
Job Title	Ultrasound Technician
Department	Medical Support
Reports to	Women's Health Nurse Manager
Effective Date	

Position Summary

The Ultrasound Technician position is responsible for a variety of ultrasound tasks for the care of women's health and family practice patients. This position will be responsible for managing the ultrasound schedule, completing ultrasound visits, documenting in the patient chart, and communicating with the patient care team as necessary.

Principal Duties and Responsibilities*

Technical requirements

1. Prepare the exam room for the ultrasound procedure and patient care.
2. Conduct scan tests and write reports based on the results.
3. Use sonographic equipment to identify and observe the area(s) of concern.
4. Report any abnormalities that require immediate attention to the appropriate providers.
5. Maintain ultrasound equipment and report machinery failure.
6. Work under minimal supervision and cooperate with other team members.

Compliance and documentation

1. Thoroughly, accurately, and promptly document all services rendered in the electronic medical record.
2. Perform all tests, procedures, and other services according to the policy and procedure of NeighborHealth Center (NHC), notify the appropriate supervisor in a timely manner of instrument or procedural problems and direct questions concerning the same to the persons in appropriate authority over the service in question.
3. Be knowledgeable of and in compliance with CLIA, OSHA, HIPAA and JCAHO regulations for safety, infection control, equipment operation, confidentiality, and other applicable areas (e.g., patient identification and standard precautions).
4. Run equipment tests to ensure accurate results, maintain and sterilize equipment and instruments, monitor and maintain inventories, and perform other tasks as needed to maintain a safe and well-functioning work environment.
5. Participate in proficiency testing as required by NHC or departmental policy.

Patient care, customer service, and other universal working standards

1. Monitor and update worklists and queues to ensure that no patients are subjected to unnecessary delays.
2. Manage several patients and priorities and be able to adapt to a fast-paced work environment.
3. Greet all patients in a kindly spoken and courteous manner, inform them of the status of their visit, and thank them for utilizing NHC.
4. Regularly check mail, e-mail and voicemail and respond promptly and professionally to all inquiries.
5. Attend to shared responsibilities in each work area, including answering phones, cleaning, stocking, and organizing common work areas, and assisting with orientation and training of other employees as needed.
6. Work a reasonable schedule, which may include an assignment at any location and during any of the hours that NHC provides services.
7. Communicate with other Care Team members (nurses, lab, patient educator, behavioral health, billing) when patient needs services from those individuals.
8. Translate for limited English proficiency patient/clients in the absence of an interpreter if bilingual.
9. Perform other tasks required per supervisor.

Required Skills or Abilities*

1. 5 years' experience as an ultrasound technician, preferably with a background in Maternal Fetal Medicine.
2. Able to work as a member of an interdisciplinary Care Team.
3. Ability to cultivate and develop inclusive and equitable working relationships with co-workers and community members.
4. Ability to serve as an advocate for individuals of all ethnicities, genders, ages, and backgrounds.
5. Commitment to demonstrating personal integrity through punctuality, honesty, an ability to follow instructions, proper attention to detail in all work matters, and a willingness to learn from others.
6. An ability to work independently, take initiative, and set priorities in accordance with the needs and mission of the clinic.
7. Flexibility to adapt to changing or stressful conditions, including unanticipated changes to working schedules or locations.
8. Adequate written and verbal communication skills for communicating coherently and professionally with patients and co-workers.
9. Conscientious of departmental and organizational policies and procedures.

Required Knowledge, Experience, or Licensure/Registration

1. High School Diploma or its equivalent.
2. Certification by the American Registry for Diagnostic Medical Sonography (ARDMS), Registered Diagnostic Medical Sonographer (RDMS) with an OBGYN specialty preferred.
3. Ability to work onsite 3 days per week, Mondays through Fridays during the hours of 8am and 5pm.
4. Ability to read, write, speak, and comprehend English fluently, bilingual preferred.
5. Current CPR Certification.
6. COVID and recent (<1 year) flu vaccinations; negative TB test (<1 year), Hep B, Tdap (<10 years) vaccines.

Physical requirements of the Job*

1. Good physical stamina and an ability to stand most of the day.
2. Carrying or lifting objects up to 20 pounds

This is a PT (3 days per week) nonexempt (hourly) position.

*To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the essential duties of the job.

NeighborHealth Center is an Equal Opportunity Employer. NHC is dedicated to building a culturally diverse staff committed to serving a diverse patient population. We encourage applications from women, minority groups, veterans, and people with disabilities. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.