



Career Service Authority  
Ultrasound Technologist

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**GENERAL STATEMENT OF CLASS DUTIES**

Performs ultrasound procedures to assist physicians in the diagnosis and treatment of patients.

**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 factual information relative to the organization or its functions is relayed and/or provides a service according to established procedures or instructions.

***Level of Supervision Exercised:***

No supervisory responsibility.

**ESSENTIAL DUTIES**

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.

Sets up and checks equipment, and notifies supervisor of equipment malfunctions.

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

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

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.

**Attention to Detail** - Is thorough when performing work and conscientious about attention to detail.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other 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.

**Memory** - Recalls information that has been presented previously.

**Eye-Hand Coordination** - Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

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

**Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); listens to others, attends to nonverbal cues, and responds appropriately.

**Technology Application** - Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

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

Knowledge of anatomy sufficient to be able to position patients and locate anatomical area to be imaged.

Knowledge of equipment sufficient to be able to determine operational adequacy and to distinguish between operator error and equipment malfunction.

Knowledge of the techniques, practices, and materials specific to the assigned area sufficient to be able to conduct the appropriate tests.

Knowledge of departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency.

Skill in using equipment and instruments common to ultrasound technology.

Skill in performing ultrasound examinations of patients/clients.

Skill in maintaining equipment and supplies utilized in the specific area.

Skill in obtaining patient histories.

Skill in communicating and presenting factual information related to the work assignments.

Skill in establishing and maintaining effective working relationships with other employees and the public.

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

Eye/Hand/Foot Coordination: Performing work through using two or more

Feeling: Perceiving attributes of objects by means of skin receptors

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

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 patient elements.

Exposed to risk of blood borne diseases.

Exposed to unpleasant elements (accidents, injuries and illness)

Occasional pressure due to multiple calls and inquiries

Subject to many interruptions

***Education Requirement:***

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

***Experience Requirement:***

None.

***Education/Experience Equivalency:***

None.

***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.

**CLASS DETAIL**

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

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

***ESTABLISHED BY:*** Janell Flaig

***REVISED DATE:*** 10/25/2009

***REVISED BY:*** Paul Wiberg

***CLASS HISTORY*** 10/2009. Competencies added. Put into a new format.