



## Job Description

### IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U-01-150; CA1415	Sonographer	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Diagnostic Imaging	Diagnostic Imaging Supervisor	Hay River Health and Social Services Authority

### PURPOSE OF THE POSITION

The incumbent provides ultrasound services to the clients, upon referral from the medical staff, in accordance with the established policies and procedures of the Diagnostic Imaging Department; with adherence to the American Registry of Diagnostic Medical Sonographers (ARDMS) and Sonography Canada's Codes of Ethics and Standards of Practice; and within the context of the Vision and Mission Statement of the Hay River Health and Social Services Authority (HRHSSA). The incumbent produces good quality images in a safe and efficient manner to aid the local physicians and the **off-site** Radiologist in obtaining a timely diagnosis and treatment for all clients.

### SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

The HRHSSA provides an integrated continuum of care to adults and children on an inpatient and outpatient basis in order to restore health and dignity, and to show respect to the values of

individuals, families and communities. The Diagnostic Imaging Department not only serves a local population of approximately 3600 people, but also an extended population from 6 outlying communities with a catchment of approximately 6000 people.

Reporting directly to the Manager of Diagnostic Services, this position provides ultrasound services, by utilizing a variety of imaging equipment. The scope of the ultrasound services is abdomen, breasts, small parts, obstetrical, gynecological, endovaginal and some vascular scans, other procedures may be added depending on the incumbents experience with more specialized sonographic procedures.

All images are forwarded to an external Radiology group for review and reporting by a Radiologist. Certain sonographic procedures that require a Radiologist to be present are scheduled. The Sonographer assists the visiting Radiologist during these examinations. The incumbent is scheduled for a regular shift, Monday to Friday, 0800h to 1600h. Although the incumbent is not part of the on call rotation, the incumbent may be required to return to work on weekends and after hours to image urgent/emergent life-threatening conditions. The incumbent would be in charge of the department when in the acting position.

Due to the remoteness of the Hay River Health and Social Services Authority from major referral centers, **and in the absence of a Radiologist on-site**, the incumbent must have a thorough and comprehensive understanding of the discipline plus equipment maintenance and repair.

The incumbent will produce quality images in a safe and efficient manner, for the referring physician to view and the Radiologist to report. As the liaison between our physicians and the off-site Radiologists, the incumbent will assist medical and non-medical professionals in diagnosis, treatment and management of all clients to ensure optimal patient care.

The incumbent provides consultation regarding radiologist concerns and differential diagnosis on the scans provided. As per Accreditation standards, any unusual/urgent findings will be relayed to the ordering physician or emergency on call physician – this notification will be documented. The incumbent is also required to assist with bookings (including informing patients of proper exam preparations). The incumbent provides verbal and written observations to outlying nursing stations, other agencies and hospital departments, within Access to Information Guidelines.

## **RESPONSIBILITIES**

- 1. The incumbent produces quality ultrasound images in accordance with ARDMS/and the Sonography Canada Code of Ethics and Standards of Practice. The incumbent has and maintains current registration with ARDMS and/or Sonography Canada. If the incumbent is not registered with Sonography Canada – employment is contingent upon obtaining registration within 3 years.**

### **Main Activities:**

- Utilizes protection methods, devices and the most cautious techniques.
- Ensures the procedure is thoroughly understood by the patient and that their personal information is only shared with their permission or as legally required.
- Ensures all consent forms for invasive tests are thoroughly explained and signed by the client and physician prior to the procedure.
- Establishes good communication with the patient, showing respect and dignity while providing privacy.
- Notifies the physician/nursing staff immediately if a patient's pathological or traumatic condition requires immediate medical attention or if continuing the procedure

jeopardizes everyone's safety.

- Maintains imaging equipment and reports and troubleshoots any malfunctions to the supervisor immediately; documents findings plus follow-up maintenance in the appropriate log book.
- Ensures all images sent are available in PACS for the reading Radiologist and all physicians who may review the case.
- Reports any known or possible incidents/risks to the Supervisor immediately, and completes the forms correctly.
- Consults with the referring physician or the doctor on-call regarding unexpected atypical findings.
- Performs required quality control testing and documents such.
- Ensures all requisitions, hard copies and the Radiologist's reports meet all medico-legal requirements.
- Documents findings on a worksheet, with a detailed history of the patient, and any abnormal laboratory test results.
- Evaluates images for technical and diagnostic quality to ensure an accurate diagnosis.
- For Special procedures, ensures equipment is functioning properly, follows sterile technique and prepares for adverse reactions.
- Maintains CPR certification.
- Maintains continuing education credits required for licensing and maintains an active member in good standing status with the licensing body (ARDMS/CSDMS).
- follows universal precautions when dealing with Isolation cases and makes sure all equipment is thoroughly wiped down with antibacterial cleanser immediately;

