

Echocardiogram Technologist Job Description



Position Title: Echocardiogram Technologist

Reports to: Diagnostic Center Supervisor

Job Status: Full-Time

FLSA Status: Non-Exempt

Positions Supervised: None

Position Summary: The Echo Tech uses high frequency sound waves (ultrasound), and other noninvasive echocardiography testing equipment, to produce images. These procedures require specialized knowledge and skills in support of the provision of diagnostic and/or therapeutic services to a specified patient population. Perform echocardiogram procedures for diagnostic purposes. Follow established requirements and regulations to ensure patient care and safety.

Essential Functions:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Perform imaging and non-imaging evaluations which may include echocardiography.
- Obtains patient history, explains procedures to patient, addresses patients' concerns, and follows established pre-screening policy and procedure.
- Determines appropriate methodology and techniques to use; arranges immobilization and/or support devices for proper patient positioning; selects appropriate imaging device.
- Prepares patient for echocardiography procedures, positions patient as appropriate for prescribed procedure, and assists patients at completion of procedure.
- Uses good judgment when determining if the procedure was sufficient for proper diagnoses, or if additional imaging procedures are needed.
- Provides images, data analysis, and patient information to the physician for diagnostic interpretation.
- Prepares facilities in accordance with procedural requirements; calibrates equipment as required by the institution.
- Monitors the patient's physical condition during the course of the procedure; report patient change of status or emergency situations to clinical staff, supervisor and/or cardiologist.
- Recognize abnormal rhythms and immediately notify Physician or appropriate clinical staff.
- Maintain accurate patient documentation, including computerized documentation.
- Performs general office duties: maintains stock supplies, assists administrators in determining quantities for purchase, records procedure codes for billing purposes, and scheduling patients.

- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Troubleshoot equipment and document errors or equipment malfunctions; escalate issues and concerns to supervisor.
- Maintain adequate sonographic and supplies.
- Perform all other duties as assigned.

Competencies:

- Accuracy – Ability to perform work accurately and thoroughly.
- Communication – Ability to communicate effectively verbally and in writing.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.
- Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

Education and Experience:

- High school diploma or equivalent required
- Associate's Degree or higher preferred
- Knowledge with a solid foundation in Echocardiography. Twelve months of accumulated experience within the last three years in a comparable job classification preferred, may be required.

Certification and Licensure:

- ARDMS registered in Adult Echocardiography (RDCA) or CCI Echocardiography (RCS)

Work Environment:

- Environmentally controlled medical office environment
- Fast paced environment with occasional high pressure or emergent situations
- Exposure to radiation which is minimized by the use of Personal Protective Equipment (PPE) such as protective lead aprons, gloves and other shielding devices and monitored by radiation badges
- Possible exposure to bodily fluids, infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a medical office environment
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

Physical Demands:

- Physical Demands- Stooping, turning, bending, squatting, kneeling; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.
- Frequent standing, walking, grasping, carrying, reaching, bending, stooping and speaking
- Occasional sitting

- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed
- May need to lift or turn patients who are disabled, with assistance if needed
- Frequent use of computer, keyboard, copy and fax machine and phone

CVFP has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors, managers, directors or officers as deemed appropriate. This document does not represent a contract of employment, and CVFP reserves the right to change this job description and/or assign tasks for the team member to perform, as CVFP may deem appropriate.

Team Member Signature: _____

Date: _____

Implementation Date: 6/17