Your portfolio should be one complete document in PDF form and not submitted as multiple separate files. It should show an index at the front of the document and page numbers which are referenced against the evidence matrix.

To assist you with the production of your evidence portfolio further, the RCT has given examples of the types of evidence which could be seen as acceptable for each of the criteria, details of which are below.

**A. Safe Working Practice**

# 1. Provide evidence that you are competent with a range of generic skills including mandatory training e.g. infection control and basic life support

* Explain how health and safety affects your day to day role.
* Provide details on infection control measures you adhere to when scanning patients.
* Show you have completed your mandatory infection control, life support, safeguarding and manual handling training and explain how this relates to your work.

# 2. Demonstrates an understanding and application of health and safety and risk management in all aspects of the Sonographers’ role

* Can you demonstrate how your local health and safety policies cover your work or show an understanding of the risks around working in a clinical setting/lone working? Can you provide evidence how you meet these requirements in your day to day role?
* Show you have completed your mandatory health and safety training and explain how this relates to your work.

# 3. Demonstrates an understanding of, and works within, all relevant legislation to their role including departmental local rules and employers’ procedures

• Can you identify relevant legislation which governs your role? Are you able to identify the roles of others such as radiation protection advisers, COSHH assessors or manual handling facilitators?

# 4. Perform health and safety risk assessments in accordance with standard operating procedures

* Have you performed any risk assessments? If not, you may need to learn how to do one and carry out a range of assessments covering several aspects of your role. These may include COSHH, decontamination, moving and handling or ergonomic risk assessments.
* If you are unable to perform a risk assessment you could review one already carried out and comment on its suitability and how it applies to the workplace.

# 5. Demonstrates effective communication skills and team working

• Can you demonstrate who you communicate with in your daily role and how your team working benefits the service?

# 6. Demonstrates a professional approach to all aspects of the Sonographers’ role

* Provide evidence to show how you have dealt with challenging situations in a professional manner.
* Describe how you work on a day to day basis in a professional manner, how do you comply with patient confidentiality or governance issues.
* Do you have any direct feedback from patients from patient satisfaction surveys or thank you cards?

1. **Review the clinical request and medical history, appropriately vet request and obtain valid consent for examinations**

* Provide evidence to show that you understand how to review requests and assess whether the examination is appropriate for the clinical history and that adequate information has been provided to justify the examination.
* Explain how you ensure that consent is valid and informed.
* Explain what instructions you give to patients following ultrasound examinations.

# 8 Demonstrates reflective practice as part of the learning process

• Provide evidence of reflective practice and how this has changed your technique or how you carry out a specific task.

 **9. Critically review the evidence and current national standards of practice**

* Can you demonstrate where you would search for evidence related to your clinical practice?
* Explain how you would use the evidence to review your own practice and that of colleagues and the service.

**B. Equipment / environment Management**

# 1. Performs appropriate cleaning/decontamination of equipment

* Explain how you clean equipment prior to and after use. Do you have any records of this which you can provide?
* Show that you understand the different levels of ultrasound probe decontamination for the various procedures you undertake.
* What additional cleaning do you perform if a patient has MRSA or other infectious diseases?

# 2. Performs routine equipment quality control checks and review and interpret results

• Explain what quality control checks you do and how you determine if the equipment is safe for use.

# Operate ultrasound equipment safely in line with national and international safety standards

* Demonstrate that you know where to find current national and international safety standards for ultrasound
* Outline how you ensure that each scan is performed safely, in line with this guidance.
1. **Prepare the patient and environment for ultrasound imaging and/or interventional procedures**

# Outline how your department prepares patients and the environment for the examinations and/or interventional procedures

* What is your role in this process?
* How do you safely manage interventional procedures? What records are kept to ensure an audit trail is available?

**C. Ultrasound**

# 1. Independently perform, interpret, analyse and report on ultrasound examinations within their scope of practice. Adhering to standards of professional practice throughout

* Provide evidence to show that you are able to independently carry out and report ultrasound examinations within your scope of practice.
* How do you audit your clinical scanning and efficacy?
* What methods of audit and quality improvement are used to ensure that your reports are of a high standard?

# 2. Operate equipment safely to produce high images and interpretation of findings

• Provide evidence to show that you are able to independently carry out a wide range of diagnostic ultrasound studies within your scope of practice.

* Demonstrate that you are aware of safety indices and the appropriate methods to reduce these during the examination.

**3. Demonstrate an understanding of pathological processes, ultrasound appearances, optimal investigations for the diagnosis of pathology across organs and structures, within their scope of practice, and appropriate referral pathways**

* What is your scope of practice?
* How do you determine the best imaging modality for the patients referred to you and for onward referral if required? What are the processes and guidelines you might use?

4. **Communicate ultrasound findings clearly and accurately both orally and in a written report**

• Can you provide evidence to show that you are able to communicate ultrasound findings accurately? Examples might include an audit of clinical reports, patient satisfaction audits or patient feedback.

**5. Participate in audit, peer review and quality assurance measures to monitor the service and personal standard of practice**

• Outline your role with this. Explain some of the challenges in undertaking audit and explain how practice is developed in response to audit findings.

# 6. Demonstrates accurate recording keeping

• Provide evidence to show your involvement in record keeping in the department. E.g. daily equipment checks, transducer decontamination, clinical report writing.

**D.**  **Consortium for the Accreditation of Sonographic Education**

# 1. Demonstrate how your education met the [Standards for Sonographic Practice](http://www.case-uk.org/standards/) learning outcomes for the level of study you undertook

* Provide evidence of your course of study, including course content, transcripts of modules successfully completed, learning outcomes to show you have been appropriately trained to the level that meets CASE learning outcomes.
* Demonstrate how you meet the standards of proficiency for a sonographer ([appendix 1](http://www.case-uk.org/standards/)).

**E. Good Scientific Practice**

# 1. Adhere to relevant standards of professional practice as defined in Good Scientific Practice. Demonstrate that you have read, understood and comply with this document in all aspects of work

* Good Scientific Practice is a document written by the Academy of Healthcare Science, a copy of which is available on the Academy for Healthcare Science website.
* This document sets out the principles and values expected of the Healthcare Science workforce.
* Demonstrate how you have the ability to recognise your own limits of technical expertise and use professional judgement in all aspects of clinical and technical practice.