

JOB TITLE: Echocardiography Technologist	DEPARTMENT: Cardiopulmonary	POSITION OF SUPERVISOR: Director of Ancillary Services
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: Variable	EFFECTIVE DATE:

**Position Summary:** The Echocardiography Technologist will support the mission and values of PSMC. The Echocardiography Technologist works independently performing professional level assessments and a variety of non-invasive studies using ultrasound and related diagnostic technology as appropriate and records the results and clinical preliminary impressions as indicated. The results of these test are used to direct the course of patient care. The Echocardiography Technologist encounters difficult problems related to examinations and must resolve them with limited supervision. There is daily contact with professionals and families.

This position is a full performance Echocardiography Technologist with advanced knowledge of cardiac anatomy, physiology and disease. All examinations are performed within standard protocols and in a variety of settings (outpatient, emergency department and inpatient unit) using portable equipment.

The sonographer performs transthoracic echocardiograms, treadmill exercise stress echocardiograms, Holter/ Event monitor setup and reporting, and assists with ECG stress testing.

**Qualifications:** *At all times, the employee shall possess the following qualifications set forth below.*

<b>Education/Training:</b>	Must have completed a cardiac sonography education program and hold a certificate/diploma or associated degree in echocardiography or diagnostic imaging.
<b>Experience:</b>	Minimum 5 years clinical experience preferred.
<b>Special Skills, Licenses or Certifications:</b>	Must be registered RDCS or RCS. Maintain Continuing Medical Education as required by registry. BLS/CPR/ALS Typing/ word processing/ excel/email
<b>Language Skills:</b>	Demonstrates ability to read, write, and clearly express one's self in English 100% of the time Additional languages preferred Demonstrates ability to listen Demonstrates ability to clearly conveys thoughts in speech and written word
<b>Physical/Mental/Special Demands:</b>	<ul style="list-style-type: none"> <li>• Lifting a minimum of 50 pounds.</li> <li>• Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone.</li> <li>• Adequate sight is required to perform essential functions of the job.</li> <li>• Work requires the use of computers with exposure to monitors, key boards, and mouse with repetitive motions for extended periods of time.</li> <li>• Ability to initiate CPR 100% of the time.</li> <li>• Must have fine motor skills 100% of the time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time.</li> <li>• Good mental health.</li> <li>• Demonstrate tact and versatility.</li> <li>• Must be dependable.</li> <li>• High degree of self-motivation and directional initiative.</li> <li>• Ability to function successfully independently.</li> <li>• Ability to cope and remain calm in escalating situations.</li> <li>• Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.</li> <li>• In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.</li> </ul>
<b>Work Environment:</b>	Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.

**Standard Job Requirements: At all times, employee shall satisfy the following requirements:**

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Accomplish annual goals.
3. Works forward on department plans (may change from time to time).
4. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
5. Comply with all PSMC and department procedures, rules and directives.
6. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
7. Be courteous, respectful, honest, and solution-oriented in dealing with others.
8. Communicate accurately, clearly, and effectively both orally and in writing.
9. Possess excellent organizational skills and the ability to multi-task.
10. Work independently and perform the job with minimum supervision.
11. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
12. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
13. Respect the importance of compliance and quality programs and support the same.
14. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
15. Participate in employee training, Disaster Preparedness and emergency events.
16. Perform other job duties, as assigned by a supervisor.

**Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.**

1. Communicates with Manager regarding: workflow, scheduling and other identified issues.
2. Assumes responsibility for the safety and well-being of patients while they are in the sonographers care.
3. Organizes daily work schedule and performs clerical duties as required.

4. Establishes and maintains ethical working relationships with all interrelating medical centers, hospitals, referral or commercial agencies.
5. Coordinates with other staff when necessary to assure appropriate patient care is provided.
6. Is responsible for the daily operations of the non-invasive cardiology laboratory including but not limited to, approving provider orders for scheduling, reviewing patient schedule, performing all exams and procedures per protocol, correct and timely charting and completing charges, excellent communication with providers and healthcare partners, dedicated to quality improvement and patient safety.
7. Creates departmental cardiology protocols, policies and procedures and updates them accordingly.
8. Identifies each patient, reviews each patient chart and previous examinations for continuity of care.
9. Performs clinical assessments, diagnostic echocardiography and treadmill stress echo examinations per protocol ordered by the provider.
10. Reviews each examination for technical accuracy, presents completed exam to cardiologist including a prepared preliminary report.
11. Respond to emergency examinations in the lab, emergency department, hospital setting as needed.
12. Perform contrast administration and agitated saline bubble studies. When needed initiate IV placement.
13. Registers, educates, and applies Event and Holter monitors for patients. Oversees the time patient is being monitored. Records and prepares final report for cardiologist to interpret as per protocol.
14. Performs ECG stress test with provider as per protocol.
15. Must be able to identify and effectively communicate with interpreting cardiologist, ER provider and/or patient provider any critical or abnormal findings and/or if a hemodynamically significant change is present from previous exam.
16. Provide in-service education as requested by other staff members of the health care team.
17. Completes all exams and procedures within the Electronic Health Record (EHR) and ensure all charges are appropriately added.
18. Maintains ultrasound equipment. Track, order and replace all supplies needed. Keep exam area stocked and clean.
19. Can perform all the standard job requirements.
20. Meets all the qualifications as set forth herein.

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)
	<b>Human Resources Director</b>	
(Human Resources– Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.

- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)