

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-17-48



POSITION TITLE: Sonographer

CLOSING DATE: Open until filled

Position Summary:

Under general supervision of the Supervisory Diagnostic Radiology Tech, responsible for the independent operation of the Ultrasound equipment. Performs a wide range of highly technical procedures that requires independent thought, judgment, and discretion. Serves as a primary liaison between patients, licensed practitioners and other members of the support team. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Receives, relays, and documents verbal, written and electronic orders in patient records.
- Corroborates patient's clinical history ensuring information is documented and available for use by a licensed practitioner.
- Maintains records that include patient information, sonographs and interpretations, files of correspondence, publications and regulations, or quality assurance records, such as pathology, biopsy, or post-operative reports.
- Provides sonogram and oral or written summary of technical findings to physician for use in medical diagnosis.
- Determines that all procedural requirements are in place to achieve a quality, diagnostic exam to minimize patient exposure to acoustic energy.
- Observes screen during scan to ensure that image produced is satisfactory for diagnostic purposes, making adjustments to equipment as required.
- Selects appropriate equipment settings and adjust patient positions.
- Prepares patient for exam by explaining procedure, transferring patient to ultrasound table, applying gel, and positioning patient properly.
- Observes and cares for patients throughout examinations to ensure their safety and comfort.
- Administers first aid or provides life support.
- Assesses and monitors the patients' physical, emotional and mental status.
- Obtains and records accurate patient history, including prior test results or information from physical examinations.
- Determines whether scope of exam should be extended, based on findings.
- Assists the providers with interventional procedures such as aspirations, etc.
- Notifies appropriate provider when immediate clinical response is necessary based on procedural findings and patient condition.
- Meets standards of care for all patients from infancy through geriatric ages.
- Performs clerical functions required of the service.
- Verifies that protocol and procedure manuals include recommended criteria and are reviewed and revised as needed.
- Evaluates new products and equipment for possible future purchases.
- Researches, develops and formulates new techniques for use in the Ultrasound Department.
- Ensures strict confidentiality of records.
- Contributes to a team effort and accomplishes related results as required.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Graduate of a formal, accredited Diagnostic Medical Ultrasound Program. Certified Sonographer. Three years of experience and/or RDMS certification which provides for a working knowledge of procedures and equipment. Bachelor of Science degree is preferred. Current certification by the American Registry for Diagnostic Medical Sonography, current compliance with CME requirements for specialty(ies) as appropriate and basic CPR certification. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge and understanding of human anatomy, physiology, pathology and medical terminology.
- Knowledge of physiology and cross sectional human anatomy in all body planes.
- Knowledge of obstetrics and gynecology.
- Knowledge of the abdominal viscera.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in the technical operation, proper maintenance & performance of ultrasound equipment
- Ability to effectively operate sonographic equipment.
- Ability to evaluate sonograms in order to acquire appropriate diagnostic information.
- Ability to integrate diagnostic sonograms, lab results, patient history and medical records, and adapt sonographic exam as necessary.
- Ability to maintain continuing education to enhance growth.
- Ability to follow established department procedures.
- Ability to work efficiently and cope with emergency situations.
- Ability to work on a regularly assigned or rotational basis to provide continuity of services.
- Ability to maintain prolonged arm positions for extended periods of time.
- Ability to work in an emergency setting.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.