



# *Provincial Job Description*

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

***PAY BAND:***  
**22**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Coordinates the Sonography function of a unit. Performs patient assessments using a variety of ultrasound techniques, patient care and related diagnostic procedures. Organizes, coordinates and instructs students and resident physicians in accordance with Diagnostic Medical Sonography program guidelines.**

***QUALIFICATIONS:***

- ◆ **Diagnostic Medical Sonography diploma**
  - ◆ **Certified by Sonography Canada as a Canadian Registered Generalist Sonographer (CRGS)**

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

- ◆ **Intermediate computer skills**
- ◆ **Advanced knowledge of testing procedures and guidelines**
- ◆ **Interpersonal skills**
- ◆ **Communications skills**
- ◆ **Organizational skills**
- ◆ **Analytical skills**
- ◆ **Leadership skills**
- ◆ **Ability to work independently**

## ***EXPERIENCE:***

- ◆ **Previous: Thirty-six (36) months previous experience as a Sonographer to consolidate knowledge and skill.**

## ***KEY ACTIVITIES:***

### **A. Patient Imaging**

- ◆ **Prepares and assesses patient (e.g., identification, consent, medical history, medications, 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.**
- ◆ **Recognizes significance of all structures visualized on the monitor at all times to differentiate artifacts from normal and pathological processes.**
- ◆ **Monitors patient's condition during the procedure.**
- ◆ **Records and stores images on required hard copy.**
- ◆ **Utilizing a hand held transducer, ensures an optimal series of diagnostic views are obtained for the physician/radiologist to view and interpret.**
- ◆ **Prepares an initial interpretation prior to consulting with the physician/radiologist.**
- ◆ **Prepares, organizes, processes and reports test results.**
- ◆ **Assists with specimen collection, labeling and transporting (e.g., amniotic fluid, breast core biopsy).**
- ◆ **Assist physician during interventional procedures, as required.**
- ◆ **May perform portable examinations within the hospital.**

### **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 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 with the educational institution.
- ◆ Acts as a liaison with medical staff regarding physician teaching/training.
- ◆ Evaluates practical and theoretical education of students and reports/documents progress to the educational institution.
- ◆ Prepares and conducts tutorials/review sessions.
- ◆ Organizes, coordinates, instructs, monitors and documents students in the specialty area.
- ◆ Instructs radiology and resident physicians on ultrasound procedures.
- ◆ Provides classroom lectures for medical students, nursing students and medical residents.
- ◆ Develops policies and procedures for new ultrasound exams and instructs staff accordingly.

### **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 and orders supplies.
- ◆ Cleans, maintains and troubleshoots equipment according to established standards.
- ◆ Disposes of records and biohazardous waste, as per department procedures and policies.
- ◆ Responds to inquiries from physicians/patients and other staff members.
- ◆ Provides health promotion opportunities.

*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.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: October 18, 2017**