

POSITION OVERVIEW

Job Title: Ultrasound Tech I
Business Title: Ultrasound Biopsy Tech, Ultrasound Tech I, Ultrasound Tech I Flex, Ultrasound Tech I Float, Ultrasound-Interventional Tech I *Specific title*
Job Code: USTECHI
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

To perform diagnostic ultrasound exams and related procedures to demonstrate anatomy for interpretation and/or intervention at the request of a licensed practitioner. The successful US Technologist is proficient on multiple types of US equipment and demonstrates best practices in US and patient care.

POSITION DUTIES AND RESPONSIBILITIES

ULTRASOUND TECH

- Perform and maintain monthly quality control on ultrasound system as required by credentialing organizations
- Performs ultrasound procedures as prescribed by a physician. Follows established techniques and methods in operating equipment and processing images. Ensures technical quality of images and exercises judgment in processing assigned work load.
- Assists the radiologist in performing image-guided diagnostic and invasive procedures (e.g., paracentesis, thoracentesis, and hysterosonograms).
- Prepares patients for ultrasound procedures. In doing so, escorts patients to dressing and ultrasound rooms, provides verbal and written instructions and positions patients for the proper view of the affected area. Selects transducer, and makes equipment adjustments according to the nature of test, depth of field and other specifications of test. Ensures safety procedures and universal precautions are used at all times.
- Assesses the patient's previous exams/reports to include loading or digitizing outside studies, if available/applicable, prior to performing the ultrasound procedure. Reviews the referral form for each procedure and ensures accuracy of the referral in the system; accurately communicates the referral to the radiologist. For certain procedures, may administer medication as prescribed by a physician.
- Performs related technical and/or administrative duties which include, but are not limited to:
 - Completing necessary paperwork and labeling images.
 - Reviewing scheduled patient appointments and contacting patient, via telephone, to confirm appointment date, time, location and other pertinent information, such as copayment amount and forms of payment accepted. Advises the patient of any preparations required for the procedure.
 - Ordering and reviewing labs.

- Coordinating the exam with other modalities.
- Communicating “stat” results to referring physicians.
- Performing all necessary functions relating to the RIS/PACS/Royal.
- Assisting patient at all times (including on and off the exam table and to and from a vehicle, if necessary).
- Assisting the front office and scheduling staff with technical questions regarding radiology procedures.
- Communicating with the front office staff as to the status of the schedule.
- 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
- Maintains adequate level of supplies in examination rooms and reorders as necessary. Ensures equipment is operating properly and contacts appropriate party for equipment repair in order to ensure safe and efficient examination of patients.
- Actively participates in the quality-assurance monitoring and recording efforts of the department. Assists in duties related to ACR accreditation.
- Continues to develop professionally; maintains registry and current knowledge of the radiology profession to ensure continued contributions to the patients, referring physicians, and the company.
- Trains and assists new employees and staff-in-training when necessary.
- Perform other related duties incidental to the work described herein

ULTRASOUND INTERVENTIONAL TECH (JEFFERSON/DR BIOPSY)

- Performs US exams including abdominal, OB/GYN, breast, other small parts, and US-guided intervention scans while consistently maintaining a high level of quality and productivity. Performs biopsies using sterile technique and image guidance as ordered by the referring physician. Performs quality assurance duties. Operates all relevant US equipment and computer systems, including Radiology Information System (RIS) and Picture Archival & Communication System (PACS), with proficiency.
- Reviews requisitions to determine proper study; interviews patients for medical history; prepares and positions patients for exams; positions patients appropriately; selects scan parameters and exposure factors; monitors patient while scanning; reviews images for quality and abnormalities; performs QC and patient tests according to protocol; works cooperatively with Radiologist.
- Responsible for the non-technical component of the protocol process, including: ensuring that the patient is properly prepped for exams, including blood work, allergies, contraindications, etc., monitoring missing requisitions, faxing transmissions to referring MD offices to obtain missing requisitions, ensuring that the requisition is completely filled out i.e. exam, clinical and signature authorization numbers match the exam ordered and codes are correctly entered, evaluating requisitions to ensure exam requested matches the exam ordered, verify that exams have been scheduled at the proper site, time slot and day and contacting the Customer Care Center for assistance with scheduling changes as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of ultrasound technology principles and procedures, normally acquired through completion of ultrasound technology training program
- Knowledge and work experience necessary in order to independently conduct routine and specialized radiologic tests, to assist physicians with special techniques or procedures, and to become familiar with physician and department work methods and facility policies and procedures
- Knowledge of and experience in using office equipment including telephone, fax, computer and photocopier
- Knowledge of and experience in using radiology-related computer systems (RIS/PACS/Royal)
- Interpersonal skills necessary in order to effectively interact with physicians, other facility staff, patients and families when providing instructions or responding to questions or exchanging patient-related information
- Ability to maintain confidentiality of patient record information
- Analytical skills necessary in order to conduct routine ultrasound tests and review results for accuracy and quality, to verify patient information, to complete material for medical record, and to monitor supply levels
- Ability to concentrate and pay close attention to detail when conducting or assisting with diagnostic radiologic procedures

REQUIRED QUALIFICATIONS

- Current certification in cardiopulmonary resuscitation (CPR) recognized by the American Heart Association
- Current registry by the American Registry of Diagnostic Medical Sonographers (ARDMS) (or must be registry-eligible and obtain registry within one year of employment in technologist position)
- Must be registered through ARDMS with AB, OB/GYN and RVT (Practice and State Specific)

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

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