

{TEMPLATE}

JOB DESCRIPTION

ADVANCED CARDIAC SONOGRAPHER

A. REPORT RELATIONSHIPS

Reports to Director, (INSTITUTION NAME HERE)

B. JOB SUMMARY

(Defines the general, level, and purpose of the work performed by this job)

Under the general supervision of the Medical Director or Administrative Director of the Echocardiography Laboratory, responsible for the oversight of the cardiac sonographers, ensuring quality of performance. Functions as the clinical, technical leader/expert in Echocardiographic Imaging. Accountable for developing and implementing echocardiographic protocols following ASE and IAC Standards and Guidelines. Instructs, mentors, and evaluates staff in all aspects of echocardiography acquisition. Improves lab quality and efficiency through preparing preliminary echocardiography assessments; performing advanced echocardiographic exams, mentoring fellows, students, residents, and staff. Makes recommendations to Cardiac Administrative leadership regarding equipment and staffing needs. Provides education to Sonographers, students, other departments, agencies, and the public. Leads laboratory accreditation processes and actively participates in the Sonography component of research projects.

C. ESSENTIAL ACCOUNTABILITIES

(Reflects the job's main responsibilities and is not intended to be an exhaustive list of all duties performed; therefore, its content does not restrict management's right to assign or reassign duties and responsibilities to individuals in the job).

1. Responsible for the oversight of (INSTITUTION NAME HERE) echocardiographic services, ensuring quality of performance. Accountable for creation, oversight, and application of scanning protocols and quality measures following the guidelines of ASE or IAC.
2. Functions as the clinical, technical, Advanced Practice expert in Cardiac Sonographic Imaging for the Cardiology or Cardiovascular department.
3. Assess, plan, directs, and evaluates the technical, educations, and clinical professional development programs for assigned area to provide optimal patient care.
4. Works as an Advanced Cardiac Sonographer by providing preliminary clinical findings to the supervising physicians. Also provides valuable and timely preliminary clinical findings to the Cardiologists or Cardiac surgeons.
5. Acts as a clinical resource and mentor to staff. Facilitates the advancement of clinical practice within the echocardiography service line through individual or group educational plans and enhancement or remediation as indicated. Develops programs to educate and train new staff in new sonographic techniques, with focus on the echocardiographic laboratory including staff competencies.
6. Provides echocardiographic related education to (INSTITUTION NAME), cardiac sonography students, other departments, agencies, and the public as needed.

7. Assists department Directors with the budget process through human resource needs identification and makes recommendations regarding acquisition and implementation of new equipment, as well as plans for normal upgrading and replacement of Sonography related equipment.
8. Actively facilitates/coordinates Clinical Research investigation utilizing sonographic principles and imaging. If PhD credentialed, may act as the principle investigator in lieu of a physician.
9. Contributes to the annual performance evaluation process by providing competency assessments/evaluation to the area Supervisors relative to the technical expertise of the individual sonographers.
10. Works closely and collaboratively with department supervisor/manager to align clinical competency and education with expected employee accountability and department compliance for employee retention.
11. Ensures echocardiography functions are within compliance with professional Scope of Practice, accreditation and regulatory standards, Joint Commission and Title 22.
12. Facilitates staff and leadership team communication.
13. Performs other duties as assigned.

D. MINIMAL KNOWLEDGE AND SKILL REQUIREMENTS

KNOWLEDGE OF:

NUMBER OF KNOWLEDGE REQUIREMENTS: 5

- Knowledge of adult learning theory and teaching methodologies
- Safety policies and procedures
- Knowledge of hospital or department policies and functions of other departments
- Expert knowledge of related equipment and treatment methods
- Competent in all routine and advanced echocardiographic procedures.

