

NANTUCKET COTTAGE HOSPITAL
57 Prospect Street, Nantucket, MA 02554

JOB DESCRIPTION

Job Title: Ultrasound Technologist

Department: Imaging Services

Position Reports To: Manager, Imaging Services

Date Written: March, 1997

Shift: Day shifts with shared rotated on-call time.

Date Revised: March 1997
April, 2007

Salary/Pay Grade: SEIU Grade 14

Employment Classification: Non-exempt

Job Summary:

Performs a variety of technical procedures requiring highly technical equipment which produces high frequency sound and the use of independent judgment, ingenuity and initiative.

Essential Job Duties and Responsibilities

- 1) Operates ultrasound equipment, selects correct technical factors, correctly exposes film to assure optimum quality.
- 2) Properly positions patient using standards for same.
- 3) Communicates effectively with nursing units and others.
- 4) Reviews order for procedure assuring that all information is complete and accurate.
- 5) Explains procedure to patient, interviews and obtains patient history.
- 6) Maintains patient safety. Informs radiologist if patient condition is not favorable. Reschedules as needed.
- 7) Performs accurate measurements to assure accurate diagnosis.
- 8) Organizes and establishes own work plan.
- 9) Maintains daily logs and other required paperwork.
- 10) Develops and organizes films for radiologist's interpretation.
- 11) Orders supplies and maintains inventory, and uses supplies in a cost effective manner.

Essential Job Duties & Responsibilities (Continued)

- 12) Performs a wide range of prescribed procedures in the routine care of infant, pediatric, adolescent, adult and geriatric patients.
- 13) Adapts to change in work load or patient assignments without compromise to patient care.
- 14) Performs duties in crisis and emergency situations.
- 15) Follows and observes established policies and procedures to assure accurate completion of the task.
- 16) Recognizes change in patient condition or behavior and reports same to appropriate personnel.
- 17) Understands and functions within established standards and policies.
- 18) Recognizes and performs duties which need to be performed although not directly assigned; regularly helps out co-workers. Uses time wisely.
- 19) Assists in orientation of new personnel to the department.
- 20) Maintains a clean and safe environment for patients and staff.
- 21) Cleans procedure room, equipment, and work site upon completion of duties.
- 22) Answers department telephones providing routine information, taking messages and/or referring call to appropriate party.

Qualifications and Skills Required for Position

Minimum Education Required

Graduate of an accredited school of Ultrasound Technology.

Minimum Prior Experience Required For This Position

Prior experience of greater than 2 years but not more than 4 years.
ARDMS is required.

Licenses/Registration/Certification Required For This Position

American Registry of Diagnostic Medical Sonographer (ARDMS).
CPR Certification preferred.

Contact With Others

Frequent internal and external contact where a great deal of tact is required but the next level of supervision is responsible for final decision.

Supervision Given

No supervision of others required.

Use Of Machines/Tools/Equipment

Note: All machines/tools/equipment require the use of fingers and hands to operate.

Telephone/fax machine, computer/typewriter, calculator, copier, wheelchairs/stretchers, and Ultra Sonography related equipment.

Physical Effort Required Of The Position

Bending using back and knees.
Lifting of between 0 and 300 pounds may be required.
Frequent standing and walking required.
Minimal climbing and crawling required.

Personal Protection: Available when required on an assignment are:

Face shields/mask, gloves, protective clothing, safety glasses and goggles.

Exposure Hazard: The following hazards may vary.

Fumes/smoke, darkroom chemicals, and patient contact with infectious diseases.

Sensory Demands

Touch, smell, vision, hearing and verbal (speak clearly in appropriate tone) required in order to perform job duties. Normal with correction.

Miscellaneous

Regular work week where regular overtime is required.

Position requires “on-call” work on a frequent basis.

Must be available to work in the case of a declared hospital emergency.