



# Medical Sonographer

## Job Family Description - HEALTH SERVICES – Reports to: Unit Manager

This job family provides support to the staff practitioner, and to be an active valued member of the Team. Jobs in this family maintain the highest confidentiality in regards to patient records and utilizes a team based approach. To perform this job successfully, an individual must be able to perform the duties listed below satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Qualifications:**

- ▶ Associates degree in Medical Sonography. Satisfactory professional references.
- ▶ Experience: 2-4 years of clinical experience with strong clinical judgement skills.
- ▶ Maintain a current BLS certification

**Work Level/  
Clinical**

### **Duties**

- Must be able to measure and record vital signs accurately.
- Prepares patient for exam by explaining procedure, transferring patient to exam table, scrubbing skin, applying gel, and positioning patient for ultrasound.
- Effectively relays sonogram results orally or in a written summary of technical findings to the appropriate physician.
- Effectively maintains ultrasound equipment and manages the cassette maintenance and back-up process in order to retain image data as required.
- Maintains an orderly ultrasound patient exam room by stocking with supplies and equipment necessary for optimum patient care.
- Effectively utilizes patient electronic medical records (EMR) as required in a timely fashion.
- Periodically assist nursing staff as requested, to include collecting and preparing lab specimen, taking vital signs, running urinalysis, and pregnancy test.
- Performs clerical duties such as scheduling or rescheduling ultrasound appointments and special procedures.
- Takes steps to ensure that OSHA and HIPAA guidelines are followed in the clinical areas. Disposes of biohazard waste according to OSHA standards.
- Effectively adheres to Unit Manager's supervision and provides constructive feedback to improve the quality of care provided to patients.
- Performs all other duties as assigned.

# Medical Sonographer cont.

Knowledge, Skills, & Abilities	Core Competencies
<ul style="list-style-type: none"> <li>▶ Active Listening to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriated, and not interrupting at inappropriate times.</li> <li>▶ Knowledge of and ability to interpret and apply information and clinical standards.</li> <li>▶ Projects a professional personal appearance and demeanor while on Center premises or representing the Center Ability to delegate tasks efficiently among team members.</li> <li>▶ Knowledge of and ability to interpret and apply related institutional policies and procedures.</li> <li>▶ Ability to communicate effectively verbally and in writing.</li> <li>▶ Ability to establish and maintain effective working relationships.</li> </ul> <p><b>SUPERVISORY RESPONSIBILITIES</b></p> <p>None</p>	<ul style="list-style-type: none"> <li>▶ <b>1. Communication</b> <ul style="list-style-type: none"> <li>– In addition to using highly developed analytical, technical, computer, oral, and written communication skills, uses high-level persuasion and negotiation skills.</li> </ul> </li> <li>▶ <b>2. Judgment/Decision Making</b> <ul style="list-style-type: none"> <li>– Provides input into strategic decisions that affect planning, policies, practices, and operations for a department, function and/or school/college.</li> </ul> </li> <li>▶ <b>3. Accountability &amp; Self-Management</b> <ul style="list-style-type: none"> <li>– Has full responsibility for interpreting, organizing, and executing assignments.</li> </ul> </li> <li>▶ <b>4. Supervision</b> <ul style="list-style-type: none"> <li>– Receives limited direction typically related to complex projects/situations.</li> </ul> </li> <li>▶ <b>5. Problem-Solving &amp; Analysis</b> <ul style="list-style-type: none"> <li>– Is generally expected to interpret and apply institutional policies, manage resources and initiate actions to achieve broadly defined objectives.</li> </ul> </li> </ul> <p><i>I certify that I have read the entire job description and understand the duties of this position.</i></p> <p>Employee Signature: _____ Date _____</p>

*\*\* The statements described in this job description is the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*