

JOB TITLE: Ultrasound Tech	DEPARTMENT: Diagnostic Imaging	POSITION OF SUPERVISOR: Imaging Manager
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: 40 hours	EFFECTIVE DATE:

**Position Summary:** The Ultrasound Technologist will support the mission and values of PSMC. Under the direct supervision of the Diagnostic Imaging Manager, the Ultrasound Technologist performs diagnostic sonograms as requested by Providers. The Ultrasound Technologist selects appropriate transducers, depending upon depth of field, organ or body part to be identified, etc. The Ultrasound technologist conducts scanning procedures using ultrasound equipment and assists the physician with procedures, such as biopsies and aspirations. The Ultrasound Technologist works effectively with patients and patients' families and maintains a cooperative relationship with interdepartmental personnel.

**Qualifications:** *At all times, the employee shall possess the following qualifications set forth below.*

<b>Education/Training:</b>	Must have completed course in Sonography and Vascular technology, and may have additional registration as Registered Diagnostic Medical Sonographer (ARDMS). Sonographer must maintain Continuing Medical Education as required by registry.
<b>Experience:</b>	Minimum 3 years clinical experience preferred.
<b>Special Skills, Licenses or Certifications:</b>	Must be registered through ARRT or ARDMS with certifications in OB/GYN, Abdomen and RVT preferred. Basic computer knowledge. Typing/word processing/excel/email. BLS/CPR
<b>Language Skills:</b>	Demonstrates ability to read, write, and clearly express one's self in English 100% of the time Additional languages preferred Demonstrates ability to listen Demonstrates ability to clearly convey thoughts in speech and written word
<b>Physical/Mental/Special Demands:</b>	<ul style="list-style-type: none"> <li>• Lifting a minimum of ____ pounds. May need to lift 51 pounds.</li> <li>• Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone.</li> <li>• Adequate sight is required to perform essential functions of the job.</li> <li>• Work requires the use of computers with exposure to monitors, key boards, and mouse with repetitive motions for extended periods of time.</li> <li>• Ability to initiate CPR 100% of the time.</li> <li>• Must have fine motor skills 100% of the time.</li> <li>• Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time.</li> <li>• Good mental health.</li> <li>• Demonstrate tact and versatility.</li> <li>• Must be dependable.</li> <li>• High degree of self-motivation and directional initiative.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to function successfully independently.</li> <li>• Ability to cope and remain calm in escalating situations.</li> <li>• Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.</li> <li>• In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.</li> </ul>
<b>Work Environment:</b>	Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.

**Standard Job Requirements: At all times, employee shall satisfy the following requirements:**

1. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
2. Adhere to and support PSMC's Code of Conduct and WISER values.
3. Accomplish annual goals.
4. Works forward on department plans (may change from time to time).
5. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
6. Comply with all PSMC and department procedures, rules and directives.
7. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
8. Be courteous, respectful, honest, and solution-oriented in dealing with others.
9. Communicate accurately, clearly, and effectively both orally and in writing.
10. Possess excellent organizational skills and the ability to multi-task.
11. Work independently and perform the job with minimum supervision.
12. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
13. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
14. Respect the importance of compliance and quality programs and support the same.
15. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
16. Participate in employee training, Disaster Preparedness and emergency events.
17. Perform other job duties, as assigned by a supervisor.

**Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.**

1. Before performing any exam or procedure, the Ultrasound Technologist will check orders from providers for appropriateness in accordance with the indication and will contact providers to correct orders as needed.
2. Performs clinical assessment and diagnostic sonography and/or echocardiography examinations.

3. Uses cognitive sonographic skills to identify, record, and adapt procedures as appropriate to anatomical, pathological, diagnostic information and images.
4. Uses independent judgment during the sonographic exam to accurately differentiate between normal and pathologic findings.
5. Analyzes sonograms, synthesizes sonographic information and medical history, and communicates findings to the appropriate provider.
6. Coordinates work schedule with Departmental Director and/or scheduling desk to assure workload coverage.
7. Participate in the cross-training of employee and student technologists, in equipment operation, patient movement, analysis of images and quality assurance.
8. Perform procedures such as archiving, copying and sending exams, and/or reports, via powershare, fax or by optical disc to other facilities when requested.
9. Attends departmental meeting, in-service/conferences as required.
10. Ability to follow protocols as established by Radiology Reading group.
11. Assumes responsibility for the safety, mental and physical comfort of patients while they are in the sonographer's care.
12. Assists with the daily operations of the sonographic laboratory.
13. Maintains ultrasound equipment and work area, and maintains adequate supplies.
14. Establishes and maintains ethical working relationships and good rapport with all interrelating medical centers, hospitals, referral or commercial agencies.
15. Performs other work-related duties as assigned.
16. Performs all requested sonographic examinations as ordered by the attending provider.
17. Prepares preliminary reports and contacts referring providers when required, according to established procedures.
18. Cleans ultrasound equipment/transducers, following PSMC protocol policy.
19. Addresses problems of patient care as they arise and makes decisions to appropriately resolve the problems.
20. Assumes responsibility for the safety and well-being of all patients in the sonographic area/department.
21. Reports equipment failures to the appropriate supervisor or staff member.
22. Provides in-service education team on requirements of sonographic procedures as requested by other members of the health care team.
23. Identifies each patient, reviews each patient's chart and previous examinations for consistency (examination ordered/clinical diagnosis), and records pertinent data on requisition at all times.
24. Assesses patient condition, ensures patient safety through proper use of restraint/support devices.
25. Reviews each examination for technical accuracy, presents completed examination to radiologist, and communicates pertinent data to persons responsible for the care of the patient following the procedure.
26. Identifies anatomical orientation on all required images, and ensures proper identification on all images.
27. Coordinates ultrasound examination to ensure the quality and continuity of patient care.
28. Can perform all the standard job requirements.
29. Meets the qualifications as set forth herein.

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)
	<b>Human Resources Director</b>	
(Human Resources– Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)