



# *Provincial Job Description*

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**TITLE:** (323) Diagnostic Cardiac Sonographer      **PAY BAND:** 18

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Performs a variety of echocardiography techniques in order to obtain images to assist with the detection and diagnosis of conditions and diseases of the cardiovascular system.

**QUALIFICATIONS:**

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

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Basic computer skills
- ◆ Interpersonal, organizational and communications skills
- ◆ Analytical skills
- ◆ Ability to work independently

**EXPERIENCE:**

- ◆ Previous: No previous experience.

## ***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 images on required hard copy.
- ◆ Ensures an optimal series of diagnostic views are obtained for physician/cardiologist to view and interpret.
- ◆ Prepares an initial interpretation prior to consulting with the physician/cardiologist.
- ◆ Prepares, organizes, processes and reports test results.
- ◆ Assists physician/cardiologist with sedation administration and monitoring.
- ◆ May perform portable examinations within the hospital.

### **B. 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.

### **C. Related Key Work Activities**

- ◆ Participates in research projects as per designated protocol and criteria.
- ◆ Retrieves, files, reports and distributes results.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Performs computer work (e.g., data entry, back up).
- ◆ Provides reception/clerical duties (e.g., telephone, faxing, photocopying, booking appointments).
- ◆ 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.

*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:*

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*SGEU:*

*SAHO:*

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*Date: August, 2006*