

 Oroville Hospital	<b>Job Description for  Ultrasound  Coordinator</b>		Department: <b>Radiology</b>
			Dept.#: <b>7630</b>
			Last Reviewed: 05/08; 08/12
			Last Updated:

## **Reports To**

Director Imaging

## **Job Summary**

A Diagnostic Medical Sonographer (Ultrasound Tech) is a Diagnostic Ultrasound Professional that is qualified by professional credentialing and academic and clinical experience to 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 the individual has received education and clinical experience, has demonstrated competency and has completed the appropriate ARDMS certification(s) which are the standard of practice in ultrasound. 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 also 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.

In addition to performing the duties of Ultrasound Tech, the Ultrasound Coordinator is responsible for coordinating the flow of the ultrasound department by working closely with the radiology department staff, physicians, patients and nursing personnel.

## **Duties**

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, synthesize sonographic information, 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. Participates in the maintenance of laboratory accreditation
10. Establishes and maintains ethical working relationships and good rapport with all interrelating hospitals, referral or commercial agencies
11. Performs all requested sonographic examinations as ordered by the attending physician
12. Prepares preliminary reports and contacts referring physicians when required, according to established procedures
13. Coordinates with other staff to assure appropriate patient care is provided
14. Addresses problems of patient care as they arise and makes decisions to appropriately resolve the problems
15. Organizes daily work schedule and performs related clerical duties as required
16. Assumes responsibility for the safety and well-being of all patients in the sonographic area/department
17. Reports equipment failures to the appropriate supervisor or staff member
18. Provides in-service education team on requirements of sonographic procedures as requested by other members of the health care team
19. Performs other related duties as assigned

### **Qualifications**

1. 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 required
2. Current compliance with Continuing Medical Education (CME) requirements for specialty(ies) as appropriate
3. Current BLS
4. Experience as defined by institution
5. Ability to effectively operate sonographic equipment
6. Ability to evaluate sonograms in order to acquire appropriate diagnostic information
7. Ability to integrate diagnostic sonograms, laboratory results, patient history and medical records and adapt sonographic examination as necessary
8. Ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed
9. Ability to evaluate, synthesize and communicate diagnostic information to the attending physician
10. Ability to communicate effectively with the patient and the health care team, recognizing the special nature of sonographic examinations and patient's needs

11. Ability to establish and maintain effective working relationships with the public and health care team
12. Ability to follow established departmental procedures
13. Ability to work efficiently and cope with emergency situations

### **Lifting Requirements**

Heavy lifting: up to 100 lbs. maximum with frequent lifting and/or carrying objects weighing up to 50 lbs. Must be able to stand, stoop and lift and walk without restrictions.