

HEALTH ENTERPRISES
Position Description

POSITION Mobile Sonographer - Echocardiology

JOB STATUS Part- or Full-time
 Non-exempt

POSITION SUMMARY

The Mobile Sonographer - Echocardiology uses imaging equipment and soundwaves (ultrasound) to form images of the body. Calculations and measurements of the images are performed and presented to the physician for a diagnosis and treatment plan. The Mobile Sonographer is responsible for the overall daily operation and maintenance of the Mobile Echocardiology unit. The Sonographer performs clinical, administrative, and marketing functions and is the communication link between the central office and client hospital staffs. This position ensures all appropriate policies and protocols are utilized and updated as necessary.

QUALIFICATIONS

Education and Experience: Registered Diagnostic Cardiac Sonographer (ARDMS) or Registered Cardiac Sonographer (CCI). One to three years of experience preferred to include echocardiography. Must have valid driver's license and be company insurable. Basic cardiac Life Support (BLS) certificate required within 30 days of employment.

Essential Functions: Must be able to: lift 50 lbs. from various positions on a daily basis and carry 25 lbs.; perform a 60 lb. push effort at 37"; have a grip of 120/100 lbs. in both hands; and climb, bend, kneel, squat, and crawl. Ability to lift and move patients in order to properly position for procedures. Ability to perceive spoken voice clearly. Ability to communicate effectively with patients, physicians, service representatives, and hospital personnel. Read, understand and able to demonstrate technical information pertaining to sonography and related medical issues. Must be able to recognize abnormal structure and be able to correlate this information into a useful study. Must have correctable near/far vision; balance and coordination; and comprehensible speech. Ability to work in all kinds of weather conditions. Must be able to wear protective respirator. Must have respect for confidentiality.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Mobile Services and Facilities Maintenance
Directs activities: None
Coordinates work with: Lead Sonographer, HE personnel, and hospital personnel.

FUNCTIONAL FACTORS/KNOWLEDGE/SKILL/ABILITIES

- Regular work attendance is critical.
- Interpersonal skills sufficient to work closely with patients, clients, public and others.
- Ability to demonstrate flexibility in work environment, performing a variety of frequently changing tasks.
- Ability to work independently.
- Ability to maintain confidential information.
- Ability to use critical thinking, creativeness and problem-solving skills.
- Ability to function effectively in stressful situations.

- Consistency and accuracy in completing tasks, meeting precise standards
- Ability to demonstrate commitment to job tasks.
- Ability to effectively handle conflict with employees.
- Ability to demonstrate strong oral and written communication skills.
- Ability to understand and adhere to, without exception, all OSHA, safety and company policies and regulations.
- Obtain and maintain all licenses, certifications, permits and registrations, etc. required by all federal, state, local and other regulatory bodies, including Health Enterprises.
- Submit documentation as required to the Human Resources Department within designated deadlines.
- Ability to work effectively with other HE employees within a team environment.
- Exercise mature judgement when making weather related decisions on moving equipment.

WORKING CONDITIONS

Work is performed on an individually run mobile service unit, however, employee may be required to perform work within a team environment. This position may require overnight travel. Work is on a start-to-finish basis, which can create irregular hours of work. Position is at risk for blood- and air-borne pathogens and the unknown potential risk of exposure to sound waves. Work can be extremely stressful. Work will be performed in all types of weather conditions. Noise levels may become high at times. Hearing protection is provided.

PERFORMANCE RESPONSIBILITIES

Gives best patient service possible, creating a friendly atmosphere for patients and projecting a positive and helpful image at all times.

Prepares patient by explaining exam and answering questions.

Performs complete exams on a consistent basis to achieve high quality images.

Produces echocardiography images conforming to account hospital protocols, Policy and Procedure manual, safety manual, OSHA standards, and the Health Enterprises Employee handbook.

Maintains an awareness of technological advancements and upgrades pertaining to sonography. Communicates pertinent information to other staff as appropriate.

Maintains positive public relations and promotes mobile services.

Drafts correspondence as needed.

Determines and coordinates schedule of unit with client hospital staff. Informs designated client hospital staff concerning scheduling problems and determines appropriate solutions.

Orders and maintains inventory of necessary medical and office supplies.

Assists hospital in collecting, recording, and evaluating quality assurance data on services performed.

Reports accurate hours of work and number of procedures performed to the Cedar Rapids office according to designated schedule and procedures.

Communicates with management on operational concerns.

Responsible for the timely and accurate completion of billing paperwork. Forwards to Cedar Rapids office according to designated schedule and procedures.

Responsible for timely submission of paperwork to the home office to include, but not limited to: credit card receipts, phone bills, packing slips, repair logs, film badges, etc.

Attends scheduled meetings as requested by management. Prepares for meetings, propose ideas for improving services and efficiency, etc.

Addresses problems or concerns expressed by hospital accounts personally. Communicates problem areas which require the attention of Health Enterprises management.

Consults with Director, Mobile Services regarding potential new accounts. Participates in meetings with hospital personnel to explain services. Makes scheduling arrangements for new clients.

Communicates with Director, Mobile Services regarding personnel actions including hiring, performance appraisal, promotions, coaching and counseling.

Assists Director, Mobile Services with budget preparations as requested.

Performs public relations functions as requested. Includes demonstrations of equipment to hospital personnel and the general public, attendance at selected health fairs, etc. Occasional public speaking.

Ensures the timely arrival of the mobile unit and efficient set up of echocardiology equipment. Performs any necessary QA.

Drives mobile unit to client hospitals. Unloads, transports, and sets up echocardiology equipment at each facility.

Properly maintains all equipment and the vehicle itself. Ensures preventive maintenance is performed according to schedule and make arrangements for needed down time.

Contacts service technicians to repair and maintain ultrasound equipment. Schedules vehicle repairs as necessary.

Performs general upkeep and maintenance to ensure units cleanliness.

Communicates ideas for improvement in service, propose methods to increase/maintain efficiency.

Consults with client hospital physicians regarding protocols for specific procedures.

Prepares preliminary notes for reading physicians when required, according to established procedures. Provides sonographer notes to the reading physician, if required, to contribute professional knowledge in the physician's final report.

Maintains positive relationships with client hospital staff.

If required, transports patients to and from designated area of scanning.

Obtains medical history pertinent to procedure.

Cleans and disinfects probes in accordance with policy and procedure manual.

All other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. "Major Responsibilities and Duties" are intended to describe those functions that are essential to the performance of this job. "Additional Duties" include those that are considered incidental or secondary to the overall purpose of the job.

This position description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees in this job will be required to perform other job-related duties as requested by management. All requirements are subject to change over time. They are also subject to possible modification to reasonably accommodate individuals with a disability.

Mobile Sonographer – Echocardiology

Date

Director, Mobile Services & Facilities Maintenance

Date