

MEDICAL SONOGRAPHER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4616	Medical Sonographer I	02	447	6 mo.	04/15/05
4617	Medical Sonographer II	02	447	6 mo.	04/15/05
4618	Medical Sonographer III	02	447	6 mo.	04/15/05

Promotional Line: 63

Series Narrative

Medical Sonographers operate specialized equipment that transmits high frequency, ultrasound waves in order to produce images of the areas scanned. Sonographers in this series primarily scan abdominal and pelvic areas of the body (such as the spleen, liver, pancreas, uterus, kidneys, or thyroid).

DESCRIPTION OF LEVELS OF WORK

Level I: Medical Sonographer I

4616

Employees in positions allocated to this level of the series administer standard ultrasound scans of patients and perform other basic duties related to the examination.

A Medical Sonographer I typically –

1. schedules patients for ultrasound scans.
2. positions patients for scans; sets up and adjusts equipment for each scan.
3. performs standard scans (such as routine kidney or lower abdomen scans) and ensures that they provide physicians with required information.
4. assists higher level sonographers in clinical training of medical, sonography, and radiologic technology students and radiology residents in the performance of standard scans.
5. assists senior sonographers, radiologists, and/or physicians in more complex examinations.
6. prepares, updates, and files records of procedures performed and related materials; collects studies or materials for teaching or referral purposes; copies reports for use by higher level sonographers.
7. prepare preliminary reports for physicians' review.
8. performs other related duties as assigned.

Level II: Medical Sonographer II**4617**

Employees in positions allocated to this level of the series administer ultrasound procedures that require delicate or exacting steps and seasoned judgment.

A Medical Sonographer II typically –

1. administers and monitors scans (such as upper abdomen, liver, and pancreas; or those which differentiate pathology).
2. interprets scans and ensures that they provide physicians with required information.
3. distributes and explains ultrasound scan records to staff members.
4. trains staff members in scanning procedures and techniques; explains principles of ultrasound technology to students and staff.
5. assists with advanced or highly technical scans.
6. maintains medical records, records of ultrasound procedures performed, and others as required.
7. performs minor maintenance and repair of equipment (such as ultrasound equipment and video tape recorders).
8. provides technical assistance to researchers conducting studies using ultrasound techniques.
9. performs the duties of a Medical Sonographer I as needed.
10. performs other related duties as assigned.

Level III: Medical Sonographer III**4618**

Employees in positions allocated to this level of the series supervise an ultrasound laboratory; train or advise students or staff in ultrasound procedures; and perform advanced ultrasound procedures.

A Medical Sonographer III typically –

1. coordinates the operations of an ultrasound laboratory, develops and implements of procedures and technical operations used in the laboratory; evaluates of current procedures and operations
2. performs advanced ultrasound procedures (such as biopsy scans; additional scanning of patients with pathology; or test-scanning objects for quality assurance, calibration, or alignment).
3. assists medical personnel in conducting research into new ultrasound techniques and technology.
4. monitors the operation and calibration of laboratory equipment; makes moderate repairs; defines and arranges for more complex repairs when needed.
5. supervises and trains staff in established procedures; this may include:
 - a. assigning directing, scheduling, checking, and evaluating the work of staff; selects employees in conjunction with supervising physician

- b. training sonography staff in established ultrasound procedures or new procedures being implemented in the laboratory; advising them on individual examinations as needed
 - c. orienting, supervising, and evaluating the performance of students or residents in ultrasound procedures in the laboratory
 - d. explaining ultrasound techniques to medical or paramedical staff receiving in-service training in sonography
 - e. assisting in discipline and/or termination of employees.
6. manages the operations of the unit; this may include:
- a. reviewing, arranging, and making changes in patient examination schedule, as necessary
 - b. assuring completion of patient records, patient billing, requisitions, and vouchers
 - c. preparing daily and monthly reports on procedures performed in the laboratory
7. performs the duties of a Medical Sonographer II as needed.
8. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Medical Sonographer I

4616

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

(A) Associate Degree in Diagnostic Medical Sonography

OR

(B) Possession of Registered Diagnostic Medical Sonographer (RDMS) credentials

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

- 1. knowledge of conventional ultrasound diagnostic equipment producing static images
- 2. knowledge of terminology and techniques used in diagnostic medical sonography
- 3. knowledge of real-time equipment used in diagnostic medical sonography
- 4. knowledge of sectional and cross-sectional anatomy
- 5. ability to keep records and write reports
- 6. ability to work effectively with patients and their families, medical staff, and others

7. ability to follow oral and written instructions
8. ability to read and interpret patient's clinical history
9. ability to perform standard scans
10. manual dexterity

Level II: Medical Sonographer II**4617****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. (A) Associate Degree in Diagnostic Medical Sonography

OR
(B) Possession of Registered Diagnostic Medical Sonographer (RDMS) credentials
2. Two years of experience performing duties comparable to those of the first level of this series, of which one year included the operation of real-time equipment

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. knowledge of cross-sectional anatomy, physiology, and pathology as related to real-time equipment
2. skill in the operation and maintenance of standard ultrasound equipment
3. ability to produce specialized non-routine ultrasound recordings (such as those on obese patients or organs that are diseased or obscure)
4. ability to examine and evaluate technical aspects of complex ultrasound scans
5. ability to operate advanced ultrasound equipment
6. ability to interpret requests and instructions from medical staff
7. ability to train technologists and medical, sonography, and radiologic technology students in scanning and operational technique of equipment in a clinical setting
8. ability to perform minor repair on equipment

Level III: Medical Sonographer III**4618****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. (A) Associate Degree in Diagnostic Medical Sonography

OR

- (B) Possession of Registered Diagnostic Medical Sonographers (RDMS) credentials
2. Four years of diagnostic medical sonography experience, of which two years were comparable to that gained at the second level of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. extensive knowledge of pathology reflected in ultrasound scans
2. knowledge of how to calibrate ultrasound equipment
3. ability to produce complex and specialized scans (such as those performed on critically ill and post-surgery patients)
4. ability to examine and evaluate technical aspects of advanced ultrasound scans
5. ability to perform administrative duties
6. supervisory ability
7. ability to instruct medical, sonography, and radiologic technology students and/or staff in such subjects as ultrasound physics, ultrasound anatomy, pathology, or administrative duties in a clinic or classroom setting
8. ability to perform minor to moderate repairs on ultrasound equipment