

	Job Description Non-Management (Patient Care)
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MISSION STATEMENT: Clínica Tepeyac’s Mission is to provide culturally competent health care and preventive health services for the medical underserved.

JOB SUMMARY: The Sonographer functions as a healthcare provider who, working under the delegated authority of the supervising physician, serves as a medical imaging professional providing clinically relevant information to assist the physician with the diagnosis and treatment of patients. The Sonographer role and responsibilities include providing diagnostic medical sonography services and its various clinical specialties. The Sonographer activities are performed consistent with their education and training, and in accordance with facility policies and procedures and applicable professional standards.

A. MINIMUM QUALIFICATIONS:

1. Education:

- Associates degree in Sonography required; Bachelor’s degree preferred.

2. Preferred Qualifications: Certification/Registration

- Demonstrate competence in the specialty area(s) to be performed, including sonographer certification by the American Registry for Diagnostic Medical Sonography (ARDMS), American Registry of Radiologic Technologists (ARRT), and/or Cardiovascular Credentialing International (CCI).
- Demonstrate commitment to professional growth and lifelong learning (e.g., continuing medical education in the specialty area(s) performed, higher education, research, staff training).

B. EXPERIENCE

- Three years’ experience using ultrasound equipment and eClinicalWorks (eCW) health record (EHR) is preferred.

C. KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrates good judgment to determine proper patient diagnoses.
- Demonstrate knowledge of the appropriate use of ultrasound equipment while viewing sound waves and frequencies in different areas of the body.
- Ability to demonstrate the capability to effectively and sensitively respond to the needs and concerns of the full range of Clinica Tepeyac’s diverse patient population.
- Ability to interact positively and build rapport with patients, coworkers and/or external contacts.

- Ability to work independently and organize work in a manner that ensures accuracy and efficiency.
- Ability to demonstrate the capability to effectively and sensitively respond to the needs and concerns of the full range of Clinica Tepeyac's diverse patient population.
- Ability to collaborate and develop partnerships with Clinica Tepeyac's departments and other organizations.
- Customer service skills, including the ability to diffuse upset patients.
- Skill in using a variety of computer software including but not limited to the internet and MS Office Products.
- Ability to handle sensitive information ethically and responsibly.
- Ability to protect the confidentiality of patient, employee and business information.

D. OBJECTIVE MEASURES:

The successful job performance of a Sonographer at Clínica Tepeyac will be measured by the following competencies:

- **Teamwork** – Contributes to building a positive team spirit; put success of the team above own interest; supports everyone's efforts to succeed; must be able to work well in multidisciplinary team settings
- **Customer Service** – Strong customer service skills; ability to handle difficult and angry people constructively; savvy enough to interact with physicians and clients
- **Interpersonal Skills** – Must have excellent written and verbal communications skills and presentation skills; focuses on solving conflict in cooperative manner, not blame; keeps emotions under control.
- **Cost and Time Consciousness** – Must know how to manage time and prioritize activities
- **Diversity** – Shows respect and sensitivity for cultural diversity.
- **Ethics and Professionalism** – Treats people with respect and consideration regardless of their status or position and is accountable for own actions.
- **Organizational Support** – Follows policies and procedures established by Clinica Tepeyac; visible to staff, offering support and modeling service behaviors and concern resolution process
- **Safety and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- **Attendance/Punctuality** – Is consistently at work and on time, which is predetermined between the employee and the person(s) he/she reports to.

E. ESSENTIAL DUTIES & RESPONSIBILITIES:

- Operate and oversee operations of ultrasound equipment and produce images of the body for diagnostic purposes.
- Explain procedures and observe patients to ensure safety and comfort during scan.
- Review patient medical history and supporting clinical information.
- Ensure that the sonography examination order is complete, contains relevant information, and meets the standard of "medical necessity."
- Communicate with the patient in a manner appropriate to the patient's ability to understand.
- Position and immobilize patient on examining table.
- Position imaging equipment and adjust controls to set exposure time and distance, according to specification of examination.
- Use safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff.

