



Provincial Job Description

TITLE:
**(158) Diagnostic Medical Sonographer
& Coordinator (FAU)**

PAY BAND:
22

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates the Sonography function of the Fetal Assessment Unit. Provides diagnostic ultrasound to high-risk obstetrical patients. Organizes, coordinates and instructs students and resident physicians in accordance with Diagnostic Medical Sonography program guidelines.

QUALIFICATIONS:

- ◆ **Diagnostic Medical Sonographer diploma**
 - ◆ **Certification with the American Registry of Diagnostic Medical Sonographers**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Advanced knowledge of testing procedures and guidelines**
- ◆ **Interpersonal and communications skills**
- ◆ **Advanced organizational and analytical skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: Thirty-six (36) months previous experience as a Sonographer.**

KEY ACTIVITIES:

A. Patient Imaging

- ◆ Prepares and assesses patient (e.g., identification, consent, medical history, medications, and instructions for procedure).
- ◆ Assists/transport and positions patient.
- ◆ Assists with and maintains sterile environment.
- ◆ Sets machine parameters with constant adjustments during exams.
- ◆ Expands test areas to capture full extent of conditions/abnormalities.
- ◆ Monitors patient's condition during the procedure.
- ◆ Recognizes significance of all structures visualized on the monitor at all times to differentiate artifacts from normal and pathological processes.
- ◆ Records and stores images on required hard copy.
- ◆ Ensures an optimal series of diagnostic views are obtained for obstetrician/radiologist to view and interpret.
- ◆ Prepares an initial interpretation prior to consulting with the obstetrician/radiologist.
- ◆ Prepares, organizes, processes and reports test results.
- ◆ Assists with specimen collection, labelling and transporting (e.g., amniotic fluid, blood).

B. Administration

- ◆ Provides technical direction/functional advice to staff, students and physician residents.
- ◆ Coordinates and organizes department workflow and schedules student and resident rotations.
- ◆ Acts as a liaison with other departments.
- ◆ Assists with the research/preparation/monitoring of capital/operating budget.
- ◆ Assists with the development of departmental policies and procedures.
- ◆ Coordinates orientation and general instruction/training for students and staff.
- ◆ Maintains and compiles daily record of unit activities and submits monthly reports.

C. Clinical Coordination / Instruction

- ◆ Acts as a liaison (employer representative) with the educational institution.
- ◆ Evaluates practical and theoretical education of students and reports/documents progress to the educational institution.
- ◆ Recognizes individual student concerns or personal difficulties and offers appropriate assistance.
- ◆ Prepares and conducts tutorials/review sessions.
- ◆ Organizes, orientates, coordinates, instructs, monitors and documents students in the fetal assessment/obstetrical ultrasound program.
- ◆ Instructs radiology and obstetrical/gynecology resident physicians on ultrasound procedures.
- ◆ Provides classroom lectures for medical students, nursing students and medical residents.

D. Quality Assurance / Quality Control

- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Performs and records quality control checks on all equipment.
- ◆ Assists in the development of quality control procedures.

E. Related Key Work Activities

- ◆ Participates in research projects as per designated protocol and criteria.
- ◆ Retrieves, files, reports and distributes results.
- ◆ Performs computer work (e.g., data entry, back-up).
- ◆ Maintains inventory, orders supplies, where required by the job.
- ◆ Cleans, maintains and troubleshoots equipment according to established standards.
- ◆ Disposes of records, films and biohazardous waste, as per department procedures and policies.
- ◆ Responds to inquiries from physicians/patients and other staff members.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: August, 2006