

# Echocardiographer Job Description



**Position Title:** Sonographer  
**Reports to:** Diagnostic Center Supervisor  
**Job Status:** Full-Time  
**FLSA Status:** Non-Exempt  
**Positions Supervised:** None

**Position Summary:** Perform sonograms for diagnostic purposes. Follow established sonogram requirements and regulations to ensure patient care and safety.

## Essential Functions:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Prepare patients for sonogram. Escort patients to dressing and exam rooms, provide verbal and/or written instructions and assist patients in positioning body parts to be imaged. Explain procedures and observe patients to ensure patient care, safety and comfort during sonogram.
- Perform sonogram as ordered by a provider and following established radiologic requirements and regulations to ensure patient care and safety.
- Obtain diagnostic sonographic images by scanning the appropriate body part of the patient. Send to PACS and provide the diagnostic sonographic exam to the provider for interpretation.
- Ensure sonographic equipment remains in working order. Report equipment malfunctions to Diagnostic Center Supervisor or other supervisor.
- Perform related administrative duties including completing necessary forms and maintaining procedure logs.
- Retrieve sonographic orders from and input related data into the electronic medical record.
- Maintain adequate sonographic supplies.
- Perform all other duties as assigned.

## Competencies:

- Knowledge of sonographic principles, standards, applications and tests.
- Knowledge of sonographic safety, cleanliness and infection control policies and regulations.
- Knowledge of sonographic equipment uses and maintenance.
- Accuracy – Ability to perform work accurately and thoroughly.
- Communication – Ability to communicate effectively verbally and in writing.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.

- Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

**Education and Experience:**

- High school diploma or equivalent required
- Associate’s Degree or higher preferred
- Sonographer experience preferred

**Certification and Licensure:**

- ARDMS certification required

**Work Environment:**

- Environmentally controlled medical office environment
- Fast paced environment with occasional high pressure or emergent situations
- Possible exposure to bodily fluids, infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a medical office environment
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

**Physical Demands:**

- Frequent standing, walking, grasping, carrying, reaching, bending, stooping and speaking
- Occasional sitting
- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed
- May need to lift or turn patients who are disabled, with assistance if needed
- Frequent use of computer, keyboard, copy and fax machine and phone

CHP has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors, managers, directors or officers as deemed appropriate. This document does not represent a contract of employment, and CHP reserves the right to change this job description and/or assign tasks for the team member to perform, as CHP may deem appropriate.

**Team Member Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_