



JOB DESCRIPTION

Job Title: Ultrasound Technician

Department: Radiology

Reports To: Radiology Director

Position Summary:

Perform high-quality and accurate diagnostic ultrasound images and related data which is used by providers in rendering a medical diagnosis resulting in quality patient care. Interacts with patients, physicians, and staff in a professional and friendly manner.

Qualifications and Requirements:

1. License and Certifications Required:
 - AART certified
 - North Dakota licensed technologist
2. Experience Requirements:
 - Experience is required.
 - Must be able to read, write, speak and understand English.
3. Special Skills or Training:
 - Positive attitude toward all patients and especially the elderly and ill
4. Physical Requirements:
 - Lifting: up to 30 pounds
 - Capable of transferring patients and residents with assistance, gait belt or lift
 - Walking, reaching, bending
 - Ability to communicate with patients, residents, families and personnel
 - Ability to Remain Calm Under Stress

Essential Duties and Responsibilities:

1. Ensure patient safety while performing all duties and responsibilities, including maintaining a safe work environment.
2. Perform exams during Clinic hours on clinic, ER and hospital patients.
3. Schedule exams such as ultrasounds and MRIs.
4. Prepare ultrasound equipment and exam room including sterilization.
5. Review patient's medical chart prior to their appointment and have a clear understanding of the images required.
6. Explain ultrasound procedures to patients so they feel comfortable and have a positive experience.
7. Recognize and record the appropriate anatomy and pathology using sonographic equipment.
8. Perform all types of ultrasound procedures and services, in accordance with department protocol, for all patients in all age categories.
9. Review images before sending to the physician to ensure a clear image of the area requested.
10. Provide accurate documentation by labeling and identifying ultrasonic scans with the required information.
11. Ensure adequate equipment and supply inventory levels are maintained.
12. Perform other duties as assigned by management.

13. Work independently or with minimal supervision and as part of a team.
14. Know and comply with Residents' and Patients' Rights rules.
15. Maintain Patient Confidentiality and protect Patient Information.
16. Attend and participate in orientation, training, mandatory education, in-services, staff meetings, and education courses as instructed to further improve knowledge and skills.
17. Treat Patients, Residents, Visitors and Co-workers with kindness, dignity and respect at all times.
18. Promote teamwork; encourage others to work to the best of their ability.
19. Have a positive attitude; accept change willingly; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor and show respect at all times; speak well of company and job.
20. Lack of absences and tardiness; request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks; willingly come in when called.
21. Follow company dress code.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date