

**NORTHEAST MONTANA HEALTH SERVICES**  
**JOB DESCRIPTION**  
**DIAGNOSTIC MEDICAL SONOGRAPHER**

**NAME:** \_\_\_\_\_

**ACCOUNTABLE TO:** **DIRECTOR OF RADIOLOGY**

**PURPOSE OF YOUR JOB POSITION**

The primary purpose of your job position is to efficiently and accurately provide diagnostic patient care services using ultrasound and related diagnostic procedures. The scope of practice of the Diagnostic Medical Sonographer includes those procedures, acts and processes permitted by law, for which you have received education and clinical experience, have demonstrated competency, and have completed the appropriate ARDMS certification(s) which is the standard of practice in ultrasound.

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only job duties that you will be required to perform. The omission of specific statements of duties does not exclude them from your position if the work is related, similar, or a logical assignment to your position.

**JOB SUMMARY**

The Diagnostic Medical Sonographer is responsible for the independent operation of sonographic equipment, and for performing and communicating results of diagnostic examinations using sonography.

The Diagnostic Medical Sonographer is responsible for daily operations of the sonographic laboratory, patient schedule, equipment maintenance, the report of equipment failures, and quality assessment (QA). The sonographer maintains a high standard of medical ethics at all times and is self-motivated to increase level of understanding and knowledge of the field, disease, and new procedures as they evolve.

**WORKING CONDITIONS**

1. Works in a well-lighted, ventilated area.
2. Sits, stands, bends, intermittently throughout working hours. Must have the ability to maintain prolonged arm positions necessary for scanning.
3. Must be able to lift a minimum of 50# and strength sufficient to: lift some patients, move heavy equipment on wheels (up to approximately 500 lbs), and to move patients in wheelchairs and stretchers.
4. Is subject to frequent interruptions.
5. Is subject to hostile, emotionally upset patients, residents, family members, personnel, visitors, etc.

6. Is willing to work beyond normal working hours, weekends, and holidays when on-call.
7. May be exposed to infectious diseases and hazardous waste.
8. Possible exposure to radiation.

### **ESSENTIAL JOB FUNCTIONS**

1. Must possess a high school diploma or its equivalent.
2. A graduate of a formal Diagnostic Medical sonography Program or Cardiovascular Technology Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) is preferred.)
3. A Bachelor of Science degree in Diagnostic Medical Sonography is desirable.
4. Must be licensed in the State of Montana as a radiologic technologist having completed the following criteria: Completion of a minimum of 1 year schooling in a formal program for diagnostic medical sonography, or On-the-job training and experience equivalents may be considered in lieu of completion of a diagnostic medical sonography program.
5. Must be in current compliance with continuing Medical Education (CME) requirements for specialty(ies) as appropriate.
6. Must satisfy the Director of Radiology and the Radiologist as to their ability to perform radiologic procedures without direct supervision.
7. Must be able to read, write, speak, and comprehend the English language.
8. Must be able to see and hear, or use prosthetic devices that will enable these senses to function adequately to assure that the requirements of the position can be fully met.

### **ESSENTIAL JOB DUTIES**

1. Must display and maintain complete confidentiality at all times.
2. Must be able to cope with the mental and emotional stress of the position and emergency situations.
3. Must be able to function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, co-workers, physicians, and outside agencies.
4. Must attend and participate in educational offerings to keep abreast of regulatory changes that effect your position.
5. Must have the ability to effectively operate sonographic equipment.

6. Must have the ability to evaluate sonograms in order to acquire appropriate diagnostic information.
7. Must have the ability to integrate diagnostic sonograms, laboratory results, patient history and medical records, and adept sonographic examination as necessary.
8. Must have the ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed.
9. Must have the ability to evaluate, synthesize, and communicate diagnostic information to the attending physician.
10. Must have the ability to communicate effectively with the patient and the health care team, recognizing the special nature of sonographic examinations and patient's needs.
11. Must have the ability to follow established departmental procedures.

### **ESSENTIAL FUNCTIONS**

1. Performs clinical assessment and diagnostic sonography examinations.
2. Uses cognitive sonographic skills to identify, record, and adapt procedures as appropriate to anatomical, pathological, diagnostic information and images.
3. Uses independent judgment during the sonographic exam to accurately differentiate between normal and pathologic findings.
4. Analyses sonograms, synthesizes sonographic information and medical history, and communicates findings to the appropriate physician.
5. Coordinates work schedule with Departmental Director and/or scheduling desk to assure workload coverage.
6. Assumes responsibility for the safety, mental and physical comfort of patients while they are in the sonographer's care.
7. Assists with the daily operations of the sonographic laboratory.
8. Maintains a daily log of patients' seen/completes exam billing forms.
9. Maintains ultrasound equipment and work area, and maintains adequate supplies.
10. Participates in the maintenance of laboratory accreditation.
11. Establishes and maintains ethical working relationships and good rapport with all interrelating hospitals, referral or commercial agencies.
12. Performs other work-related duties as assigned.

## MAJOR RESPONSIBILITIES

1. **Responsible** for overseeing the safety and care of patients in the Radiology Department.
  - a. Coordinates with other staff to assure appropriate patient care is provided.
  - b. Must be knowledgeable about and practice Infection Control policies and procedures.
  - c. Addresses problems of patient care as they arise and makes decisions to appropriately resolve the problems.
  - d. Assumes responsibility for the safety and well-being of all patients in the sonographic area/department.
  
2. **Responsible** for the completion of sonographic procedures, as ordered by Health Care Providers and the Radiologist, in an efficient manner.
  - a. Performs all requested sonographic examinations as ordered by the attending physician.
  - b. Works closely with the Consultant Radiologist to assure quality.
  - c. Prepares preliminary reports and contacts referring physicians when required, according to established procedures.
  - d. Assists the Radiologist with special procedures. Assures that the patient has received the correct prep and instruction for special procedures.
  - e. Provides in-service education team on requirements of sonographic procedures as requested by other members of the health care team.
  
3. **Responsible** for the accurate maintenance of patient care records.
  - a. Assists with the accurate filing of patient records.
  - b. Assists with the daily, monthly, and yearly records as necessary.
  - c. Maintains complete patient confidentiality.
  - d. Assists with the transfer of patient records as per NEMHS policy.
  
4. **Responsible** for assisting and reporting in equipment maintenance.
  - a. Reports equipment failures to the Director in a timely manner.
  - b. Notifies appropriate providers of malfunctions that cause delay in testing procedures.

- c. Arranges for outside maintenance in the absence of the Director.
- d. Must be knowledgeable in the operation and maintenance of the Ultrasound equipment.

5. **Responsible** for following NEMHS policies, and for keeping up on educational requirements necessary to function in this position.

- a. Follows Employee Health Policies.
- b. Follows OSHA standards and Infection Control policies.
- c. Attends staff meeting as directed.
- d. Attends yearly staff in-services
- e. Abides by all cooperate compliance.
- f. Abides by all HIPAA
- g. Abides by all Hazcom/Blood Borne Pathogen Policies

I have read and understand the above job description. I understand that the job duties and responsibilities listed above are essential job functions for this position and hereby agree to abide by those duties and responsibilities.

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Employee \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_