



# *Provincial Job Description*

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***TITLE:***  
**(353) Diagnostic Medical Sonographer  
Working Supervisor – Dual  
Credential**

***PAY BAND:***  
**23**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises the staff and work processes of the Diagnostic Sonography Department. Performs ultrasound techniques to assist with the detection and diagnosis of conditions and diseases. Acts as a liaison/coordinator with the educational institution and among departments/facilities.

***QUALIFICATIONS:***

- ◆ **Diagnostic Medical Sonographer diploma**
  - ◆ **Certification with the American Registry of Diagnostic Medical Sonographers and credentialed as a Registered Diagnostic Medical Sonographer, and Registered Diagnostic Cardiac Sonographer and/or Registered Vascular Technologist**

***KNOWLEDGE, SKILLS & ABILITIES:***

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

## ***EXPERIENCE:***

- ◆ **Previous: Forty-eight (48) 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 to view and interpret.**
- ◆ **Prepares an initial interpretation prior to consulting with the physician.**
- ◆ **Prepares, organizes, processes and reports test results.**
- ◆ **Assists physician with sedation administration and monitoring.**
- ◆ **Assists with specimen collection, labeling and transporting.**
- ◆ **May perform portable examinations within the hospital.**

### **B. Supervision / Administration**

- ◆ **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.**
- ◆ **Implements policy changes.**

### **C. Clinical Coordination / Instruction**

- ◆ **Acts as a liaison (employer representative) with the educational institution.**
- ◆ **Instructs and 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 resident physicians, medical students and nursing students on ultrasound procedures.**
- ◆ **Participates in student selection and evaluation.**
- ◆ **Maintains a library of images for research and teaching files.**

### **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 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:**

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**SGEU:**

**SAHO:**

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**Date: August, 2006**