

## **SENIOR SONOGRAPHER**

### **DEFINITION**

Under general direction, performs ultrasound examinations of patients as ordered by physicians, including the more complex and difficult ultrasound procedures that require advanced and/or specialized skills; may serve as a lead worker over subordinate staff by coordinating, prioritizing, scheduling and monitoring the work of assigned staff; helps train student sonographers according to program agreements and requirements; and performs other related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class of the Sonographer series. An incumbent in this class works within the Diagnostic Imaging Department at Natividad Medical Center, and preponderant duties emphasize the performance of ultrasound examinations. An incumbent may serve as a technical specialist within the department, performing the more complex and specialized ultrasound procedures as needed. In addition (or as an alternative), an incumbent may serve as a lead worker over other ultrasound staff, providing both technical and administrative leadership, training and direction. This class may be distinguished from the lower level class of Sonographer by its lead and/or specialized technical role.

### **EXAMPLES OF DUTIES**

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Examines patients using ultrasound equipment; performs the more complex and specialized ultrasound examinations as assigned.
2. Plans examinations by reviewing orders and medical charts; maintains detailed records of examination results; reviews and evaluates results of exams and gives preliminary reports to physicians.
3. Serves as a lead worker by coordinating, prioritizing, and monitoring the work of subordinate employees; prepares staff schedules as needed to maintain required staffing levels; plans and organizes workloads; provides input to management regarding employee performance.
4. Provides orientation and training to new employees regarding departmental policies and procedures and the proper use of ultrasound and related equipment; implements in-service training programs to help staff maintain competency and/or to learn how to use new procedures/equipment; helps staff develop required core competencies; coaches and encourages subordinates in a manner that fosters a teamwork approach to resolving disputes.
5. Provides leadership and direction to student sonographers according to program agreements and requirements.
6. Implements new procedures in a manner that is consistent with defined protocols and standards; provides input to management regarding departmental policies and procedures pertaining to personnel, supplies, equipment and patient care.
7. Assists with the development and implementation of effective quality control and quality assurance processes; participates in accreditation processes, including those required by the Joint Commission on the Accreditation of Healthcare Organizations.
8. Provides input to management regarding work unit concerns and issues; researches, analyzes and recommends solutions to problems as assigned.
9. Assists management in evaluating the need for new equipment and supplies; assists with equipment selection and procurement.

10. Prepares reports, correspondence and other documents; analyzes data and develops logical conclusions and recommendations; utilizes standard office administrative tools, including computers, to facilitate communication and work efficiency.
11. Performs routine maintenance on ultrasound equipment; schedules and coordinates more complex maintenance or repair as needed.
12. Performs other related duties as assigned.

## **QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

### **Knowledge and Skills**

#### **Thorough knowledge of:**

1. The theories, principles, practices and techniques pertaining to ultrasound and related procedures.
2. The operation and care of standard ultrasound equipment and the methods of positioning patients for ultrasound examinations.
3. Medical terminology, anatomy, and physiology necessary to perform ultrasound and related procedures.
4. Routine functions and activities of an acute care hospital diagnostic imaging unit, including standard procedures, materials and equipment.
5. Safety requirements of a hospital diagnostic imaging unit, including the appropriate use of universal precautions.

#### **Working knowledge of:**

1. Methods of explaining ultrasound procedures to patients and providing customer service in a health care environment.

#### **Some knowledge of:**

1. The use of office automation equipment, including computers and business software, for communication and productivity purposes.
2. Basic principles and practices of leadership and supervision.

#### **Skill and Ability to:**

1. Perform a wide range of ultrasound procedures, including the more advanced and complex procedures, producing accurate and valid examination results.
2. Position patients for a variety of imaging examinations.
3. Operate and maintain standard ultrasound and related equipment.
4. Coordinate, prioritize, schedule, and monitor the day-to-day activities within an acute care hospital ultrasound unit; serve as a lead worker over subordinate Sonographers and student interns.
5. Help maintain safe working conditions by complying with established safety policies and procedures.
6. Operate a personal computer and utilize standard business software.
7. Maintain detailed patient records, compile statistics, and analyze data.
8. Communicate clearly and concisely, both orally and in writing, with those contacted during the course of work; prepare reports and other written communications.
9. Provide sensitive and competent service to customers who may be anxious or in substantial distress.

10. Establish and maintain cooperative working relationships with others including physicians, nurses, administrators, managers, vendors, contractors and other health care industry personnel.

### **REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment, the incumbent will be required to:

Some positions in this class may require a valid Class C driver's license.

### **EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

#### **Experience:**

Two years of experience performing ultrasound examinations, including at least one year in an acute care hospital setting.

#### **Education:**

Graduation from an approved ultrasound/vascular technology education program.

#### **Special Requirements:**

May be required to demonstrate competency in one or more ultrasound modalities such as abdominal, cardiovascular, vascular, and obstetrics/gynecology.

#### **Certification:**

Current registration as a Diagnostic Medical Sonographer, Diagnostic Cardiac Sonographer and/or Vascular Technologist from the American Registry for Diagnostic Medical Sonography (ARDMS) is highly desirable.

### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory requirements for this classification include:

1. Ability to sit or stand for extended periods of time while examining patients and processing test results.
2. Ability to lift up to 50 pounds in order to turn, position and move patients and equipment.
3. Ability to read patient and clinical test information on papers, computer screens and specimen containers; ability to use a computer screen on a constant basis.
4. Ability to perform repetitive motions pertaining to ultrasound examinations and equipment use; ability to write, operate a computer keyboard and finely manipulate small objects.
5. Ability to hear normal speech when talking to patients and staff; ability to hear and talk on the telephone and in person.
6. Ability to concentrate and make decisions; ability to provide services to people who are anxious and/or under substantial stress.
7. Ability to work in an environment that has frequent risk of exposure to hazardous materials, infectious agents and radiation.

**CLASS HISTORY**

Class Code: 50R32  
Established Date: March 2009  
Revised Date:  
Former Title:

**CLASS DATA**

Job Group: 13  
EEO Category: T  
Work Comp. Code: 9043  
Bargaining/Employee Unit: H  
FLSA: C  
MOCO OT: Y

Prepared by: CPS Personnel Services

Approved by:

/s/ Janine Bouyea  
NMC Human Resources Administrator

06/08/2009  
Date