

REPORTS TO:	Director of Radiology
REVISED:	09/2021, 09/2025
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Responsible for **Advancing Exceptional Care** by prioritizing Safety and Quality in every aspect of patient care. This role is committed to fulfilling essential duties that enhance patient outcomes, operational efficiency, and overall healthcare standards, ensuring all actions align with the philosophy, goals, and objectives of **Clarinda Regional Health Center (CRHC)**. By maintaining the highest level of care, this position supports CRHC's dedication to fostering a safe, compassionate, and high-quality healthcare environment for our patients and community.

QUALIFICATIONS:

Education and/or Experience

- Associate degree in Ultrasound or equivalent

Certificates, Licensure, Registrations

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

WORK SCHEDULE & SHIFT REQUIREMENTS:

The facility operates 24/7; however, work schedules may vary based on departmental needs to ensure the highest standard of patient care and operational efficiency. Flexibility will be expected.

- On-call availability as needed.
- Weekend and Holiday rotation as needed
- Eligible for shift differentials where applicable.
- Position is classified as non-exempt and eligible for overtime in accordance with labor laws.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position involves a combination of physical activities necessary to perform essential job functions effectively. The employee should be able to:

- **Sit, stand, and walk** for varying lengths of time throughout the workday.
- **Lift, push, pull, or carry** light to moderate loads, with assistance available for heavier items.
- **Use fine motor skills**, including grasping, reaching, and handling equipment or materials as needed.
- **Perform routine movements**, such as typing, writing, or handling supplies.
- **Bend, stoop, kneel, or crouch** occasionally for job-related tasks.
- **See and hear** well enough to read documents, operate equipment, and communicate effectively.
- **Work in a dynamic environment**, adapting to occasional changes in pace or setting.

Reasonable accommodations will be considered to support individuals in performing essential job functions.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

At CRHC, our core values—**Compassion, Advancing, Relationships, and Exceptional**—are at the heart of everything we do. These values drive our commitment to **Advancing Exceptional Care**, ensuring that we provide the highest quality care to our patients while supporting and empowering our team members. We believe in creating a compassionate environment where relationships are nurtured, collaboration is encouraged, and excellence is expected.

As a member of our team, you will embody these values in your daily work by:

- **Compassion:** Demonstrating empathy and kindness in every interaction, recognizing the unique needs of our patients and colleagues.
- **Advancing:** Embracing innovation, continuous learning, and striving for improvement in all aspects of patient care and team collaboration.
- **Relationships:** Building trust through open communication and teamwork, fostering a supportive atmosphere that prioritizes respect and understanding.
- **Exceptional:** Holding yourself to the highest standards, delivering superior care, and contributing to a culture of excellence that impacts both patients and colleagues.

Performs a variety of sonography procedures utilizing ultrasound equipment according to the manufacturer recommendations and follows established protocols as defined by the radiologist.

- Enters appropriate patient information and technical factors into the ultrasound unit to image required anatomy.
- Performs examinations in a manner that optimizes the best visualization of any required anatomy.
- Identifies each patient, reviews order and previous exam for comparison and appropriateness of orders.
- Communicates with patient and family, provides instructions and education to obtain desired results, gains cooperation and minimizes anxiety.
- Carries out requested sonographic procedures using the ultrasound equipment provided.
- Assesses patient condition and assures patient safety through proper use of restraint/support devices, respects patient ability and comfort.

Reviews each examination for technical accuracy, correct labeling of images and anatomic orientation, and proper date and patient identification.

- Provides quality diagnostic images and accurate history to radiologist and reviews findings with radiologist and/or ordering physician.
- Communicates pertinent data to persons responsible for the care of the patient following the procedure.
- Verifies informed consent for and assists radiologist with interventional procedures utilizing aseptic technique, universal precautions, and transfer of specimens to lab.
- Assists in scheduling patients and procedures to coordinate inpatient, critical or emergency and outpatient schedule efficiently.

- Maintains records, computer/order/resulting/charging entries and filing to maintain patient records and patient confidentiality

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Demonstrates exceptional patient communication skills.

- Assesses patient pain interfering with imaging procedure.
- Explains the test to the patient in a manner that lowers any anxiety.
- Introduces self to patient in a cheerful and pleasant manner, follows AIDET principle.
- Communicates with patient throughout exam to reduce any patient anxiety.

Maintains supplies and cleanliness in the department.

- Maintains equipment and recommends service as needed. Carries out necessary quality control and quality assurance to ensure high performance standards are met.
- Provides ultrasound instruction for students, medical staff, and nursing for the general education of these customers.
- Assists in Radiology as needed when the ultrasound schedule permits

Completes various office duties as required.

- Enters patient data into electronic scheduling systems accurately so as to connect images to PACS.
- Schedules exams in coordination with available techs, mobile service and radiologists accordingly.
- Assumes phone responsibilities, when necessary, with proper phone etiquette.
- Ensures patient exams in computer system are accurate to the exam completed.
- Maintains appropriate supply levels throughout the department by ordering, stocking, and checking for outdates.

Performs and maintains documentation.

- Thoroughly and accurately completes patient history and associated worksheets for each exam.

Communicates effectively.

- Communicates and collaborates effectively with other health team members regarding patient condition and patient satisfactions needs.
- Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action. Appropriately reports condition changes to medical provider.

Promotes and ensures patient safety in performance of all responsibilities.

- Administers treatments and procedures in a timely and safe manner according to physician orders and department policy.
- Demonstrates proficient technical/clinical skills and operational knowledge of equipment.
- Informs and involves Radiology Manager regarding patient care issues in a timely and appropriate manner.
- Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Quality Program Participation

- Actively participates in CRHC's Quality Program, committees, performance improvement initiatives, and operational support activities.
- Demonstrates a commitment to Quality Improvement (QI) practices.
- Regularly attends Department huddles.
- Completes tasks as outlined on the Department Huddle Board.

Other Responsibilities

- Performs additional duties as assigned to support the strategic initiatives of CRHC.

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: _____