

<b>REPORTS TO:</b>	Director of Ancillary Services
<b>REVISED:</b>	09/2021
	See current organizational chart for oversight/administrative support information

**PRIMARY FUNCTION:**

Advance Exceptional Care by obtaining optimal images using ultrasound that follow written protocols as directed by the radiologist that aid in the diagnosis and treatment of the patient in accordance with the philosophy, goals and objectives of Clarinda Regional Health Center.

**QUALIFICATIONS:**

**Education and/or Experience**

- Associate degree in Ultrasound or equivalent

**Certificates, Licensure, Registrations**

- Current Diagnostic Medical Sonographer licensed in the State of Iowa
- American Registry of Diagnostic Medical Sonography, or registry eligible
- For job-specific certifications refer to the [Education Certification Requirements by Job Category: Clinical Staff](#)

	<b>Essential Job Duties and Responsibilities</b>
1.	<p>Performs a variety of sonography procedures utilizing ultrasound equipment according to the manufacturer recommendations and follows established protocols as defined by the radiologist.</p> <ul style="list-style-type: none"> <li>• Enters appropriate patient information and technical factors into the ultrasound unit to image required anatomy.</li> <li>• Performs examinations in a manner that optimizes the best visualization of any required anatomy.</li> <li>• Identifies each patient, reviews order and previous exam for comparison and appropriateness of orders.</li> <li>• Communicates with patient and family, provides instructions and education to obtain desired results, gains cooperation and minimizes anxiety.</li> <li>• Carries out requested sonographic procedures using the ultrasound equipment provided.</li> <li>• Assesses patient condition and assures patient safety through proper use of restraint/support devices, respects patient ability and comfort.</li> </ul>
2.	<p>Reviews each examination for technical accuracy, correct labeling of images and anatomic orientation, and proper date and patient identification.</p>

	<b>Essential Job Duties and Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Provides quality diagnostic images and accurate history to radiologist and reviews findings with radiologist and/or ordering physician.</li> <li>• Communicates pertinent data to persons responsible for the care of the patient following the procedure.</li> <li>• Verifies informed consent for and assists radiologist with interventional procedures utilizing aseptic technique, universal precautions, and transfer of specimens to lab.</li> <li>• Assists in scheduling patients and procedures to coordinate inpatient, critical or emergency and outpatient schedule efficiently.</li> <li>• Maintains records, computer/order/resulting/charging entries and filing to maintain patient records and patient confidentiality</li> </ul>
3.	<p>Reviews each examination for technical accuracy, correct labeling of images and anatomic orientation, and proper date and patient identification.</p> <ul style="list-style-type: none"> <li>• Provides quality diagnostic images and accurate history to radiologist and reviews findings with radiologist and/or ordering physician.</li> <li>• Communicates pertinent data to persons responsible for the care of the patient following the procedure.</li> <li>• Verifies informed consent for and assists radiologist with interventional procedures utilizing aseptic technique, universal precautions, and transfer of specimens to lab.</li> <li>• Assists in scheduling patients and procedures to coordinate inpatient, critical or emergency and outpatient schedule efficiently.</li> <li>• Maintains records, computer/order/resulting/charging entries and filing to maintain patient records and patient confidentiality</li> </ul>
4.	<p>Demonstrates exceptional patient communication skills.</p> <ul style="list-style-type: none"> <li>• Assesses patient pain interfering with imaging procedure.</li> <li>• Explains the test to the patient in a manner that lowers any anxiety.</li> <li>• Introduces self to patient in a cheerful and pleasant manner, follows AIDET principle.</li> <li>• Communicates with patient throughout exam to reduce any patient anxiety.</li> </ul>
5.	<p>Maintains supplies and cleanliness in the department.</p> <ul style="list-style-type: none"> <li>• Maintains equipment and recommends service as needed. Carries out necessary quality control and quality assurance to ensure high performance standards are met.</li> <li>• Provides ultrasound instruction for students, medical staff, and nursing for the general education of these customers.</li> <li>• Assists in Radiology as needed when the ultrasound schedule permits</li> </ul>
6.	<p>Completes various office duties as required.</p> <ul style="list-style-type: none"> <li>• Enters patient data into electronic scheduling systems accurately so as to connect images to PACS.</li> </ul>

	<b>Essential Job Duties and Responsibilities</b>
	<ul style="list-style-type: none"> <li>Schedules exams in coordination with available techs, mobile service and radiologists accordingly.</li> <li>Assumes phone responsibilities, when necessary, with proper phone etiquette.</li> <li>Ensures patient exams in computer system are accurate to the exam completed.</li> <li>Maintains appropriate supply levels throughout the department by ordering, stocking, and checking for outdates.</li> </ul>
7.	<p>Performs and maintains documentation.</p> <ul style="list-style-type: none"> <li>Thoroughly and accurately completes patient history and associated worksheets for each exam.</li> </ul>
8.	<p>Communicates effectively.</p> <ul style="list-style-type: none"> <li>Communicates and collaborates effectively with other health team members regarding patient condition and patient satisfactions needs.</li> <li>Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action. Appropriately reports condition changes to medical provider.</li> </ul>
9.	<p>Promotes and ensures patient safety in performance of all responsibilities.</p> <ul style="list-style-type: none"> <li>Administers treatments and procedures in a timely and safe manner according to physician orders and department policy.</li> <li>Demonstrates proficient technical/clinical skills and operational knowledge of equipment.</li> <li>Informs and involves Radiology Manager regarding patient care issues in a timely and appropriate manner.</li> <li>Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.</li> </ul>
10.	<p>Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> <li>Demonstrates a commitment to the practices of Quality Improvement (QI).</li> <li>Regularly attends Department huddles</li> <li>Completes tasks as outlined on Department Huddle Board</li> </ul>
11.	<p>Performs other duties as assigned.</p>

**ESSENTIAL Work Environment & Physical Requirements:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving	X			
Lifting (floor to waist level)		40 lbs.	50 lbs.	10 lbs.
Lifting (waist level and above)		40 lbs.	50 lbs.	10 lbs.
Lifting (shoulder level and above)		40 lbs.	50 lbs.	10 lbs.
Carrying objects			X	
Push/pull		300 lbs.	50 lbs.	10 lbs.
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl	X			
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision		X	
Far Vision		X	
Color Discrimination	Not Applicable	Yes	No
Depth Perception		X	
Hearing		X	

Environment Requirements	Not Anticipated	Reasonably Anticipated
<i>Occupational Exposure Risk Potential</i>		
Bloodborne Pathogens		X
Chemical		X

Airborne Communicable Disease		<b>X</b>
Extreme Temperatures	<b>X</b>	
Radiation		<b>X</b>
Uneven Surfaces or Elevations	<b>X</b>	
Extreme Noise Levels		<b>X</b>
Dust/Particulate Matter		<b>X</b>
Other (List)		

<b>Shift Requirements</b>	<b>8 hrs/day</b>	<b>10 hrs/day</b>	<b>12 hrs/day</b>	<b>Other (varied)</b>
Usual workday hours	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Regular, punctual attendance for assigned shifts	<b>YES</b>	<b>YES</b>	<b>YES</b>	
Available to work overtime	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**ESSENTIAL FUNCTION FORM**

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

**Can you perform the essential functions of the position with or without reasonable accommodations?**

**YES**

**NO**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_