

TITLE: Sonographer
CLASSIFICATION: Hourly
HOURS OF WORK: Full or Part-time
REPORTS TO: Clinic Manager and Supervising Physician

SUMMARY

The Sonographer participates in the care of the patient, under the direct supervision of the Physician and in collaboration with the healthcare team by performing and reporting results of sonographic examinations. Responsible for daily operations of the sonographic laboratory, equipment performance, and clinical sonographic quality assessment. Assumes responsibility and is accountable for adherence to WC policies and procedures, as well as all applicable federal and state laws as they pertain to healthcare and employment.

ESSENTIAL DUTIES

- Responsible for protecting Personal Health Information (PHI) and maintaining compliance with WCs Privacy Policy. Uses the minimum PHI necessary when completing assignments.
- Promotes, establishes, and maintains open and effective communications with all members of WC. Serves as communication liaison between the physician and the patient.
- Performs all requested sonographic examinations as ordered by the attending physician. Acquires and analyzes data obtained using ultrasound and related diagnostic technologies. Meets examination components as defined by ultrasound department's Policy and Procedures regarding examination guidelines.
- Uses independent judgment and systematic problem solving methods to produce high quality diagnostic information and optimize patient care. Reports equipment failures to the appropriate supervisor or staff member.
- Generates reports on the PACS system (DIGISONICS), works with the attending physician to visualize sonographic examination on the OB view workstations.
- Provides summary findings to the physician to aid in patient diagnosis and management. Prepares accurate and comprehensive preliminary reports and contacts referring physicians when required, according to established procedures.
- Organizes daily work schedule and performs related clerical duties as required. Responsible for room preparation and clean-up, and equipment sterilization as needed.
- Assumes responsibility for the safety and well-being of all patients in the sonographic area/department. Escorts patients to an examination room or lobby upon completion of the sonographic examination.
- Addresses patient care issues as they arise and makes decisions to appropriately resolve the problems. Coordinates with other staff to assure appropriate patient care is provided.
- Recognizes and responds to emergencies, obtaining assistance from and/or referring to physicians when appropriate.

SECONDARY DUTIES

- Receives, organizes, prioritizes, stores, and maintains transmittable information utilizing electronic technology.
- Assist with supervision and clinical education of shadowing students.
- Provides in-service education on requirements of sonographic procedures as requested by other members of the health care team.
- Participates actively and helpfully in special committees as assigned by management and/or physicians.
- Completes competency and compliance training as assigned.
- Any other duties as defined by management or physicians.

SUPERVISORY RESPONSIBILITY

This position does not supervise any employees.

EDUCATION AND EXPERIENCE

Requires graduation from an Associates Degree program in diagnostic medical sonography accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP) or the Canadian Medical Association (CMA) with a minimum of two years' post sonography education clinical obstetrics experience preferred.

Active licensing by the Oregon Board of Medical Imaging (OMBI) and current certification by the American Registry of Diagnostic Medical Sonographers (ARDMS) in Obstetrics and Gynecology required, additional specialty certifications a plus.

Basic Life Support or Advanced Life Support Certification a plus.

COMPETENCIES

- Exceptional organizational and time management skills to ensure maximum productivity.
- Exceptional verbal, written, and interpersonal communication skills with the ability to apply common sense; to carry out instructions and instruct others; and speak clearly to patients, employees and management.
- Ability to work with no supervision while performing duties.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This job operates in a professional medical office environment. Requires the ability to work under pressure and with a diverse population including staff, physicians, patients, vendors, and other members of the public on a regular basis. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will have frequent exposure to contagious diseases; bodily fluids including blood; toxic substances; medicinal preparations and other conditions common to a clinical environment.

This position requires up to 50% travel to other WC clinic locations.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Requires close visual acuity to perform an activity such as viewing a computer terminal; reading business periodicals, professional journals, or technical procedures.
- Frequently required to talk, hear, and/or communicate, convey or exchange information in a clear and concise manner.
- Frequently required to stand, walk, and/or move about the office to assist physicians, patients, and to accomplish tasks.
- Frequently required push, pull, reach, and/or transport supplies and or equipment to various locations within the office. (10-50 pounds.)
- Frequently required to have full range of body motion in order to assist, move, and/or lift patients. (75+ pounds.)
- Frequently uses arms, hands and fingers for grasping, pushing/pulling, twisting/turning of wrists, and manipulating in the performance of various clerical duties such as typing, writing, and maintaining files; and/or to operate medical and technological equipment.
- Occasionally required to perceive attributes of objects, such as size, shape, location, by touching, particularly with fingertips.
- Occasionally required bend, sit, stoop and stretch.

ACKNOWLEDGEMENT

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

By signing below, I confirm that I have read the above job description, fully understand the requirements, and agree to perform my duties accordingly.

Employee _____

Date _____