

# Crusader Central Clinic JOB DESCRIPTION

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**Job Title: Diagnostic Medical Sonographer**

**Job Status: Non Exempt**

**Job Grade: 24**

**Manager Title: Manager of Women's Health**

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## **POSITION SUMMARY:**

Performs ultrasonic imaging and related procedures in OB/GYN area. Demonstrates anatomy for interpretation and/or intervention by or at the request of a licensed practitioner. May assess fetal status through biophysical profile and amniotic fluid index. Exercises professional judgment in performance of services and maintains a demeanor complementary to medical ethics. Applies appropriate patient care and recognizes patient conditions essential for successful completion of the procedure.

## **ESSENTIAL FUNCTIONS:**

1. Accountable for demonstrating the qualities outlined in the "Customer Service Standards of Excellence" program when interacting with patients, their families and friends, and fellow employees.
- .2. Performs diagnostic ultrasound procedures.
  - A. Corroborates patient's clinical history with procedure, assuring information is documented and available for use by a licensed practitioner.
  - B. Prepares patient for procedures; providing instructions to obtain desired results, gain cooperation, and minimize anxiety.
  - C. Selects and operates ultrasound equipment, and associated devices to achieve desired results.
  - D. Determines ultrasonic frequencies and appropriate transducers for the anatomic area of interest.
  - E. Evaluates images for technical quality, assuring proper identification is recorded.
  - F. Stores images in electronic medical records with a back up.
  - G. Generates reports in eCW for the performed examinations.
  - H. Uses appropriate billing codes.
3. Coordinates patient exams with other departments and with radiologists.
4. Maintains confidentiality of patient's records and files.
5. Provides patient education.
6. Assumes responsibility for assigned area and reports equipment malfunction.
7. Provides practical instruction for students and/or health care professionals.
8. Participates in the department's quality assessment and performance improvement plan. May be responsible for specific quality control duties in the assigned area.
9. Pursues appropriate continuing education.
10. Performs other duties as requested.

**QUALIFICATIONS:**

**Knowledge of:**

1. Performance and interpretation of ultrasonic imaging in the obstetric and gynecologic areas.
2. Organizational skills.
3. Age-specific care.
4. Culturally sensitive care.
5. Interpersonal communication skills.

**Ability to:**

1. Work and function independently.
2. Respond appropriately in an emergency situation ( i.e. call 911).

**Physical Requirements:**

See attachment

**EDUCATION/EXPERIENCE/TRAINING:**

*Any combination of Education, Experience and Training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be through the following:*

**Education:**

1. Graduate of an accredited school of Diagnostic Sonography.
2. Graduate of an accredited school of Professional Nursing and/or Diagnostic Medical Sonography degree. Appropriate on-the-job training in the fundamentals and performance of diagnostic ultrasound.
3. Registry eligible/registered by the ARDMS, OB/GYN.

**Experience:**

1. Minimum of one year experience preferred in an ambulatory care or hospital setting preferred.

**Technical Knowledge:**

**Other Skills:** Strong computer literacy/proficiency in Microsoft Office preferred  
Bilingual preferred (written and verbal)

**Equipment:** PC, email, facsimile machine, computerized voice mail system, and common office machines, multi-line telephone system

**Software Knowledge:** Windows, MS Office (Word, Excel, PowerPoint), OB Windows

**PERSONAL CHARACTERISTICS:**

- Exude strong customer service skills
- Possess the ability to establish and maintain professional working relationships with all levels of staff, clients, and the public
- Detail oriented with the ability to work with minimum/no supervision
- Willingness to be part of a team-unit and cooperate in the accomplishment of departmental goals and organizational objectives

**PHYSICAL REQUIREMENT FORM**

**Job Title: Women's Health Diagnostic Medical Sonographer**

<b>Physical Demands</b>	<b>Continuous over 70%</b>	<b>Frequent 40-60%</b>	<b>Occasional 15-39%</b>	<b>Rarely Up to 15%</b>
Standing			X	
Walking		X		
Climbing - NA				NA
Bending			X	
Pushing / Pulling		X		
Carry / Lift		X- Ultrasound Probe		
1-15lbs				
15-30lbs				X
30-50lbs				X
Fine hand / Eye Coordination	X			
Color Discrimination	X			
Hearing Ability		X		
Exposure to Blood and Body Fluids			X	
Exposure to Extreme Heat, Cold, Temp Fluctuations				X
Exposure to Hazardous Chemicals			X	
Concentration on Detail	X			
Oral Communication	X			
Written Communication	X -computer charting in eCW and reports			

**Crusader Community Health does not require nor does it expect that an employee lift over 50lbs unassisted. Objects in excess of 50lbs should be lifted or moved with mechanical means or a team lift.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. They are representative to the knowledge, skills, and abilities that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.