

UW HEALTH JOB DESCRIPTION

Ultrasonographer Lead

Job Code: 500017	FLSA Status: Non-Exempt	Mgt. Approval: Dr. Michael J. Tuite G. Greenwood	Date: June 2024
Department: Radiology		HR Approval: D. Ripp	Date: June 2024

JOB SUMMARY

The Ultrasonographer Lead is responsible for the daily operation of the Imaging Section. The incumbent is responsible for coordinating patient scheduling and daily work assignments and serves as a resource for Ultrasonographers. The Lead suggests changes in procedures, policies, and quality improvement, as well as coordinates training and development of the Imaging Specialists, keeping them advised of technological changes. The incumbent identifies cost savings and assures that technical operations stay within the targeted budget. In addition to departmental oversight, the Lead demonstrates mastery of all competencies.

The Ultrasonographer Lead is expected to perform Ultrasound imaging such as pelvic, abdominal, small parts and routine vascular examinations and may perform more complex imaging such as deep Doppler and guided interventional procedures such as biopsies and ablations as well as musculoskeletal ultrasound.

The incumbent records the images and relays a clinical impression as indicated. The results of these examinations are used to direct the course of patient care. The Ultrasonographer Lead has knowledge of abdominal, pelvic, obstetric, small parts, abdominal and peripheral vascular physiology, and disease.

The incumbent performs clinical examinations on adults, geriatric patients, adolescents, and pediatric age groups. The examinations are performed in a variety of locations including a level 1 trauma center and/or critical care facility. The incumbent has daily contact with professionals, patients and families and may assist other radiology modalities and/or clinical services.

The incumbent serves as a clinical instructor for affiliated sonography programs, and participates in the instruction of fellows, residents, and visiting physicians. The incumbent may also participate in clinical research and acts as a clinical resource for other staff.

The Ultrasonographer Lead regularly communicates and collaborates with the Radiology Manager regarding ultrasound procedures, policies, and quality improvement, as well as participates in orientation and development of the ultrasonographers. Upon request, the incumbent may provide input for annual performance appraisals and recruitment, evaluates students and assists the Manager with the coordination of holiday and call coverage. The Lead maintains site accreditations, is responsible for network (PACS) support and protocol development and monitors equipment and provides basic maintenance as needed.

MAJOR RESPONSIBILITIES

Team Lead Duties

- Coordinate, monitor, train, and serve as a technical resource.
- Assist Manager with daily lab operations as directed:
- Provide expertise in decision making, problem solving, and conflict resolution and lab operations.
- Act as a point of contact and resource for hospital staff, physicians, patients, and their families.
- Maintain supply and equipment inventories for the Ultrasound Division.
- Assist Manager with staff schedules, rotations and time off requests.
- Assist Manager with coordination of holiday and back up coverage.
- Maintain a quality assurance program for all scanning protocols and billing.
- Maintain accreditations for all sites.
- Meet with Manager to receive assignments, and to report on lab operations and project status.
- Provide input for hiring and performance evaluation of Ultrasound employees.
- Coordinate reconciliation of patient charges.
- Monitor inventory management system usage and recommend improvements.
- Arrange for service on Ultrasound devices.
- Develop and maintain protocols, updating as needed.
- Provide technical support and data to Medical Physicists during QA.

Direct Patient Care

- **Analysis and Communication**
 - Extract relevant information from patient record, tailors examination to indication and patient, selects proper supplies, equipment and settings. Consult with Radiologist when necessary.
 - Uses two patient identifiers prior to each exam.
 - Provide a concise and complete written and/or verbal preliminary impression to the radiologist following the study.
 - Adhere to established protocols including documentation of appropriate measurements
 - Interact appropriately with patient and all care providers, receiving and relaying all pertinent information
- **General Ultrasound**

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- Perform routine adult and/or pediatric general ultrasound examinations to include obstetrical, gynecological, abdominal, small parts
- May provide ultrasound guidance for interventional procedures, including general and targeted lesion tumor biopsies (abdominal and superficial)
- **Vascular Ultrasound**
 - Perform Gynecological, Obstetrical, Abdominal and small part Duplex Doppler studies to evaluate vascular anatomy and assess hemodynamics of these organ systems.
 - Perform venous and arterial examinations of arms and legs with color and pulse wave Doppler.
 - Perform other vascular examinations using color and pulse wave Doppler as requested.
- **Advanced Ultrasound**
 - Perform Musculoskeletal ultrasound and/or advanced interventional procedures and/or advanced vascular exams and or advanced pediatric exams

