

JOB TITLE: Ultrasound Technologist/Sonographer
REPORTS TO: Clinic Manager
FLSA STATUS: Non-exempt
JOB OVERVIEW: Perform ultrasound diagnostic tests for patients.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Perform ultrasonic diagnostic procedures in accordance with accepted protocols as directed by physicians.
2. Instruct patients regarding procedures to ensure cooperation and optimum test results.
3. Follow prescribed safety standards in operating equipment.
4. Maintain ultrasound and vascular lab equipment in appropriate operating condition.
5. Maintain examination rooms and work areas. Order and stock all ultrasound and vascular lab supplies.

ADDITIONAL RESPONSIBILITIES:

1. Maintain accurate department records, reports and files as directed.
2. Maintain confidentiality of sensitive information.
2. Work as a team member within the ultrasound department and all other departments.
3. Document work processes as required.
4. Perform other duties as assigned

QUALIFICATIONS:

Education:

1. High school diploma or equivalent.
2. Completion of an accredited Diagnostic Ultrasound Technology program required.

Certification/Licensure:

1. RDMS certification in one or more of the following areas: Abdomen, OB/GYN, vascular, echo.
2. CPR certification for *Health Care Providers*.

Experience:

1. Minimum two (2) years experience as a sonographer 5 years experience is preferred.
2. Experience in vascular preferred.

Skills:

1. Ability to operate ultrasound equipment.
2. Ability to take vital signs. Ability to maintain quality control standards.
3. Ability to work independently with minimal supervision.
4. Ability to multi-task efficiently and effectively.
5. Ability to establish and maintain effective working relationships with patients, medical staff, management and peers.
6. Strong organizational and interpersonal skills including the ability to manage interactions with difficult people.
7. Excellent telephone skills.

Other Requirements:

1. Knowledge of cross-sectional anatomy and physiology to sufficiently pinpoint area of imaging.
2. Knowledge of common safety hazards and precautions to establish a safe work environment.
3. Must be able to act calmly and effectively in busy, stressful or emergency situations.
4. Ability to communicate effectively in the English language in person, by phone and in writing.
5. Requires adherence to all policies and procedures, including standards for safety, attendance, punctuality and personal appearance.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone.

Speaking: Must be able to communicate clearly to patients in person and over the telephone.

Vision: Requires eye sight correctable to 20/20 to operate equipment and read information from printed sources and computer screens.

Other: Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires manual and finger dexterity and eye-hand coordination for operation and repair of all department equipment. Requires exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinic environment.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Ultrasound Technologist/Sonographer job description and understand the functions and objectives of the position.

Employee Signature: _____ Date: _____

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Last update: 08/29/2008