



SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

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MODEL JOB DESCRIPTION: LEAD SONOGRAPHER

POSITION SUMMARY

The Lead Sonographer functions as a healthcare provider who, working under the delegated authority of the supervising physician, serves as a medical imaging professional who provides clinically relevant information to assist the physician with the diagnosis and treatment of patients. The Lead Sonographer role and responsibilities includes the supervision of sonography staff as well as professional development oversight of sonography staff. The Lead Sonographer activities are performed consistent with their education and training, and in accordance with facility policies and procedures and applicable professional standards.

The Lead Sonographer essential functions are categorized as:

- **Primary Responsibilities** (core competencies and/or skills that typify the work of the Lead Sonographer); and
- **Other Responsibilities** (optional functions that may also be required of the Lead Sonographer).

QUALIFICATIONS

Qualifications for the Lead Sonographer position include:

- Extensive sonography education, training, and experience in the specialty area(s) to be performed.
- Extensive clinical experience in providing sonography services and demonstrated ability to mentor and support staff sonographers.
- Demonstrated competence in the specialty area(s) to be performed, including sonographer certification by the American Registry for Diagnostic Medical Sonography (ARDMS), American Registry of Radiologic Technologists (ARRT), or Cardiovascular Credentialing International (CCI).
- Demonstrated commitment to professional growth and lifelong learning (e.g., continuing medical education in the specialty area(s) performed, higher education, research, staff training, etc.).
- Demonstrated proficiency with computer skills and software programs for documentation activities and report generation.
- State sonographer licensure, where applicable.

ESSENTIAL FUNCTIONS

PERFORMANCE OF SONOGRAPHY

Primary Responsibilities

- Prepare exam room and ultrasound equipment to conduct sonography examinations in accordance with infectious disease, sterilization, and patient safety protocols, policies, and procedures.
- Assume responsibility for the safety of the patient during the sonographic examination.
- Review patient medical history and supporting clinical information.
- Ensure that the sonography examination order is complete, contains relevant information, and meets the standard of “medical necessity.”
- Evaluate any contraindications, insufficient patient preparation, and the patient’s inability or unwillingness to tolerate the examination and associated procedures.
- Communicate with the patient in a manner appropriate to the patient’s ability to understand.
- Use proper patient positioning tools, devices, equipment adjustment, and ergonomically correct scanning techniques to ensure patient comfort and safety, and to prevent compromised data acquisition or musculoskeletal injury to the sonographer.
- Conduct patient clinical assessment and perform the diagnostic medical sonography examination ordered by the supervising physician in accordance with professional and facility protocols.
- Apply independent, professional, ethical judgment, and critical thinking to safely perform diagnostic sonography procedures.
- Apply independent judgment during the sonography examination to ensure that appropriate anatomical, pathological, and clinical conditions are accurately captured in the examination images.
- As necessary, acquire additional ultrasound imaging to facilitate optimum diagnostic results for the interpreting physician.
- Identify and document any limitations to the sonography examination.
- Review examination images, synthesize examination results, and prepare preliminary findings.
- Except as authorized by written facility policies and procedures, refer specific diagnostic, treatment or prognosis questions to the appropriate physician or healthcare professional.

- Maintain patient privacy and confidentiality in accordance with privacy laws (e.g., HIPAA) and facility policies, and procedures.
- Adhere to accepted professional and ethical standards.
- Provide patient services consistent with the Scope of Practice and Clinical Standards for the Diagnostic Sonographer.
- Provide preliminary reports of sonography examinations for use by the interpreting physician.
- Assist with the daily operation of the sonography facility.

Other Responsibilities

- Support the interpreting physician by contributing technical impressions and professional knowledge to facilitate the completion of the final diagnostic report.

EQUIPMENT USE AND MAINTENANCE

Primary Responsibilities

- Perform quality control procedures to ensure that the ultrasound equipment operates at optimal levels.
- Exercise responsibility to ensure that the ultrasound equipment is functioning accurately.
- Assume responsibility for the preventive maintenance program for ultrasound equipment.
- Ensure that appropriate ultrasound equipment is secured and provide opportunities for staff input during the equipment selection and purchasing process.
- Provide education and training to sonographers in the utilization of new equipment features/benefits and scanning techniques.

DOCUMENTATION AND REPORTING

Primary Responsibilities

- Document any incidental findings that might impact patient safety or patient care and provide that information to the interpreting physician.
- Exercise responsibility for the maintenance and accuracy of facility reports, database records and logs.
- Provide oversight of the system management for the Picture Archiving and Communication System (PACS).

SUPERVISION AND MANAGEMENT

Primary Responsibilities

- Provide general supervision and evaluation of the sonographer staff.
- Ensure staff compliance with clinical and operational protocols, policies, and procedures.
- Ensure that sonographers have timely access to supplies and logistical support.
- Exercise responsibility for the direct supervision of staff sonographers.
- Exercise responsibility for the day-to-day operation of sonography services within the facility.
- Provide input for the performance assessment of staff sonographers.
- Assist the Sonography Manager with the orientation and training of new staff.
- Assist with the direction and guidance for departmental workflow.
- Assist with workload scheduling.
- Assist the Sonography Manager with the preparation and management of the facility budget.

Other Responsibilities

- Assist with planning new staff orientation and training.
- Assist Sonography Manager to ensure that staff professional education requirements are met and maintained, including applicable licensure, certification, and/or accreditation standards.
- Assist with developing new approaches for patient care services.

QUALITY ASSESSMENT/QUALITY IMPROVEMENT

Primary Responsibilities

- Ensure that the sonography examination results meet the facility standard for Quality Assurance before findings are released for interpretation.
- Provide oversight for the assessment of sonography examinations performed within the facility for technical and image quality, and accuracy.
- Function as the clinical, technical leader/expert in sonography imaging within the facility.

Other Responsibilities

- Assist in carrying out Quality Assurance protocols and Quality Improvement measures within the facility.
- Assist with the pursuit and maintenance of cutting edge technical and clinical updates.

PROFESSIONAL DEVELOPMENT

Primary Responsibilities

- Assist with the mentoring and professional development of sonography staff.
- Provide oversight for the staff continuing education program to ensure that professional knowledge, expertise, and skills are maintained.

Other Responsibilities

- Assist with the coordination of any research projects that involve sonography staff.

HEALTH CARE TEAM INTERACTION

Primary Responsibilities

- Establish and maintain collaborative working relationships with co-workers, administrators, and members of the health care team.

Other Responsibilities

- Assist with the education and training of sonography students and physician residents.