Provincial Job Description

TITLE:
(261) Diagnostic Cardiac Sonographer and Cardiology Technologist Working Supervisor

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises the staff and work processes of the Cardiac Sonography and Cardiology Department. Performs diagnostic cardiology and cardiac sonography testing to assist with the detection and diagnosis of conditions and diseases of the cardiovascular system.

QUALIFICATIONS:

- **Diagnostic Cardiac Sonographer diploma**
- **Cardiology Technology diploma**
  - **Certification with the American Registry of Diagnostic Medical Sonographers**
  - **Certification with Canadian Society of Cardiology Technologists**

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:

- **<u>Previous:</u> Forty-eight (48) months previous experience as a Sonographer and Cardiology Technologist.**

KEY ACTIVITIES:

A. <u>Patient Imaging</u>

- **Prepares and assesses patient (e.g., identification, consent, medical history, medications, and instructions for procedures).**
- **Assists/transports 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 the cardiologist to view and interpret.**
- **Prepares an initial interpretation prior to consulting with the cardiologist.**
- **Prepares organizes, processes and reports test results.**
- **Assists cardiologist with sedation administration and monitoring.**
- **May perform portable examinations within the hospital.**

B. <u>Diagnostic Procedures - Cardiology</u>

- **Prepares and assesses patient (e.g., identification, consent, medical history, instruction of procedure).**
- **Performs a variety of diagnostic procedures (e.g., ambulatory monitoring, electrocardiograms).**
- **Monitors patient during and following procedures (e.g., stress testing).**
- **Analyzes test results; identifies abnormal/unexpected values and alerts physician as appropriate.**
- **Prepares, organizes, processes and reports test results.**
- **Performs and records quality control checks on all equipment.**

C. <u>Supervision / Administration</u>

- **Provides technical direction/functional advice and direct supervision of staff and students.**
- **Provides input for performance evaluation, performance reviews and hiring.**
- **Coordinates and organizes department work flow, schedules staff.**
- **Coordinates orientation and general instruction/training for students and staff.**
- **Acts as a liaison with other departments and facilities.**
- **Assists with the preparation/monitoring of capital/operating budget.**
- **Assists with the development of and compliance with departmental policies and procedures.**

D. <u>Clinical Coordination, Research and Instruction</u>

- **Acts as a liaison (employer representative) with the educational institution.**
- **Coordinates in-service training on new equipment and methods.**
- **Assists with research protocols, statistics and outcome management.**
- **Participates in research projects as per designated protocol and criteria.**
- **Instructs and evaluates practical and theoretical education of students and reports/documents student 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 student progress.**
- **Instructs interns, resident physicians and other allied health professions on sonography and cardiology procedures.**
- **Participates in student selection and evaluation.**

E. <u>Quality Assurance / Quality Control</u>

- **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.**

F. <u>Related Key Work Activities</u>

- **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 departmental 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