



## JOB DESCRIPTION

**Job Title:** Sonographer  
**Department:** Colorado West Woman Care  
**Reports To:** Practice Director  
**FLSA Status:** Non-Exempt

### SUMMARY OF JOB:

Performs all ultrasound procedures and administrative work related to Colorado West Woman Care.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

#### 1. Patient Care:

- a. Responsible for providing patient care in accordance with the hospital mission, goals, rules and policy and procedures guidelines.
- b. Responsible for adhering to the Service Excellence Standards.
- c. Provide respectful, professional leadership qualities during all interactions with patients and employees of the organization.
- d. Responsible for making sure all equipment necessary is on and operational prior to performing patient procedures.
- e. Responsible for verifying the department is open and waiting area is open for patients.
- f. Responsible for properly greeting patients, verify correct patient name, DOB, proper exam and diagnosis and verify provider's order prior to performing exams or procedures.
- g. Provide answers or follow up for all patient concerns or questions they may have regarding exams or procedures.
- h. Responsible for cleaning and stocking rooms after every exam.
- i. Responsible for cleaning all equipment after every use (scanner, table, counters, operators console, workstations, injectors, wheelchairs, etc.).
- j. Responsible for maintaining all necessary certifications (RDMS, BLS, etc.) required for position.
- k. Responsible for maintaining 12 category A CE credits per year.
- l. Answering the phone by the third ring as needed.
- m. Providing help to all other areas of the department as needed.
- n. Responsible for taking call and performing all Technologists duties of assigned position according to the needs of the department to provide coverage for each modality.
- o. Responsible for proper patient transport, lifting and moving techniques.
- p. Responsible for carrying pager at all times during assigned shift and on-call shifts.

- q. Support Radiologists as needed.
2. Patient Exam:
- a. Verify and clarify all Physician orders prior to performing exam or procedure.
  - b. Responsible for knowing equipment, scanning techniques and parameters in accordance with Radiologist requests and recommendations.
  - c. Responsible for providing proper preps and protocols per exam to ensure the proper test for the proper diagnosis.
  - d. Responsible for familiarizing yourself with the diagnostic US protocol books.
  - e. Responsible for maintaining competencies on all equipment necessary to perform job duties.
  - f. Recognize pertinent anatomy and pathology and adjust imaging parameters as needed to provide the Radiologist with the most complete exam possible to provide a diagnosis.
  - g. Starting IV's using proper infection control techniques.
  - h. Responsible for charging and verifying all necessary charges associated with each exam and procedure.
  - i. Perform all post processing duties for all procedures.
  - j. Responsible for completing all paperwork necessary for each exam and procedure.
  - k. Assist Physicians with all invasive procedures including room and supply setup using sterile technique.
  - l. Responsible for proper documentation, identification and marking of all images.
3. Patient Results:
- a. Responsible for maintaining accurate exam and procedure records.
  - b. Verify all exams performed being moved to taken in Meditech and all images being accessible on the PACs system.
  - c. Responsible for turning in completed exam and paperwork to Radiologists for dictation.
  - d. Responsible for communicating results of US exams to referring physicians as directed by Radiologists.
  - e. Responsible for all follow-up associated with STAT, call results and patients waiting for results.
  - f. Responsible for accurately transferring images, patient information and exam paperwork to Virtual Radiology for after hour's cases.
  - g. Maintain exam work list and check to ensure all exams are in taken status.
4. Department Duties:
- a. Responsible for checking and re-ordering department supplies as needed.
5. All other duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent at least 2 years of related experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

CRDMS Registry in General; OB; or Vasular  
BCLS

**LANGUAGE SKILLS:**

Must be able to read and write English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from supervisors, patients, patient's family and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have general computer literacy skills and knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 15 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus quickly.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, possible physical abuse by patients, exposure to infectious diseases, and transmission of airborne and/or blood born disease between patient and health care worker.

**HIPPA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital

information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**UNRESTRICTED ACCESS – A workforce member with unrestricted access will have full access to protected health information, including a patient’s entire record, for accomplishing intended purposes.**

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

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Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date