- Review and evaluate developed computer-generated information to determine if images are satisfactory for diagnostic purposes.
- Set up examination rooms, ensuring that all necessary equipment is ready.
- Review examination images, record, process, maintain patient data, treatment records, and prepare reports.
- Coordinate work with clerical personnel and other technologists and consult with clinical staff.
- Demonstrate new equipment, procedures, and techniques to staff, and provide technical assistance.
- Maintain patient privacy and confidentiality in accordance with privacy laws, HIPAA, organization policies and procedures.
- Perform quality control procedures to ensure that the ultrasound equipment operates at optimal levels.
- Assist with the daily operation of the sonography facility.
- Assume responsibility for the preventive maintenance program for ultrasound equipment.
- Document any incidental findings that might impact patient safety or patient care and provide that information to the interpreting physician.
- Work with Radiology Imaging Associates (RIA) with uploading images and retrieving reports.

F. Supervision: None

PHYSICAL AND MENTAL REQUIREMENTS:

Physical and Mental Requirements: Place the appropriate "Amount of Time" code for each of the following:			
0 = None;	1 = less than 1/3;	2 = 1/3 to 2/3;	and 3 = more than 2/3
PHYSICAL: 1 Lifting < 10 lbs. - Light 1 Lifting 10 - 20 lbs. - Light-Med 0 Lifting 21 – 40 lbs. - Medium 0 Lifting 41 – 80 lbs.- Med Heavy 0 Lifting 81 – 120 lbs. - Heavy 0 Lifting > 120 lbs. – Very Heavy 0 Pushing/Pulling < 20lbs 0 Push/Pull 20 – 50 lbs. Other: Describe:	ACTIVITIES: 2 Sitting 2 Standing 1 Bending 0 Kneeling 0 Squatting 1 Walking (Distance) 2 Climbing (Steps, etc.) 1 Reaching (overhead, extensive, repetitive)	MENTAL/SENSORY: 3 Strong Recall 3 Reasoning 3 Problem Solving 3 Hearing 3 Seeing/Sight 3 Talk/Speak Clearly 3 Write legibly 3 Reading 3 Concentration 3 Logical Thinking	EMOTIONAL: 3 Fast pace environment 2 Steady pace 3 Able to handle multiple priorities 3 Frequent & intense customer interactions 3 Able to adapt to frequent change 3 Works under deadlines 3 Process complex info 3 Works as part of a team

ENVIRONMENTAL REQUIREMENTS:

Environmental Requirements: Place the appropriate "Amount of Time" code for each of the following:			
0 = None;	1 = less than 1/3;	2 = 1/3 to 2/3;	and 3 = more than 2/3

<ul style="list-style-type: none"> <input type="checkbox"/> Blood and body fluids <input type="checkbox"/> Biohazards (e.g., bacteria, fungi, viruses) <input type="checkbox"/> Radiation (ionizing, laser, microwave) <input type="checkbox"/> Toxins, cytotoxins, poisonous substances <input type="checkbox"/> Chemicals <input type="checkbox"/> Hazardous materials other than blood and body fluids <input checked="" type="checkbox"/> Communicable disease <input checked="" type="checkbox"/> Combative situations 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Working Outdoors <input type="checkbox"/> Hot, cold, wet surroundings <input type="checkbox"/> Dust, fumes, gases, mist, powders <input type="checkbox"/> Loud or unpleasant noises <input type="checkbox"/> Electrical hazards <input type="checkbox"/> Grease and oil <input type="checkbox"/> Vibration <input type="checkbox"/> Heights <input type="checkbox"/> Moving mechanical parts <input type="checkbox"/> Wear protective clothing/equipment <input type="checkbox"/> Use hand or power tools <input type="checkbox"/> Operate vehicles/machinery 	<p>DAILY ACTIVITIES?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Continuous keyboard use >2 hrs or intermittent keyboard use > 4 hrs <input type="checkbox"/> Performance of same motion/ motion pattern every few seconds greater than 2 hours at a time <input type="checkbox"/> Vibrating or impact tools/ equipment greater than a total of 2 hrs <input type="checkbox"/> Forceful hand exertions greater than a total of 2 hours
Type of protective clothing, equipment, hand or power tools, vehicles and machinery used:		

The above statements are intended to describe the general nature and level of work being performed by an employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This position description has been reviewed with me and I fully understand and agree to the above.

Employee Signature

Date