

JOB DESCRIPTION

Job Title : Lead Sonographer

Job Family : Radiology

Job Attributes

Bargaining Unit	Non-Union
Reports To	Asst. Director - Outpatient Heart/Neuro
FLSA Status	Non-Exempt
Job Code	500352

Job Summary

This paragraph summarizes the general nature, level and purpose of the job.

Under the supervision of the supervisor/manager and a physician in the department, who is responsible for the use and interpretation of ultrasound procedures, conducts sonographic procedures on assigned patients through the use of ultrasound diagnostic equipment. Leads diagnostic medical sonographers and assists in coordinating the operations of the department. Responsible for developing and maintaining diagnostic procedures and protocols as well as assisting in ensuring that all regulatory (American Institute of Ultrasound in Medicine (AIUM) and The Joint Commission) standards are met. Participates in training of residents and ultrasound students. Does not supplant the physician in the sphere of decision making required to establish a diagnosis, but will assist in gathering sonographic and other medical data necessary to reach a medical diagnosis and decision. Shows a high degree of judgment and skill in use of sonographic equipment. Ensures that equipment is constantly functional and maintained for immediate use. Maintains records and reports on equipment, procedures performed and billing.

Essential Functions

The essential functions listed are typical examples of work performed by positions in this job classification. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Employees may also perform other duties as assigned.

Employees must abide by all Joint Commission Requirements including but not limited to sensitivity to cultural diversity, patient care, patient rights and ethical treatment, safety and security of physical environments, emergency management, teamwork, respect for others, participation in ongoing education and training, communication and adherence to safety and quality programs, sustaining compliance with National Patient Safety Goals, and licensure and health screenings.

Must perform all duties and responsibilities in accordance with the hospital's policies and procedures, including its Service Standards and its Code of Conduct.

* Assists in assuring that department procedures and policies are up-to-date and followed; that work is performed in a timely, accurate manner and of high quality.

* Ensures that interactions with patients, visitors, physicians, and other staff are cooperative and courteous and that efforts to ensure high quality of information and service to patients and physicians have highest priority.

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- * Assists in overseeing workflow, work assignments, operational effectiveness, human resources and the resolution of technical and non-technical problems for the department. Participates in orientation and training of assigned staff, students, residents and faculty.
- * Assists in service recovery and triages clinical urgency, as appropriate.
- * Coordinates clinical activities and services and assist in coordinating appropriate staffing levels for the department.
- * Ensures that equipment and accessories are maintained and functioning. Notifies supervisor of equipment problems and service calls placed. Notifies appropriate personnel of supply requirements; makes recommendations concerning the purchase, maintenance and/or repair of equipment.
- * Keeps abreast and demonstrates awareness of legal requirements, risk management and accreditation standards by reporting unusual occurrences involving customers, environment and/or self within correct timeframes and involves the appropriate individuals and/or completes necessary forms (incident/employee accident report, etc.).
- * Leads employees, residents and interns performing ultrasound examinations.
- * Maintain quality assurance of ultrasound equipment and digital network.
- * Participates in the national accreditation of the ultrasound department.
- * Participates in updating and maintaining procedure manuals pertaining to assigned areas, and acts as a resource for staff regarding policies and procedures, obtaining final approval from the Practice Manager and Medical Director.
- * Performs administrative duties for coordination and operation of the diagnostic ultrasound department and participates in and assists in the development of clinical and research protocols.
- * Performs all Senior Sonographer duties in assigned area(s).
- * Reports problems concerning staffing requirements, work methods, staff morale, etc., and recommends solutions as appropriate to supervisor. Coordinates with personnel of other departments with regard to patient and/or staff related problems.
- * Troubleshoots, reboots, calls help line, calls service and/or involves other individuals as appropriate for equipment maintenance. Demonstrates competency on all equipment and software (Siemens, GE, PACS, Click View, etc.).

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge, skills and abilities as well as possession of any required licenses or certifications is qualifying.

- * Education: Requirement met by License/Certification requirement.
- * Experience: Three (3) years of progressively responsible and directly related work experience.
- * Licensure/Certification: Certification by the American Registry of Diagnostic Medical

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Sonographers (ARDMS).-OR- CCI-Cardio Credentialing Internat

Knowledge, Skills, & Abilities

These are the observable and measurable attributes and skills required to perform successfully the essential functions of the job and are generally demonstrated through qualifying experience, education, or licensure/certification.

- * Ability to apply judgment and make informed decision.
- * Ability to communicate effectively, both orally and in writing. Ability to adjust communications to fit the needs and level of understanding of the receiver.
Ability to follow written and oral instructions.
- * Ability to establish and maintain effective relationships with widely diverse groups, including individuals at all levels both within and outside the organization and gain their cooperation.
- * Ability to establish and maintain excellent client relationship, exhibit exemplary interpersonal skills and exercise sound judgment and professionalism in business and personnel matters.
- * Ability to foster effective working relationships and build consensus.
- * Ability to interpret physician instructions and patient medical and clinical records to determine type of ultrasonic procedure/test to be performed.
- * Ability to organize, prioritize, multi-task, and adapt to changing priorities.
- * Ability to provide leadership and influence others.
- * Ability to solve problems and identify solutions.
- * Ability to work effectively as a team player.
- * Knowledge of anatomy, physiology and congenital/acquired pathology as they relate to the use and interpretation of ultrasound diagnostic procedures.
- * Knowledge of computer systems and software used in functional area.
- * Knowledge of principles of ultrasound physics, and the propagation of ultrasound through tissues.
- * Knowledge of safety principles and procedures related to ultrasound procedures and equipment.
- * Knowledge of ultrasound diagnostic procedures and equipment/instrumentation.

Physical Requirements

The Physical Requirements and Working Conditions in which the job is typically performed are available from the Occupational Health Department. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job

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