



POSITION DESCRIPTION Echo Tech

POSITION SUMMARY:

Performs all cardiovascular sonography procedures

POSITION DESCRIPTION – ECHO TECH

STANDARD

Environment of Care: Demonstrates knowledge and practice of:

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

Infection Control: Demonstrates knowledge and practice of:

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

Performance Improvement: Demonstrates knowledge of:

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

Patient Rights: Demonstrates knowledge and practice of:

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

Risk Management: Demonstrates knowledge and practice of:

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

Certifications

23. BLS card Exp date:
24. ARRT/RDMS Exp date:

Patient Safety

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
 - Accuracy of patient identification using patient's name and birth date
27. Fall prevention measures
28. Sentinel events alert
 - Infection control
 - Infant abduction
 - Preventing needle sticks and sharps injuries
 - Restraints

STANDARD

- Inpatient suicide
- Bed related entrapment

Department Core Competencies

28. Assessment of patients
- Verify patient identification and correct examination
 - Physical capabilities
 - Mobility limitations due to injuries
 - Immobilization/positioning for procedure
 - Assessment of diagnostic data
29. Report completion of study to physician
30. Take dictated reports to transcription
31. Reporting need for equipment repairs
32. Transport of patients
- Body mechanics for lifting/transferring patients
 - Patients with special needs – IV, catheter, O2, monitors
33. Patient education including pre, intra and post procedure
34. 2 D M-mode
35. Pulsed wave Doppler
36. Color flow Doppler
37. C/W Doppler
38. Transesophageal echo (TEE)
39. Stress echo
40. Optison imaging procedures
41. Dobutamine stress echo

Age Specific Competencies**Knowledge**

42. Demonstrate knowledge of growth and development
43. Criteria to identify victims of abuse and neglect

Skills

44. Echocardiography imaging positions and techniques are appropriate to age of patient
45. Appropriately interprets patient data regarding ultrasound area to be performed
46. Demonstrate age appropriate communication skills
47. Knowledge of ultrasound on neonates and pediatric patients to determine deformities, abnormalities and growth development changes

Service Standards

48. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
49. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
50. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
51. Gives all customers their full attention and treats them with dignity, respect and understanding.
52. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
53. Safeguards patient confidentiality in all forms of communication.
54. Works effectively with others toward achieving common goals including morale and teamwork.
55. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

56. HDI 5000
57. Dictation system
58. Tape storage system
59. Imaging film and filing system
60. Cidex monitoring

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Echo Tech

Department: Imaging/Ultrasound

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/ Associates Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current

ARRT/ RDMS

- Knowledge of state, federal, JCAHO regulations
- Knowledge of cardiac ultrasound equipment
- Medical terminology

EXPERIENCE

- One year cardiac sonography experience
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 10 hour(s) per day
- Sit for 1 hour(s) per day
- Walk for 10 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 2 Crouching
- 2 Squatting
- 2 Crawling
- 2 Kneeling
- 2 Balancing
- 3 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 3 Twisting at waist
- 3 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Mask
4. Head covers
5. Shoe covers
7. Protective eye wear
8. Dosimetry badges

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK: Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK: Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK: Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK: Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK: Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date