



# Provincial Job Description

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**TITLE:**  
**(247) Diagnostic Medical Sonographer  
Working Supervisor**

**PAY BAND:**  
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**FOR FACILITY USE:**

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## **SUMMARY OF DUTIES:**

Supervises the staff and work processes of a Diagnostic Sonography Department. Performs patient assessments using a variety of ultrasound techniques, patient care and related diagnostic procedures. Acts as a liaison/coordinator with the educational institution and among departments/facilities.

## **QUALIFICATIONS:**

- ◆ Diagnostic Medical Sonography diploma
  - ◆ Certified by Sonography Canada as a Canadian Registered Generalist Sonographer (CRGS)
  - ◆ Registered with the College of Medical Radiation and Imaging Professionals of Saskatchewan

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

- ◆ Intermediate computer skills
- ◆ Advanced knowledge of testing procedures and guidelines
- ◆ Interpersonal skills
- ◆ Communication 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 skills.**

## ***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 digital/hard copy.
- ◆ Utilizing a handheld 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.
- ◆ Reviews discharge instructions with patients.

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

- ◆ Provides technical direction/functional advice and direct supervision of staff and students.
- ◆ Provides input for performance appraisals and hiring.
- ◆ Coordinates and organizes department work flow, schedules staff.
- ◆ Coordinates 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 with the educational institution.
- ◆ Acts as a liaison with medical staff regarding physician teaching/training.
- ◆ Instructs and 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 student progress.
- ◆ Instructs Radiology resident physicians on ultrasound procedures.
- ◆ Participates in student selection and evaluation.
- ◆ 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 departmental procedures and policies.
- ◆ Responds to inquiries from physicians/patients and other staff members.
- ◆ Participates in the recruitment of new employees.
- ◆ 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:***

***SGEU:***

***SAHO:***

***Date: April 9, 2025***