**FLOW SHEET FOR THE PROCESS OF TESL USE TO EMPLOY A SONOGRAPHER EDUCATOR IN ED**

To be read in conjunction with the document ‘Point of Care Ultrasound Training in the ED: The Case for Employing Sonographer Educators at Sutherland Hospital Emergency Department’, Sept 2016.

TESL use for SEED approved by Director of Medical Services (Justine Harris)

Contract with all TSH ED Staff Specialists to each donate $1000 of TESL funds to employ the SEED for a 6 month trial (each SS entitled to 12-13 hr of training over this time period)

SEED interviewed by CLU and ED Director and employed by TSH Staff Specialists

(See EMUGs POCUS Educator Working Group Document)

SEED agrees hours with CLU and available hours put into a Google Docs Sonographer Timetable accessible to all ED Staff Specialists

Staff Specialists sign up to available slots on shared timetable for one to one US education (SS non-clinical time)

SEED works the agreed hours and submits invoice

Nicole Vass submits all US SEED-related TESL applications as per St George model

(Requires agreement with Andrew Finckh, Nicole Vass and Staff Specialists)\*

**Abbreviations**

SEED – Sonographer Educator in ED

CLU – Clinical Lead in Ultrasound

EMUGs – Emergency Medicine Ultrasound Group

\* St George ED Secretary, Hannah Singer, submits all US TESL applications on behalf of the ED Staff Specialists. Applications submitted in alphabetical order and the same amount of funds are deducted from each staff specialist.

**Example of the process over a 2 week period**

Agreed SEED payment $99/hr

Division of training:

* Kirsty - 3 hours
* Andy - 2 hours
* Allison - 3 hours
* Jeff - 3 hours
* Gina - 2 hours.

An invoice will be generated by the SEED to ‘TSH ED’ claiming 13 hr

Nicole submits the TESL application under the name of the first Staff Specialist from the alphabetical list of ED SSs (13 hr x $99 = $1287)

$1000 deducted from TESL account of Jamie Andrews

$287 deducted from Andrea Bell

Over the next 2 weeks a further 6 hr ($594) are claimed and this is also deducted from Andrea Bell’s account until she reaches her $1000 TESL contribution ….and so on.

**Calculations**

13 Staff Specialists: 13 x 1000 = $13000

6 months = 26 weeks

13000/26 = $500/wk of SEED presence in ED

If paying $90/hr + GST = $99/week, then 500/99 = approx 5 hr SEED presence/week

(or 10 hr/week if we run this trial over 3 months)

*Over a 6 month period:*

1000/99 = approx 10 hrs training for each SS

NB, SEED presence will be used in a variety of ways:

* One to one US hands on teaching
* Donated for registrar training sessions
* Assisting with machine configurations/pre-sets, cleaning, servicing, liaising and developing relationships between TSH ED and the US companies (Philips, GE, Sonosite)