



ETSUHealth

JOB DESCRIPTION

JOB TITLE: Ultrasound Technician
EXEMPTION STATUS: Exempt Non-Exempt
REVISED DATE: August 2022

SUMMARY: Under supervision of the physician or healthcare provider, the Ultrasound Technician performs sonographic procedures to assist in the diagnosis of disease. The Ultrasound Technician works effectively with interdepartmental personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs ultrasound procedures as prescribed by a physician.
- Obtains diagnostic sonographic images by scanning the appropriate body part of the patient with the scan head.
- Positions patient for the proper view of the affected area.
- Selects the appropriate scan images to be recorded on film.
- Instructs patient as to the proper physiological requirements for the procedure.
- Provides adequate patient immobilization to perform the scan.
- Submits diagnostic ultrasound exams to the physician for their interpretation.
- Lifts and/or assists in the transfer of the patient to and from the floor, carts, or wheelchairs to the exam table.
- Assists physicians with ultrasound guided biopsy procedures.
- Drives and operates portable sonographic equipment.
- Responsible to know how to change scanning parameters to improve a scan.
- Obtain essential information from patients, medical records, and previous scans for clinical correlation.
- Correlates pathological findings with sonogram results.
- Assists in performing life saving techniques (first aid, CPR) to the patient if necessary.
- Practices sterile technique and prevents cross contamination.
- Remains current in the field through journals, books, seminars, conferences, and field related societies.
- Maintains cleanliness of work area.
- Provides preventive maintenance to equipment and alerts service to any problems promptly.
- Stocks room with supplies and linen.
- Assists in scheduling patients appropriately on the computer scheduling system.

QUALIFICATION REQUIREMENTS: 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: Graduate of an accredited program. Must be RDMS (registry of diagnostic medical sonographics) certified. Must have a minimum of five years experience working in diagnostic imaging, preferably as an ultrasound tech. Driver's license required.

LANGUAGE SKILLS: Ability to read, analyze, interpret, and comprehend instructions, (whether written or verbal), correspondence, documentation, professional journals, technical procedures, or governmental regulations. Ability to compose correspondence and documentation. Ability to effectively present information and respond to questions in one-on-one and small group situations to patients, third parties, physicians, and other employees of the organization, whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to calculate and apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. Ability to perform basic medication computations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem-solving skills in difficult situations.

OTHER SKILLS AND ABILITIES: Knowledge of the information and techniques needed to diagnose and treat injuries, diseases, and deformities, including treatment alternatives, drug properties and interactions, and preventive healthcare measures. Ability to establish and maintain an effective working relationship with faculty members, students, residents, staff, patients and other third parties. Knowledge of departmental functions. Ability to operate computer, keyboard, and printer. Ability to concentrate on the situation at hand and listen effectively. Ability to organize tasks; work as a team member while independently using sound nursing skills with a variety of professional disciplines. Knowledge of ICD-10 and CPT coding. Knowledge of health insurance procedures used to obtain pre-authorizations and/or referrals. Convey a professional and positive image and attitude.

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a medical office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Exposure to communicable disease, blood, body fluids, hazardous chemicals, radiation, and sharp instruments. Exposure to injury from patients or equipment.

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 stand or sit for long periods of time, walk and use hands and fingers to handle or feel objects, tools, or other controls and talk or hear. The employee is frequently required to reach with hands and arms; climb or balance, bend, stoop, kneel, crouch, and/or crawl.

The employee occasionally must lift, carry and/or move more than 100 pounds. Specific vision abilities required by this job include depth perception, and the ability to adjust focus. Rapid mobility may also be required on occasions.

Stress level may be high due to frequently dealing with life and death situations, physicians, family members, and other healthcare providers. Demands high levels of concentration and the ability to work in emotionally charged situations.

DISCLAIMER: The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.

Employee Signature

Date

Supervisor's Signature

Date

Human Resources Director

Date