

## **Position Description: Sonographer II**

### **Position Summary**

The Outpatient Sonographer II provides health care services in ultrasound (US), to assist in diagnosis or treatment. Performs US procedures and related techniques, producing images for the interpretation by or at the request of a licensed practitioner.

### **Minimum Qualifications Required**

- American Registry for Diagnostic Medical Sonography (ARDMS) in a minimum of one category - OB/Gyn or Abdomen/Small Parts
- American Registry of Diagnostic Medical Sonography certification in a minimum of one advanced category
- (Fetal Echocardiography, Breast, Pediatrics, or Registered Vascular Technology, Musculoskeletal) or ten years of experience in advanced practice with a commitment to obtain advanced registry within one year of hire
- American Heart Association BLS within 60 days of hire
- Two (2) years of post-graduation experience in advanced US practice reflecting registration status

### **Essential Job Functions**

- Performs US exams and procedures in an outpatient setting.
- Assists the physician and other medical staff during exams and procedures.
- Completes documentation, in designated area, of all information required for proper interpretation, reporting, archiving, and retrieval of exams.
- Performs ancillary duties as required to maintain proper distribution, billing, and archival of exams and procedures.
- Retrieves and reviews previous studies, reports, written orders, and related health information to insure the timely performance and reporting of US exams and procedures.
- Participates in the implementation, monitoring, and improvement of the organization's quality indicators as described in the strategic plan.

### **Knowledge, Skills, and Abilities**

- Demonstrates sound judgment, patience, and maintains a professional demeanor at all times
- Exercises tact, discretion, sensitivity, and maintains confidentiality
- Performs essential job functions successfully in a busy and stressful environment
- Learns current and new computer applications and office equipment utilized at Bozeman Health
- Strong interpersonal, verbal, and written communication skills
- Analyzes, organizes, and prioritizes work while meeting multiple deadlines
- Works varied shifts as scheduled and/or needed

## **Schedule Requirements**

- This role requires regular and sustained attendance.
- The position may necessitate working beyond a standard 40-hour workweek, including weekends and after-hours shifts.
- On-call work may be required to respond promptly to organizational, patient, or employee needs.

## **Physical Requirements**

- Lifting (Repeatedly - 50 pounds): Exerting force occasionally and/or using a negligible amount of force to lift, carry, push, pull, or otherwise move objects or people.
- Sit (Occasionally): Maintaining a sitting posture for extended periods may include adjusting body position to prevent discomfort or strain.
- Stand (Repeatedly): Maintaining a standing posture for extended periods may include adjusting body position to prevent discomfort or strain.
- Walk (Repeatedly): Walking and moving around within the work area requires good balance and coordination.
- Climb (Rarely): Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs; may also use hands and arms.
- Twist/Bend/Stoop/Kneel (Repeatedly): Twisting, bending, and stooping require flexibility and a wide range of motion in the spine and joints.
- Reach Above Shoulder Level (Repeatedly): Lifting, carrying, pushing, or pulling objects as necessary above the shoulder, requiring strength and stability.
- Push/Pull (Repeatedly): Using the upper extremities to press or exert force against something with steady force to thrust forward, downward, or outward.
- Fine-Finger Movements (Continuously): Picking, pinching, typing, or otherwise working primarily with fingers rather than using the whole hand as in handling.
- Vision (Continuously): Close visual acuity to prepare and analyze data and figures and to read computer screens, printed materials, and handwritten materials.
- Cognitive Skills (Continuously): Learn new tasks, remember processes, maintain focus, complete tasks independently, and make timely decisions in the context of a workflow.
- Exposures (Continuously): Bloodborne pathogens, such as blood, bodily fluids, or tissues. Radiation in settings where medical imaging procedures are performed. Various chemicals and medications are used in healthcare settings. Job tasks may involve handling cleaning products, disinfectants, and other substances. Infectious diseases are caused by contact with patients in areas that may have contagious illnesses. Emotionally challenging situations, such as dealing with distressed patients or difficult family interactions.

**\*Frequency Key**

Continuously (100% - 67% of the time), Repeatedly (66% - 33% of the time), Occasionally (32% - 4% of the time), Rarely (3% - 1% of the time), Never (0%).

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to the job classification. They are not to be construed as a contract of any type nor an exhaustive list of all job duties performed by individuals so classified.