



PO BOX 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8019 WEBSITE: WWW.FDIHB.ORG
A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC

ULTRASOUND TECHNOLOGIST

Position Description

Division:	Medical	Reports to (title):	Radiology Supervisor
Department:	Radiology Services	Job Location:	Tséhootsooí Medical Center
Job Code:		Supervises:	No
Salary Range:	\$25.71 - \$32.14/hourly	Classification:	
Hours/week:	40 hours/week	Effective Date:	October 18, 2011
Type of Position:	Regular Full-Time	Revised Date:	May 17, 2016

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

The Ultrasound Technologist performs a wide range of highly technical procedures that require independent judgment, and initiative in the application of ultrasound examinations requested by the Licensed Medical Practitioners.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Independently performs ultrasound procedures. Reviews patient scheduling procedures with the Appointment Clerks and handles any changes to preparation sheets.
- Explains procedure to patient while maintaining privacy.
- Must be capable of recognizing and interpreting a diagnostic ultrasound scan.
- Good understanding of standard scanning techniques.
- Performs and documents Quality Assurance activities.
- Must be able to recognize normal and abnormal anatomy.
- Is familiar with the technical operation of using equipment.
- Meets standards of care for all patients from infancy through geriatric ages.
- Independently operates the sonography unit.
- Is responsible for the proper maintenance scheduling and performance of the ultrasound equipment.
- Performs clerical functions required of the service.
- Maintains a neat, clean, and orderly ultrasound room and patient areas.
- Evaluates new products and equipment for possible future purchases.
- Researches, develops and formulates new techniques and procedures for use in the Ultrasound Department.
- Assists the Radiology Technologist when time and workload permits.
- Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

ULTRASOUND TECHNOLOGIST

Position Description

- Experience:
- One (1) year of direct work experience which provides a working knowledge of procedures, equipment and accessories utilized for Ultrasonography, quality control and Information Systems equipment and processes
- Education:
- Graduate of an accredited school of Radiologic Technology or Sonography. Must be ARRT and American Registry of Diagnostic Medical Sonographers (ARDMS) licensed.
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Must possess State Certification in Diagnostic Radiology and Ultrasonography.
 - Must maintain basic CPR Certification.
 - Demonstrate excellent interpersonal skills and the ability to interact effectively with individuals of all backgrounds, experience and educational levels.
 - Works on a regularly assigned basis to provide continuity of services.
 - Knowledge of physiology and cross sectional human anatomy in all body planes.
 - Knowledge of obstetrics and gynecology.
 - Knowledge of the abdominal viscera.
 - The Sonographer must maintain continuing education to enhance growth.
 - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language.
- Three (3) years direct experience.

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

FDIHB is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

ULTRASOUND TECHNOLOGIST

Position Description

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY	RaMona L. Wauneka	TITLE	Human Resources Manager
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

ULTRASOUND TECHNOLOGIST

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **ULTRASOUND TECHNOLOGIST** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date
