



## POSITION DESCRIPTION Ultrasound Tech

**POSITION SUMMARY:**  
Performs all ultrasound procedures

<b>POSITION DESCRIPTION – ULTRASOUND TECH</b>	
<b>STANDARD</b>	
<b>Environment of Care: Demonstrates knowledge and practice of:</b>	
1.	<b>Safety</b> - Department specific and hospital wide safety risks
2.	<b>Security</b> – Processes for minimizing security risks
3.	<b>Haz Mat/Waste</b> - Procedures for spills/MSDS
4.	<b>Emergency Preparedness</b> – Role in emergency codes
5.	<b>Fire Safety</b> – Role/response in Code Red actual/drill
6.	<b>Med Equipment</b> – Safe operation of equipment (see specific list) user error education
7.	<b>Utility Systems</b> – Emergency procedures for utility failures
<b>Infection Control: Demonstrates knowledge and practice of:</b>	
8.	Department specific policies and procedures
9.	Hospital-wide policies and procedures
10.	Location/use of personal protective equipment
11.	CDC Hand Washing Guidelines
<b>Performance Improvement: Demonstrates knowledge of:</b>	
12.	Hospital-wide approach to Performance Improvement
13.	How department is involved in hospital-wide PI program
<b>Patient Rights: Demonstrates knowledge and practice of:</b>	
14.	Patient Rights and Responsibilities
15.	Confidentiality Policy – HIPAA
16.	Ethical Issue Resolution
17.	Organizational Ethics Policy
18.	Restraint Policy & procedure, alternatives to restraints
<b>Risk Management: Demonstrates knowledge and practice of:</b>	
19.	Occurrence Reporting
20.	Identify and report a sentinel event
21.	Sexual Abuse/Allegation Reporting
22.	Root Cause Analysis/FEMA
<b>Certifications</b>	
23.	BLS card                      Exp date:
24.	ARRT/RDMS                      Exp date:
<b>Patient Safety</b>	
25.	Non-punitive medical/healthcare reporting
26.	National patient safety goals <ul style="list-style-type: none"> <li>▪ Accuracy of patient identification using patient's name and birth date</li> </ul>
27.	Fall prevention measures
28.	Radiation safety
28.	Sentinel events alert <ul style="list-style-type: none"> <li>▪ Infection control/Nosocomial infections</li> <li>▪ Infant abduction</li> <li>▪ Preventing needle sticks and sharps injuries</li> <li>▪ Restraints</li> </ul>

**STANDARD**

- Inpatient suicide
- Bed related entrapment
- Wrong site surgery
- Medical gas mix ups
- High alert medications
- Transferring medications to a sterile field
- Medication errors related to dangerous abbreviations

**Department Core Competencies**

29. 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. Coordination of workflow

35. Emergency procedures – crash cart/emergency medication box

36. Demonstrates problem solving skills

37. Demonstrates technical ability to perform Ultrasound procedures:

- Abdomen
- Limited rug abdomen
- Amniocentesis
- Breast ultrasound
- Thyroid
- Thyroid biopsy
- Soft tissue
- Intraoperatives
- Paracentesis/thoracentesis
- Pelvic
- Pregnancy complete
- Pregnancy – fetal age and position
- Pregnancy – fetal biophysical
- Pregnancy – follow
- Renal
- Spleen
- Testicular
- Extremity soft tissue
- Urinary bladder
- GB sonography

38. Demonstrates ability to perform vascular procedures:

- Carotid bilateral
- Celiac – SMA Doppler
- PVR with segmental pressures and ABI
- PVR with toe pressures
- Extremity arterial bilat lower
- Extremity arterial bilat upper
- Venous Doppler lower
- Venous Doppler upper
- Doppler of arterial graft
- Iliac Doppler
- Pelvic Doppler
- Vein mapping
- Vena cava Doppler inferior

39. Performs sterilization for intra cavity probes after each use

**STANDARD**

40. Performs quality control monitoring

**Age Specific Competencies**

**Knowledge**

41. Demonstrate knowledge of growth and development

42. Criteria to identify victims of abuse and neglect

**Skills**

43. Ultrasound imaging positions and techniques are appropriate to age of patient

44. Appropriately interprets patient data regarding ultrasound area to be performed

45. Demonstrate age appropriate communication skills

46. Knowledge of ultrasound on neonates and pediatric patients to determine deformities, abnormalities and growth development changes

**Service Standards**

47. 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.

48. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

49. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

50. Gives all customers their full attention and treats them with dignity, respect and understanding.

51. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

52. Safeguards patient confidentiality in all forms of communication.

53. Works effectively with others toward achieving common goals including morale and teamwork.

54. Interacts compassionately and in a timely manner with all customers.

**Equipment – Demonstrate Safe and Effective Use**

55. HDI 5000/HDI 3000

56. Dictation system

57. Tape storage system

58. Imaging film and filing system

59. Cidex monitoring

**POSITION (MINIMUM) REQUIREMENT CHECKLIST**

Position Title: Ultrasound Tech

Department: Imaging/Ultrasound

**EDUCATION**

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/ Associates Degree in Ultrasonography
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current ARRT/ RDMS
- Knowledge of state, federal, JCAHO regulations
- Knowledge of ultrasound equipment
- Medical terminology

**EXPERIENCE**

- One year 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 8 hour(s) per day
- Sit for 1 hour(s) per day
- Walk for 8 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%)**

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

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Employee Signature

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Date