



Murray County Medical Center Position Description

Classification:	Diagnostic Medical Sonographer
Department:	Imaging
Location:	Murray County Medical Center
Reports to:	Imaging Manager
FLSA Classification:	Hourly/ Non-Exempt

Position Purpose

This position is responsible for providing high quality diagnostic ultrasound images and related diagnostic procedures while providing excellent patient care. This position is responsible for the daily operations of the sonographic laboratory, patient schedule, equipment maintenance, reporting equipment failures, and quality assessment. This position must maintain a high standard of medical ethics, while maintaining strict confidentiality. This position must be self-motivated to increase an understanding and knowledge of the field, disease, and new procedures as they evolve.

Essential Duties and Responsibilities

1. Performs clinical assessment and diagnostic sonography examinations.
 - Uses sonographic skills to identify, record, and adapt procedures as appropriate to anatomical, pathological, diagnostic information and images.
 - Uses independent judgment during the sonographic exam to accurately differentiate between normal and pathologic findings.
2. Prepares preliminary reports and contacts appropriate physicians when required, according to established procedures.
 - Completes exam orders for billing.
3. Coordinates work schedule with Department Manager and/or scheduling desk to assure workload coverage.
 - Organizes daily work schedule and performs related clerical duties as required.
 - Oversee high school, job shadow students.
4. Assumes responsibility for the safety, mental and physical comfort of patients while they are in the sonographer's care.
 - Addresses problems of patient care as they arise and makes decisions to appropriately resolve the problems.

5. Maintains ultrasound equipment and work area, and maintains adequate supplies.
 - Reports equipment failures to the department manager.
6. Uses sterile technique and provides assistance to anesthetist or provider during surgical procedures.
7. Establishes and maintains good working relationships with all hospital, clinic and professional staff.
 - Provides in-service education on sonographic procedures as requested by Department Manager for cross-training.
8. Other duties as assigned.

Job Activities

Percent of Job	Major Activity
80%	Provides sonography procedures, patient care and surgery procedures under limited guidance and supervision.
15%	Creates daily work schedule and performs some clerical duties (billing and scheduling patients and taking phone calls).
5%	Miscellaneous duties as assigned or apparent.

Total: 100%

Education and Experience

- Graduate of a formal Diagnostic Medical Sonography Program that is accredited.
- Must have a current sonographer certificate, ARDMS. Board Certification in Abdomen and OB-GYN is preferred.
- Must be a Registered Vascular Technologist (RVT).
- Position must obtain and maintain 30 CME Credits every 3 years.
- Must maintain registration as a Registered Vascular Technologist (RVT) and ARDMS.
- 2 years' experience preferred.

Requirements

- Ability to concentrate on work tasks amidst distractions.
- Personal, professional poise and tactfulness required.
- Able to relate positively with co-workers, other departments, patients, and the public.
- Able to maintain confidentiality.
- Able to work with little supervision, and seek guidance when needed.
- Open to change and willing to learn new things.
- Respond to call backs for Emergency Department or after hours when available.
- Must be able to multi-task and meet deadlines.

- Able to work well under pressure. Demonstrates tact and is patient under tough situations.
- Able to problem solve and address patient/customer complaints.
- Show respect and sensitivity for cultural/ethnic diversity of patients.
- Requires organization, efficiency, effectiveness, reliability, and dependability.
- Able to give and receive constructive feedback. Encourage and support co-workers.
- Needs to be or become CPR certified and maintain certification.

Working Conditions and Physical Demands

- This position is frequently exposed to stressful situations such as dealing with dissatisfied patients and medical staff.
- Mental demands include ability to concentrate on moderate to high detail and deadlines with constant interruption. Also, the ability to communicate with patients in a manner of discretion.
- Employee is exposed to blood borne, airborne, body fluids, radiation, loud noises, illness/infections, and other wastes daily. Required to wear personal protective equipment.
- Employee must have acute vision for reading charts and computer work; the ability to talk and hear accurately for communication with staff and patients directly and via telephone.
- Employee must be able to effectively deal with concerns of upset patients or other clinic staff; must be able to display control and confidence under stress.
- Frequent walking and standing, occasional sitting, and intermittent bending, stooping, kneeling and squatting.
- This position must have sufficient strength to lift patients, occasionally push heavy equipment on wheels, as heavy as 500 lbs, and move patients in wheelchairs and stretchers. Must have ability to maintain prolonged arm positions necessary for scanning.
- Occasionally this position is required to lift, carry, push or pull up to 25 pounds, and intermittently 26 lbs or greater.
- Vision requirements are close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Equipment Operation

- Sonographer demonstrates competency to perform or assist in the performance and use of Ultrasound equipment, probes, and ABI machine.
- Must be proficient in office machines, such as computer, copier, and fax.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Employee Signature: I have read and agree that I can perform the essential functions of this position.

Print Name

Signature

Date

Manager or HR Rep. Signature

Date