



Career Service Authority
Cardiac Sonographer

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GENERAL STATEMENT OF CLASS DUTIES

Performs complete, targeted, or stress echocardiographs for diagnostic purposes using a combination of ultrasound (ECHO), electrocardiographs (EKG), and treadmill testing.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Performs cardiac ultrasound examinations to assist physicians in treatment planning and surgical procedures.

Calculates all necessary parameters for diagnostic purposes and for procedures performed, such as pericardial taps and heart biopsies, and submits studies to physician for interpretation.

Sets up, checks equipment for stress testing, and administers exercise test to patients.

Performs patient arrhythmia scanning, and related examinations.

Obtains patient history, answers patient questions, and explains procedures.

Enters demographics, test results and interpretations, and billing data into the computer.

Some positions may be required to insert intravenous lines in patients, or perform emergency care on patients as needed.

Maintains established departmental policies and procedures quality improvement, safety, environmental and infection control standards.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: maintaining body equilibrium to prevent falling over
Eye/Hand/Foot Coordination: performing work through using two or more
Feeling: perceiving attributes of objects by means of skin receptors
Fingering: picking, pinching or otherwise working with fingers
Handling: seizing, holding, grasping or otherwise working with hand(s)
Hearing: perceiving the nature of sounds by the ear
Pulling: exerting force on an object so that it is moving to the person
Pushing: exerting force upon an object so that the object is away
Reaching: extending the hand(s) and arm(s) in any direction
Repetitive Motions: making frequent movements with a part of the body
Sitting: remaining in the normal seated position
Talking: expressing or exchanging ideas by means of spoken words

Working Environment:

Contact with patients under wide variety of circumstances
Exposed to infections and contagious disease
Exposed to risk of blood borne disease
Exposed to unpleasant elements (accidents, injuries and illness)
Handles emergency or crisis situations
May perform emergency care
Occasional pressure due to multiple calls and inquiries
Requires judgment/action which could result in death of patient
Subject to many interruptions
Subject to varying and unpredictable situations

Education Requirement:

Completion of a two-year hospital or college program in Non-Invasive Cardiology approved by the American Medical Association.

Experience Requirement:

None

Education/Experience Equivalency:

Additional appropriate experience may be substituted for the minimum education requirement.

Licensure and/or Certification:

Registration as a Sonographer in a subspecialty appropriate to the position by the American Registry of Diagnostic Medical Sonographers by completion of the probationary period.

Requires certification in CPR and First Aide at time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Janell Flaig

REVISED DATE: 11/01/2009

REVISED BY: Blair Malloy

CLASS HISTORY 11/2009 - This class was revised, competencies and distinguishing characteristics added, and placed in new template.