



Provincial Job Description

TITLE:
**(351) Diagnostic Cardiac Sonographer
& Clinical Coordinator**

PAY BAND:
21

FOR FACILITY USE:

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. Organizes, coordinates and instructs students and resident physicians in accordance with Diagnostic Cardiac Sonography program guidelines.

QUALIFICATIONS:

- ◆ **Diagnostic Cardiac 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 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 physicians/cardiologist with sedation administration and monitoring.**
- ◆ **May perform portable examinations within the hospital.**

B. Clinical Coordination/Instruction

- ◆ **Acts as a liaison (employer representative) with 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 student progress.**
- ◆ **Instructs students in theoretical and clinical aspects of cardiac sonography.**
- ◆ **Provides clinical demonstrations to medical students, nursing students and medical residents.**

C. Administration

- ◆ Provides technical direction/functional advice to staff, students and physician residents.
- ◆ Coordinates and organizes department work flow.
- ◆ Acts as a liaison with other departments.
- ◆ Assists with the development of departmental policies and procedures.
- ◆ Coordinates orientation and general instruction/training for students.

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