



Provincial Job Description

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

PAY BAND:
**22 (Current)
21 (On Hold)**

FOR FACILITY USE:

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)**

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 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. 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: October 18, 2017