Duties Supporting Patient Care

- End procedures and bill ultrasound examinations and associated supplies in RIS and/or related computer systems.
- Prepare exam room for patients and ensure that needed supplies are available for each procedure.
- Meet the daily goals of the work group by prioritizing workflow for the care of outpatients and/or inpatients.
- Use a variety of ultrasound equipment and understands the capabilities and limitations of each piece of equipment.
- Is proficient with ancillary equipment used during Ultrasound procedures.
- Notify Team Lead Ultrasonographer or Manager of supply needs, equipment malfunction and necessary maintenance.
- Determines if additional technical support is required and follows the proper procedure for obtaining support.
- Adheres to established section and organizational protocols, QA guidelines and regulatory requirements.
- Clean, disinfect, and inspect equipment.
- Enter information into the Patient Safety Net.
- Use PACS and Health-Link (Epic) computer systems for patient care purposes

Other Duties as Assigned

- Support clinical and industry research activities on-site.
- Orient residents and medical students on diagnostic techniques used in the lab.
- Instruct Ultrasound students from affiliated sonography programs.
- Assist and instruct peers.

Other

- Other duties as assigned.
- Maintains licensure, certifications and ongoing CEUs for professional development on a timely basis.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Graduate of a School of Ultrasonography
	Preferred	Bachelor's degree in relevant field.
Work Experience	Minimum	Two (2) years of relevant clinical experience
	Preferred	Three (3) years of relevant clinical experience One (1) year of clinical experience in a leadership role.
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Registered by the American Registry of Diagnostic Medical Sonographers (RDMS) in a minimum of two concentrations: Abdomen, Ob/Gyn, Breast or Pediatric Sonography or Registered Vascular Technologist (RVT) • RVT credential within 30 months of hire, if not already acquired, or Minimum Qualifications Substitute (MQS) if in OBGYN department • CPR certification within 3 months of hire
	Preferred	<ul style="list-style-type: none"> • Registered by the American Registry of Diagnostic Medical Sonographers in a minimum of two concentrations listed above and RVT.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to effectively motivate and lead others • Self-motivated & directed with regard to increasing level of understanding and knowledge. • Ability to handle multiple tasks/projects and meet objectives and deadlines. • Effective oral and written professional communications skills. • Ability to demonstrate ethical and professional behaviors at all times. • Maintain patient confidentiality and privacy.

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- Ability to comply with all HIPAA requirements.
- Ability to use initiative and independent judgment.
- Ability to work independently.
- Excellent interpersonal skills with the ability to interact effectively with patients, families, healthcare professionals and equipment vendors.
- Knowledge regarding quality improvement and standards of care within practice area.
- Capable of demonstrating flexibility with demands of external/internal customers placed on operating functions of the department.
- Basic computer skills.
- Physical ability to lift and position patients and assist with patient transfers utilizing beds or stretchers.
- Understands/Demonstrates the UW Health mission, vision and values throughout job performance.
- Ability to work overtime as needed.
- Demonstrates critical care skills to patients with higher acuity. (ED, ICU, NICU, PICU, Intraoperative Neuro MR, OR)
- Coordinated care with sedated critical timing procedures including working with the general anesthesia team.
- Advanced registry in MSK and/or Pediatrics.
- Specialty skills in acute handling of pediatric patients < 8 years of age

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

x	Infants (Birth – 11 months)	x	Adolescent (13 – 19 years)
x	Toddlers (1 – 3 years)	x	Young Adult (20 – 40 years)
x	Preschool (4 – 5 years)	x	Middle Adult (41 – 65 years)
x	School Age (6 – 12 years)	x	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
x Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:	<ul style="list-style-type: none"> • Ability to transport patients from wheel chairs and stretchers. • Ability to sit/stand and remain in uncomfortable position for 		

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	<p>prolonged periods of time.</p> <ul style="list-style-type: none">• Hearing and visual acuity sufficient to perform ultrasound examinations, observe patients, read monitors and documents and hear equipment alarms.• Ability to work within a limited space and remain in uncomfortable positions.• Ability to transport mobile ultrasound equipment.
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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.