



Career Service Authority  
Senior Cardiac Sonographer

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**GENERAL STATEMENT OF CLASS DUTIES**

Performs the duties of a Cardiac Sonographer and provides administrative support to the department.

**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 but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

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

***Level of Supervision Exercised:***

Leads two or more employees.

## ESSENTIAL DUTIES

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

Performs all non-invasive tests and conducts routinely scheduled studies.

Calculates all necessary parameters for diagnostic purposes and submits studies to physicians for interpretation.

Schedules and checks equipment for stress testing and administers stress tests to patients.

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

Enters demographics, billing information, and data for physician reports into computerized data systems for patient billing and physician reports and maintains records on the completeness of reports.

Assists in the maintenance of established departmental policies, procedures, objectives, quality assurance, safety, environmental, and infection control standards.

Maintains Quality Review and Improvement (QRI) records for non-invasive procedures.

Evaluates various types of equipment from a variety of vendors and prepares recommendations for the purchase of capital equipment.

Interfaces with the Biomedical Engineering Department concerning purchases, maintenance, and maintenance contracts for equipment.

Provides training and cross coverage for the department.

Performs other related duties as assigned or requested.

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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.

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## 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.

Knowledge of cardiac anatomy and physiology sufficient to be able to position and monitor patients and administer tests.

Skill in using cardiac ultrasound equipment.

Skill in obtaining patient histories.

**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 sufficient noise to cause distraction or possible hearing loss.  
Exposed to atmospheric conditions that affect the skin or respiratory system.  
Exposed to hazards from electrical/mechanical/power equipment  
Exposed to infection from disease-bearing specimens  
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  
Requires judgment/action which could result in death of patient  
Subject to long irregular hours  
Subject to many interruptions  
Subject to varying and unpredictable situations

***Education Requirement:***

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

***Experience Requirement:***

One year of experience of the type and at the level of Cardiac Sonographer.

***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.

By position, possession of a valid driver's license at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Patricia Anderson

***REVISED DATE:*** 11/01/2009

**REVISED BY:** Meredith Creme

**CLASS HISTORY** 11/2009: The class specification was updated and placed into the new class specification format.