



# *Provincial Job Description*

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<b><i>TITLE:</i></b>	<b><i>PAY BAND:</i></b>
<b>(353) Diagnostic Medical Sonographer</b>	<b>23 (Current)</b>
<b>Working Supervisor – Dual Credential</b>	<b>22 (On Hold)</b>

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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 Sonography diploma**
  - ◆ **Certified by Sonography Canada as a Canadian Registered Generalist Sonographer (CRGS) and a Canadian Registered Vascular Sonographer (CRVS) or a Canadian Registered Cardiac Sonographer (CRCS)**

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

- ◆ **Intermediate computer skills**
- ◆ **Advanced knowledge of testing procedures and guidelines**
- ◆ **Interpersonal skills**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Leadership skills**
- ◆ **Analytical skills**
- ◆ **Ability to work independently**
- ◆ **Valid driver's license, where required by the job**

## ***EXPERIENCE:***

- ◆ **Previous: Forty-eight (48) months previous experience as a dual credentialed 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.**
- ◆ **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.**
- ◆ **Utilizing a hand held transducer, 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.**
- ◆ **Assist physician during interventional procedures, as required.**
- ◆ **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 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.
- ◆ Recognizes individual student concerns or personal difficulties and offers appropriate assistance.
- ◆ Prepares and conducts tutorials/review sessions.
- ◆ Organizes, 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.
- ◆ 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:***

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***SGEU:***

***SAHO:***

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***Date: October 18, 2017***