2. **The incumbent produces quality sonographic images, in accordance with the AIUM Statements of Clinical Safety and Invitro Bioeffects, the National Institutes of Health Consensus and the Scope of Practice of the ARDMS & Sonography Canada, to ensure accurate diagnosis and treatment, as well as provide safety ethics for all clients.**

#### **Main Activities:**

- Ensures the patient has been properly prepped for the correct scan ordered and completely understands the procedure to be done.
- Provides privacy, especially during very personal exams, and tries to alleviate their anxiety.
- Images the appropriate anatomy with the initiative to add extra scans while working around the limitations of the patient.
- Documents all relevant information, symptoms and other abnormal test results to aid the Radiologist in the correct diagnosis.
- Without the Radiologist present for direction, makes sure the worksheet gives all the impressions of what was seen while scanning plus a detailed history of the patient. This will enable the **off-site** Radiologist to make an accurate diagnosis.
- Notifies the doctor immediately of any adverse change in the patient or if any unexpected atypical findings are seen. Documents notifications appropriately.
- Maintains and troubleshoots imaging equipment and notifies the supervisor immediately of any malfunctions.
- Ensures all requisitions, hard copies and the Radiologist's reports meet all medico-legal requirements. Documents exceptions appropriately.

### **3. The incumbent works effectively as part of the Multi-disciplinary health care team.**

#### **Main Activities:**

- Maintains communication guidelines between the departments, other agencies and medical staff; good rapport with the Supervisor, co-workers and all members of the Multi-disciplinary team.
- Participates on committees.
- Attends other departments' in-services.
- Organizes bookings, supplies and consultations with the local physicians during the Radiologist's visit.
- Helps to organize and promote Sonographer/MRT Week in order to educate staff, clients and visitors in both disciplines.
- Provides clear and precise instructions while maintaining the respect and dignity of all clients.
- Maintains good communication with hospital, Medical Clinic, Woodland Manor and the outlying Nursing Stations' staff, regarding departmental policies and procedures, patient protocols and examination requirements.

### **4. The incumbent performs all required clerical duties.**

#### **Main Activities:**

- Operates computer hardware and software to ensure effective departmental operation.
- Ensures patient information and filing system correct and up-to-date.
- Keeps teaching files up-to-date.
- Schedules all appointments correctly and accordingly.
- Prepares scanned copies of all previous reports and relevant images, when requested by the Radiologist and forwards the relevant previous data to the Radiologist for review.
- Knows and teaches the nursing staff the routine for emergency reporting.
- Keeps loaned-out film's ledger up-to-date and accurate; contacts late returns quarterly.
- Re-directs faxed reports to appropriate health centers, other agencies that do not have access to Medipatient.
- Uses courteous and efficient telephone manners.
- Maintains computerized radiology program for patient records, results and reports for distribution and tracking (RIS & PACS).
- Ensures that the ordering practitioner has completed the diagnosis and clinical history on the requisition. Documents exceptions.
- Ensures that all reports are returned and reviewed in a timely manner, and that all stat or urgent reports are sent to a physician for review ASAP. These actions must be documented.
- Assists with purging of old files yearly.

#### **Position Role in Client & Staff Safety:**

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a health workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

### **Commitment to Client Centered Care**

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA) will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

### **Criminal Record Check**

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent is registered with the ARDMS and/or Sonography Canada. This requires completion of a 2 year paramedical diploma plus a 28 **consecutive** month sonography program (This is the equivalent of a 3.5 year post-secondary study program which would normally run from September to April). Thirty hours of continuing sonography education must be completed every three years, to maintain accreditation standards and stay current in new technologies and techniques in this dynamically changing professional environment. The incumbent must obtain minimum required continuing education credits to remain a registered member in good standing with the ARDMS and/or Sonography Canada.

The incumbent should have a sound knowledge of ultrasound physics and principles, machinery knobology, knowledge of quality control tests and how to use their results to troubleshoot the equipment, cross-sectional anatomy, as well as physiology and pathology of all areas to be examined sonographically. The incumbent must be able to distinguish between a normal variant and an acute, traumatic or pathological change. Failure to do so, can directly impact the care, treatment of the patient.

The incumbent must have the skill to follow the AIUM statements of scanning practices and the professional ethics to educate the local physicians in the prudent use of ultrasound.

The incumbent must be flexible and energetic to get the job done – whether to cover for absent staff or adapt to equipment breakdown.

