

**CLAIBORNE MEMORIAL MEDICAL CENTER
RADIOLOGY DEPARTMENT
JOB DESCRIPTION**

ULTRASOUND TECHNOLOGIST

STATEMENT OF PURPOSE:

To provide support for the mission and vision of the hospital through your actions, attitudes, and personal conduct as a team member of the Radiology department, an employee of the hospital, and a contributor to the health and wellbeing of the patients we service; to provide the duties outlined in this job description to the best of your abilities; and to strive for excellent service to your customers.

JOB SUMMARY:

Performs a variety of Ultrasound procedures at a technical level, clerical duties and is responsible for patient safety protocols. The Ultrasound technologist will assist the Radiologist and other specialists in performing diagnostic Ultrasound procedures. Functions as a team member with patients and staff for the successful accomplishment of imaging needs.

GENERAL DUTIES:

1. Support your manager and administration in the implementation of the hospital's mission, vision, and overall goals.
2. Actively participate as a member of your department by providing excellent customer service, identifying areas for improvement and implementing operational changes.
3. Assist your department in providing efficient and effective patient care by actively participating in the orientation process, your department meetings, available educational events, personal performance evaluations and focused counseling opportunities.
4. Promote high standards of performance by exhibiting compassion and professionalism at all times and by being responsible for your actions, attitude, and body language.
5. Communicate in a timely and effective manner using multiple communication mediums. This includes notes, e-mails, phone calls, one-on-one interaction, and participation in meetings.
6. Support performance improvement monitoring by collecting data, reporting incidents, identifying patient care problems and providing performance information to your manager.
7. Assist your manager in meeting departmental budget goals, identifying capital equipment needs, and developing new strategic goals for the department.
8. Follow all departmental and hospital policies. Request clarification and guidance if needed.

9. Keep track of equipment and supplies to make sure Ultrasound retains the tools needed to provide patient care and to assure departmental resources are used wisely.
10. Manage your time to assure you clock in and out as scheduled, complete your assignments within the scheduled timeframe, and minimize changes in the departmental work schedule.

Every employee is expected to follow all policies and procedures and to support and participate in programs within his/her department to maintain and monitor Performance Improvement.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Performs routine and emergent Ultrasound procedures as stated in Radiology policy and procedures.
2. Assists the physician (Radiologist or other specialist) to perform diagnostic Ultrasound procedures.
3. Communicates with other caregivers to ensure continuity and appropriateness of patient care.
4. Provides patient and family education related to Ultrasound procedures.
5. Select equipment for use in ultrasound and set up according to specifications of examinations.
6. Applies knowledge and principles of Universal Precautions, aseptic and sterile techniques, to minimize exposure to/spread of infectious organisms.
7. Required to participate in annual Infection Prevention education.
8. Required to follow Infection Prevention guidelines (i.e. proper use of isolation precautions, proper PPE, etc.)
9. Required to follow employee health protocols (i.e. annual TB skin test, annual flu vaccine, and employee physicals for insurance purposes).
10. Required to complete annual training including HEAT and Ethics or any departmental training.
11. Required to attend mandatory meetings. Review departmental meetings.
12. Reviews and records all patient procedure/history/symptoms and film information.
13. Performs clerical duties such as completing worksheets, sending images to PACS, working with orders, and scheduling in the HMS system.
14. Demonstrates effective communication skills among patients and coworkers. Provides patient care and safety measures.
15. Able to accept, transcribe and implement verbal orders from physicians within their scope of care.
16. Explain processes to patients and assist in positioning patients for required scan.
17. Prepares and restocks rooms for procedure readiness.
18. Maintains current professional certification, state licensure, and education requirements.

19. Assumes additional duties as assigned by the Department Manager.
20. Adjust equipment controls, note ultrasonic patterns, and produce visual images of procedures.
21. Maintain necessary records concerning patients.
22. Be able to discuss findings with the Radiologist.
23. Process patient care orders using electronic ordering system (HMS).
24. Prepare and complete ECHO procedure/recording media for mailing to appropriate Cardiologist for interpretation.
25. Scan and record results to HMS/Ultrasound ECHO log book.
26. Completes Ultrasound work/clerical duties/orders in HMS before leaving for the day.
27. Leaves Ultrasound clean for next day readiness.

QUALIFICATIONS:

1. Vascular Registry required. ECHO/ARRT registered or registry eligible.
2. Minimum length of experience required or preferred for the job.
3. Specific skills (computer, written, oral, communication, etc.) required or preferred for the job.
4. Knowledge and operation of Ultrasound imaging equipment. Has the ability to select technical factors to produce a quality diagnostic image.
5. Ability to accurately position patients for Ultrasound procedures.
6. Knowledge of body anatomy and habitus.
7. Basic computer skills for data entry/record maintenance and recording of ECHO exams.
8. Ability to recognize life threatening conditions and implement basic life sustaining actions. BLS certification required.
9. Use of PPE and lead aprons if appropriate for procedure. Wears radiation badges at neck line level to document any radiation received on a monthly basis, if necessary.
10. Desire to cross-train in various modalities.
11. Tolerance for high stress environment with complex, competing customer demands. Risk of exposure to infectious organisms and radiation.

PHYSICAL DEMANDS:

1. Walking and/or standing approximately 90% of the day.
2. Must be able to lift up to 50 lbs. (no less than 20 lbs.) less than 20% of the day.
3. Workload is fast pace and heavy at times.
4. Must be able to handle Ultrasound equipment and patient load.
5. Must be able to bend, stoop, kneel, and reach over the head throughout the day.
6. Must be flexible with duties and willing to change suddenly, if needed.
7. Must be able to transport patients via wheelchair or stretcher.

DISCLAIMER:

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change.

RESPONSIBILITY:

The Ultrasound Technologist is directly responsible to the Radiology Manager.

DIRECT REPORTS:

None.

ACCEPTANCE:

Ultrasound Technologist's signature

Date