

ASSISTANT CHIEF OF ULTRASOUND

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a Radiologist, the incumbent of this class is responsible for supervising and participating in a variety of technical procedures involving the application of ultrasound to designated portions of the body to assist physicians in the detection, diagnosis and treatment of diseases and abnormalities. This involves the scheduling of staff to provide adequate coverage, insuring work standards and progress, and insuring that all of the equipment used is in a safe and operable condition. Supervision is exercised over a number of Ultrasound Technologists, lower level technicians, couriers and other support staff assigned to the section. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in all technical functions involved in performing ultrasound procedures;

Provides training and technical direction to the technologists in the procedures and techniques used in Ultrasound procedures;

Under supervision of the Radiologist, prioritizes exam requests based on clinical indications;

Consults with referring physician as needed;

Selects and sets up appropriate equipment to be used;

Troubleshoots equipment failure and difficulties, and either makes appropriate repairs or adjustments, or makes necessary arrangements to have it repaired;

Supervises the maintenance and cleaning of equipment, and insures its continuous proper functioning so as not to cause any major disruptions in services;

Manages images and ultrasound examinations in the Radiology PACS system;

Coordinates the functions of the unit with those of other hospital divisions, nursing and medical staff to insure adequate and timely services;

Maintains continuing education logs for all technicians;

Supervises the maintenance of filing and storage system of permanent scans and records;

Requisitions supplies as needed;

Keeps abreast of advancements in the various types of ultrasound procedures;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the techniques used in the various types of ultrasound procedures; thorough knowledge of the operation of the ultrasound equipment used for ultrasound procedures and studies; good knowledge of the human anatomy; good knowledge of specific safety precautions which must be observed in the operation and use of radiological and ultrasound equipment; knowledge of the techniques and methods of effective supervision; skill in ability to train and supervise the work of others; ability to establish effective working relationships with medical and nursing staff; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; tact; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma, and certification and current registration by the American Registry of Diagnostic Medical Sonographers (ARDMS) as either a Registered Diagnostic Medical Sonographer, Registered Diagnostic Cardiac Sonographer, or Registered Vascular Technologist, and four years experience in a hospital Radiology department or a private radiological service where the primary function of the position must have been performing diagnostic work using ultrasound equipment, one year of which must have been in a supervisory capacity.

NOTE: Only experience gained after attaining certification and registration by ARDMS will be considered in evaluating experience.