

**Obstetrics & Gynecology Specialists, P.C.**  
**Position Description**

**Title:**            **Ultrasound Technologist**

**Department:**    Ultrasound

**Reports To:**     Practice Administrator

**FLSA Status:**    Non-Exempt

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**Summary:** This individual will perform diagnostic imaging procedures of the female reproductive system, which may include the ovaries, the uterus and the fallopian tubes. This position also performs diagnostic imaging procedures of the developing fetus during pregnancy to gauge the fetus' growth and developmental progress.

**Essential Duties:** Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Perform diagnostic imaging according to providers orders
- Explain the ultrasound procedure to patients and answer any questions they may have
- Maintain ultrasound equipment and sterilize the room in which the procedure takes place
- Spread the ultrasound gel on the surface of the patient's body covering the internal area being imaged
- Perform the ultrasound ensuring the transducer (probe) is capturing images of every angle/section that must be assessed
- Evaluate the images for their quality, but also to interpret what was captured in the image
- Present images and preliminary findings to physicians and the healthcare team
- Maintain patient records and add medical notes related to the ultrasound procedure
- Attend required meetings and participate in committees and professional development as required
- Maintain patient confidentiality
- Maintain a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods
- Maintain knowledge of and complies with established policies and procedures, including OSHA.
- Work toward continuous quality improvement
- Stay current with changing technology, including software and industry specific programs
- Uphold, support, and promote all company policies and procedures

**Qualifications:** To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

- High school diploma or general education degree (GED)
- Completion of an accredited Diagnostic Ultrasound Technology program required
- Six months to one year related experience and/or training preferred
- Knowledge in the operation of computers, Microsoft office and email

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#### Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

#### Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

#### Certificates, Licenses, Registrations:

- RDMS Certification in OB/GYN
- CPR/First Aid
- Drivers license and acceptable driving record

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Standing – Approximately 1/3 to 2/3 of on-the-job time.
- Walking – Approximately 1/3 to 2/3 of on-the-job time.
- Sitting – Approximately 1/3 to 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately 1/3 to 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately 1/3 to 2/3 of on-the-job time.
- Travel- Approximately less than 1/3 of on-the-job time.
- Weight lifted/Force exerted – An average of approximately up to 10 pounds greater than 2/3, up to 25 pounds 1/3-2/3 and up 40 pounds less than 1/3, of on-the-job time, non-continuously
- Vision – must have clear vision near and far, with or without corrective measures

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental – Exposure to biohazardous conditions less than 1/3 of on-the-job time

Noise – Moderate to Loud (i.e. typical medical practice noise – patients, computers, printers, phones, fax machines, etc.)

#### **Acknowledgement:**

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I acknowledge this position description was reviewed with me and a copy was provided to me. I agree to and accept the terms and conditions and acknowledge this does not represent a contract of employment.

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Employee Signature

\_\_\_\_\_  
Date

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