

POSITION OVERVIEW

Job Title: US Adv Procedure Tech I
Business Title: US Adv Procedure Tech I
Job Code: USAPTECHI
FLSA Status: Non=Exempt
Department: XXXXXX
Reports to: XXXXX
Location: XXXXX
Draft Date: XXXXX
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

The US Advanced Procedure Tech I performs diagnostic ultrasound exams and related procedures to demonstrate anatomy for interpretation and/or intervention at the request of a licensed practitioner.

POSITION DUTIES AND RESPONSIBILITIES

- Performs the following functions at least 25% of the time:
 - Ultrasound Guided Procedure Functions:
 - Prepares examination/procedure room and instruments prior to procedure
 - Explains procedure to the patient and answer questions
 - Positions patient and image area to be biopsied
 - Sends specimen to appropriate laboratory following biopsy procedure
 - Cleans table and room after procedure according to established procedures
- Perform and maintain monthly quality control on ultrasound system as required by credentialing organizations
- Perform daily quality assurance of the ultrasound schedule in order to address potential conflicts
- Demonstrate competency and proficiency, following established protocols, in the performance of:
 - All ultrasound examinations
 - Proper positioning of the patient
 - Selection of the appropriate protocol
 - Proper orientation and positioning of transducer to obtain required images
 - Digital information systems utilized in the performance of assigned work, such Radiology Information System (RIS).
- Identify each patient and reviews each patient's requisition for consistencies to concur with the examination order
- Review patient chart for exam referral/orders with attention to any special instructions within the exam notes, appointment notes or referral request
- Record the patient's history and any pertinent information regarding their examination
- Use proper patient positioning tools, devices, equipment adjustment, and ergonomically correct scanning techniques to ensure patient comfort and safety, and to prevent compromised data acquisition and musculoskeletal injury to the sonographer
- Verify that all procedures performed match the procedures listed in the RIS and are listed and coded properly
- Apply independent judgment during the ultrasound examination to ensure that appropriate anatomical, pathological, and clinical conditions are accurately captured in the images and assures proper identification on all images

- Provide preliminary worksheet of ultrasound examination findings for use by the radiologist
- Document any incidental findings that might impact patient safety or patient care and provide that information to the radiologist
- Verify that all images, tech notes and required documents have successfully transmitted to PACS in a timely and accurate manner
- Complete all required paperwork in a timely and accurate manner.
- Report incomplete or incorrect examination to ensure proper patient charge and continuity of patient care
- Continuously monitor work and utilize reviews and monthly technologist QA to identify opportunities for improvement
- Demonstrate courteous, friendly and professional behavior to patient, referring physicians and co-workers at all times
- Keep the work area neat and orderly
- Maintain and rotates inventory of supplies in exam rooms and notifies supervisor if there is a shortage
- Perform other related duties incidental to the work described herein

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to deal efficiently and courteously with all clinical personnel and patients, and to establish effective working relationships
- Ability to act independently upon information and make decisions that achieve optimal results
- Ability to assess and identify needs and develop creative strategies
- Highly motivated with great organizational skills
- Demonstrates appropriate customer service attitudes and services in a variety of work settings
- Must be skilled in written and verbal communications, requiring the ability to read and write effectively and efficiently

REQUIRED QUALIFICATIONS

- Must be registered through ARDMS with AB, OB/GYN and RVT
- Two to Three years of experience as a Sonographer
- Current CPR certification – Practice specific

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never Occasionally Constantly

Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly



Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly

Noisy environments.

Never Occasionally Constantly

Hazardous conditions.

Never Occasionally Constantly

Poor ventilation.

Never Occasionally Constantly

Small and/or enclosed spaces.

Never Occasionally Constantly

No adverse environmental conditions expected.

Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

Never Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate’s Signature

Date