The incumbent must demonstrate the ability to communicate effectively in both verbal and written format, with medical, non-medical personnel and all clients, in order, to contribute to the effective and efficient operation of the Diagnostic Imaging department.

The incumbent must be able to function as a contributing member of the multi-disciplinary team as well as be able to work independently. The incumbent must have good judgment in making appropriate and quick decisions in a professional manner, especially during emergency situations or when dealing with difficult or distraught clients.

The incumbent must have strong organizational and interpersonal skills. The Sonographer often has to do very personal examinations while alleviating the client's anxiety.

Must be aware of the importance of confidentiality and follow the established policy of the HRHSSA.

The incumbent must practice safety precautions for lifting and moving heavy patients and equipment.

The incumbent must possess computer literacy and have knowledge of diagnostic imaging software.

The incumbent should have knowledge of PACS: enough to recognize when there are issues with images being transported to the server, and the ability to troubleshoot basic PACS issues i.e. no worklist on modality.

The incumbent must have the ability to control personal emotions or bias to whatever the situation might be; show confidence, common sense and analytical thinking as well as motivation for the profession.

The discipline, in a northern workplace, requires the incumbent to have an awareness and sensitivity to the cross-cultural needs of the clients. In a Diagnostic Imaging department without a Radiologist on-site, great demands are placed on the ability of the individual to work independently and provide expertise beyond the normal scope of these disciplines.

HRHSSA requirements: CPR, WHMIS, Fire training, Fire and Disaster Plan routines, Internet and e-mail application.

## **WORKING CONDITIONS**

Working conditions identify the **unusual and unavoidable** externally imposed conditions under which the work must be performed and which create hardship for the incumbent.

### **Physical Demands in Radiology:**

Moving heavy equipment and patients throughout the day. Must be able to move 50lbs	daily	3 – 5 hours	High
Lifting and assisting patients to move into specific positions during the sonographic assessment	daily	5 – 7 hours	Moderate
Bending, leaning and working in awkward Positions while on hard floors	daily	3 – 5 hours	High
<b>Physical Demands in Ultrasound:</b>			
Lifting and assisting patients to move into specific positions throughout scan Must be able to move 50lbs	daily	3 - 4 hours	Moderate
Must use fine movement of shoulder, hand and wrist while applying pressure on the transducer and patient – potential for Repetitive Stress Disorder	daily	3 - 4 hours	High
<b>Environmental Conditions</b>			
Exposure to communicable diseases, blood, body fluids, etc.	daily	7 hours	Moderate
Constant low level noise from equipment	daily	7 hours	Low
Scanning in dimmed lighting – potential for eye strain	daily	3 – 4 hours	Moderate
Scanning in a very warm room	daily	3 – 4 hours	High
<b>Sensory Demands</b>			
Use of combined senses of touch, sight and hearing throughout day	daily	7 hours	Moderate
The Sonographer must intensely study the small black and white screen while scanning patients with one hand and simultaneously using the other hand to adjust the equipment. Based on what is seen, the incumbent must make subtle moves (intense hand/eye coordination) to ensure the appropriate images are captured. The slightest move may result in missed pathological changes	daily	3 - 4 hours	High
The sonographer is required to palpate lumps on various parts of the body	daily	1 – 2 hours	Low
<b>Mental Demands</b>			
Patients coming in to the department are often very ill or have severe trauma. The incumbent may be exposed to death/dying or other emotionally disturbing experiences but must remain calm, controlled and professional plus demonstrate	This may not happen every day but the possibility		

compassion and quality care for the client, family and other health care team members	exists daily	24 hours	High
The Sonographer is required to perform very personal examinations (vaginal, scrotum, breasts) giving the patient anxiety. To deal with this may cause high levels of mental stress	weekly	2 - 4 hours	High

The incumbent has a significant lack of control over the work pace due to staff shortages, physicians' ordering and frequent interruptions that may lead to mental fatigue or stress. There is pressure to produce optimal images, which can be hampered by the patient's size, age, mental or physical condition, and lack of preparation or the inability to speak or understand English.

There is a great deal of pressure to help find an urgent diagnosis or to give an inquisitive patient an answer, which goes beyond our realm of expertise and authority.

The Sonographer is under considerable pressure to identify all pathological changes and ensure high quality images are produced, with no Radiologist for direction. This causes significant levels of mental stress and fatigue.

## **CERTIFICATION**



**Position Number:**

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Director/Chief Executive Officer Signature</p> <hr/> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

**“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**

Revised August 2014  
Editorial changes July 2015  
Scope, Logo, editorial - 2017