



## Career Service Authority

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# Ultrasound Technologist Supervisor

### GENERAL STATEMENT OF CLASS DUTIES

Supervises ultrasound technologists and performs ultrasound examinations.

### DISTINGUISHING CHARACTERISTICS

This class is used at Denver Health Medical Center and is being maintained for promotional purposes.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

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

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

#### ***Interpersonal Communications and Purpose:***

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

#### ***Level of Supervision Exercised:***

Supervises two or more Ultrasound Technologists.

## ESSENTIAL DUTIES

Supervises technologists in the performance of examinations and completes exam follow-ups to ensure the effective delivery of services.

Performs two dimensional ultrasonic patterns and positive pictures of internal organs to assist physicians in treatment planning and surgical procedures.

Performs ultrasound examinations on expectant mothers to determine condition of fetus.

Explains procedures to patients, answers patient's questions, and maintains records of examinations and other pertinent information on patients.

Checks equipment, supplies, and accessories on a regular basis and requests and orders supplies as necessary to keep materials on hand at all times.

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

Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops the performance enhancement plan, documents performance, provides performance feedback, formally evaluates the work of the employee, and provides reward and recognition for proper and efficient performance. Develops and implements training and development plans and opportunities for subordinate staff.

Encourages and guides others toward goals.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

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** - Displays a high standard of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

**Problem-Solving** - Identifies and analyzes problems using sound reasoning to draw conclusions and finds alternative solutions to complex problems by distinguishing between relevant and irrelevant information to make logical judgments.

**Written Communication** - Expresses facts and ideas in writing in a succinct and organized manner.

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

**Leadership** - Inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff, adapts leadership styles to various situations, and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

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

**Supervising a Diverse Workforce** - Implements diversity policies for subordinate staff, supports opportunities to recruit, develop, and retain a diverse workforce, and promotes teamwork, acceptance, and productivity among diverse persons.

**Interpersonal Skills** - Considers and responds appropriately to the needs, feelings, and capabilities of others, and adjusts approaches to suit different people and situations.

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

**Self Management** - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

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

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Knowledge of supervisory principles and practices sufficient to be able to perform the elements of supervision.

**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 hands.  
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.  
Sitting: remaining in the normal seated position.  
Talking: expressing or exchanging ideas by means of spoken words.  
Lifting: raising or lowering an object up to 10 pounds.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.  
Depth Perception: ability to judge distance and space relationships.  
Near acuity: ability to see clearly at 20 inches or less.

**Working Environment:**

Contact with patients under wide variety of circumstances.  
Exposed to infections and contagious disease.  
Exposed to risk of blood borne diseases.  
Exposed to unpleasant elements (accidents, injuries and illness).  
Handles absentee replacement on short notice.  
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:**

Two years of experience performing ultrasound examinations.

**Education/Experience Equivalency:**

Additional appropriate education may be substituted for the minimum experience requirement

**Licensure and/or Certification:**

Completion of a Career Service Authority supervisory training courses prior to completion of the probationary period.

Registration as a Sonographer in a subspecialty appropriate to the position by the American Registry of Diagnostic Medical Sonographers at time of application.

## CLASS DETAIL

**FLSA CODE:** Exempt

**ESTABLISHED DATE:** 9/16/1995

**REVISED DATE:** 12/13/09

**REVISED BY:** Patricia Anderson

**CLASS HISTORY** 12/13/09: This class was revised and updated and placed in the new class specification format.