



JOB DESCRIPTION

Position Title: Ultrasound Tech
Department: Radiology
Reports To: Radiology Department Manager
Date Revised: 12.14.2015
Date Reviewed: 12.14.2015

DESCRIPTION OF POSITION

Performs a wide variety of sonograms for purposes of diagnosis and treatment. Provides a summary of findings to the physician to aid in patient diagnosis. Uses independent judgment and systemic problem solving methods to produce high quality imaging and optimize patient care. Embraces the core values of compassion, excellence, integrity, teamwork, safety and respect are integrated comprehensively into the work environment; maintain current competency requirements, both initial and targeted.

The above statement is intended to describe the nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

EDUCATION BACKGROUND AND EXPERIENCE

- Graduate of accredited school of sonography
- Certification by ARDMS and RVT
- Current BLS for Healthcare Providers (preferred)

REQUIRED KNOWLEDGE AND SKILLS

Supports hospital mission and strategic vision; manages hospital resources appropriately; complies with hospital policies and programs; maintains skill levels, licenses, and certifications; complies with all state and federal Compliance and HIPAA requirements; keeps lines of communication open between self and other hospital personnel; competent with computer programs; proper telephone etiquette and appropriate personal interaction; shows professional respect and courtesy to patients, families, physicians or colleagues; must be able to work well with others.

ESSENTIAL JOB FUNCTIONS

1. Reviews medical records and orders to ensure proper exam is performed and correct history is obtained.
2. Follows protocols or necessitates changes to protocol as determined by condition of patient and radiologist discretion.
3. Ensures proper introduction to patient, explains procedure(s) and answers questions prior to starting exam.
4. Operates ultrasound equipment to its full capability with the knowledge of gray scale, color, Doppler and real time techniques, selecting the proper transducer frequency and diameter for performance of the examination.
5. Communicates and assists the Radiologist and follows up with Radiologist after each exam with history and findings.
6. Assists physician with ultrasound guided biopsies and/or invasive procedures.
7. Completes all finishing work to include proper patient ID, requisitions, patient chart documentation and all forms required for specific exam.
8. Processes images to the PACS.
9. Promotes cohesiveness in department by maintaining a positive and professional attitude.
10. Effectively communicates by: interpreting and conveying information clearly, accurately and in a timely manner; establishing and maintaining open, effective communications between customers and staff; utilizing correct channels of communication and recognized organization communication standard; keeping abreast of and complying with departmental and organizational changes and events through reading posted communications and attending unit and assigned meetings.
11. Follows Standard Precautions using personal protective equipment as required.
12. Performs general duties to include maintaining a working knowledge of infection control, risk management and emergency preparedness plans; actively participating in performance improvement initiatives; demonstrating knowledge of hospital, interdepartmental and unit goals, standards and operations.
13. Keeps up-to-date in the field of ultrasound technology by reading and attending meetings, conferences and symposia as required by the ARDMS.
14. Ability to perform work that requires frequent standing, bending, reaching, squatting, kneeling, moving, lifting of patients and/or equipment up to 50 lbs.

PHYSICAL REQUIREMENTS

Position Title: Sonographer

	Never (0%)	Seldom (1%-10%)	Occasionally (11%-33%)	Frequently (34%-66%)	Continuously (67%-100%)
Sitting				X	
Standing				X	
Walking				X	
Bending/ Stooping				X	
Crawling	X				
Twisting				X	
Squatting/ Kneeling			X		
Climbing (Stairs/Ladders)		X			
Lifting 20-75 lbs.			X		
Carrying 10 lbs.			X		