SKILLS IN:

NUMBER OF SKILLS: 10

- Skilled communicator, presenter, facilitator and systems thinker.
- Demonstrated skills related to management, planning, budgeting, and quality improvement.
- Skills to both train staff and successfully gather information needed to streamline processing.
- Developing, implementing and maintaining policies and procedures.
- Ability to plan, organize, and direct the work of others.
- Promoting a teamwork environment that fosters quality and productivity.
- Excellent verbal and written communication, customer service, critical thinking and problem solving skills.
- Ability to remain professional, composed and analytical with customers and staff under trying circumstances.
- Interpersonal skills including oral communication. Diplomacy and human relation skills to build relationships with hospital staff, regulators and other contacted during the course of business.
- Demonstrated management skills to include delegating work, follow-up, coaching and administering human resources programs and policies.

E. EXPERIENCE AND EDUCATION

MINIMUM REQUIRED:

- Bachelor’s degree in Healthcare or related field and 8 years of clinical experience OR Graduate of a CAAHEP Accredited echocardiographic program and 8 years of clinical experience, OR credentialed Cardiac Sonographer with 10 years of clinical experience, or graduate of Advanced Cardiac Sonography Program and 5 years of clinical experience. Minimum of 3 years’ leadership experience in a hospital or dedicated echocardiographic laboratory setting. Experience in staff education development and implementation, quality improvement, program development and professional development.

PREFERRED:

- Master’s degree in a Healthcare related field. If job requires strong research focus, PhD in Healthcare related field to serve as Principal Investigator on sonography related research projects.

F. LICENSES/CERTIFICATIONS

MINIMUM REQUIRED:

- CCI (Cardiac Credentialing International) - Advanced Cardiac Sonographer, AND either American Registry of Diagnostic Medical Sonography – Registered Diagnostic Cardiac Sonographer or CCI – Registered Cardiac Sonographer. Current BLS certification.

G. AGE-SPECIFIC CEMPETENCIES – AGES SERVED

This position is responsible for assessing, managing, and treating age-related physiological, emotional and cognitive needs of the following age groups of patients:

X	Neonate (Birth-28 days)	X	School Age (6-13 years)	X	Late Adult (61-79 years)
X	Infant (29 days – 1 year)	X	Adolescent (14-18 years)	X	Late Late Adult (80+ years)
X	Toddler (1-3 years)	X	Early Adulthood (15-45 years)	X	N/A
X	Preschool (3-5 years)	X	Mid Adulthood (45-60 years)	X	

H. RISK OF EXPOSURE TO BLOODBORNE PATHOGENS

Check One:	Category:	Description:
	Category 1	Tasks involve exposure to blood, body fluids or tissues. The potential for spills or splashes of blood, body fluids, or tissues exists in job related tasks.
	Category 2	Usual tasks do not involve exposure to blood, body fluids or tissues, but job may require performing unplanned Category 1 tasks.
	Category 3	Tasks involve no exposure to blood, body fluids or tissues. Category 1 tasks are not a condition of employment.

I. PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

	Occasionally (Less than 25%)	Regularly (25%-50%)	Frequently (Greater than 50%)
Sitting	Occasionally		
Standing	Occasionally		
Walking	Occasionally		
Climbing	Occasionally		
Reaching	Occasionally		
Bending/Twisting	Occasionally		
Kneeling/Squatting	Occasionally		
Crawling	Occasionally		

J. WEIGHT REQUIREMENTS

	Lifting	Carrying	Pushing/Pulling
< 10 Pounds	0	0	0
11-25 Pounds	0	0	0
26-50 Pounds	N	N	R
51-75 Pounds	N	N	R
> 100 Pounds	N	N	R

K. ENVIRONMENTAL REQUIREMENTS

Significant Exposure to:	Yes/No
Hazardous Equipment	No
Dust	No
Fumes	No
Noise	No
Extreme Heat/Cold	No
Heights	No
Chemicals	No
Hospital Waste/Sewage	No

L. SPECIAL NEEDS

Motion:	Left/Right/Both/Not Applicable
Power Hand Usage	N/A
Repetitive Hand Motion	Both
Power Foot Usage	N/A
Repetitive Foot Motion	N/A