



SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

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MODEL JOB DESCRIPTION: SONOGRAPHY MANAGER

POSITION SUMMARY

The Sonography Manager functions as a highly experienced sonographer, working under the delegated authority of the supervising physician, and is responsible for the overall daily management of the sonography department. The Sonography Manager's role and responsibilities extend beyond those of a Staff or Lead sonographer and are focused on providing leadership to ensure the delivery of safe and efficient patient care. The Sonography Manager's activities are performed in accordance with facility policies and procedures and applicable professional standards.

The Sonography Manager essential functions are categorized as:

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

QUALIFICATIONS

Qualifications for the Sonography Manager position include:

- Extensive sonography education, training, and experience in the specialty area(s) to be performed.
- Extensive experience in the supervision of 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). Where available, advanced sonographer certification should be acquired.
- Demonstrated commitment to professional growth and lifelong learning (e.g., continuing medical education in the specialty area(s) performed, higher education, research, writing, speaking, 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 sonography examination.
- Review patient medical history and supporting clinical information.
- Ensure the sonography examination order is complete, contains relevant clinical 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 or 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 and musculoskeletal injury to the sonographer.
- Conduct patient clinical assessment and perform the sonography examination ordered by the supervising physician in accordance with professional and facility protocols.
- Apply independent, professional, and ethical judgment in the sonography examination to ensure that appropriate anatomical, pathological, and clinical conditions are accurately captured in the examination images.
- As necessary, acquire additional images to facilitate optimum diagnostic results for the interpreting physician.
- Identify and document any limitations to the sonography examination.
- Review examination images, synthesize sonography examination results, and prepare the 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 applicable professional and ethical standards.

- Provide patient services consistent with the Scope of Practice and Clinical Standards for the Diagnostic Sonographer.
- Provide preliminary report of sonography examination for use by the interpreting physician.
- Support the interpreting physician by contributing technical impressions and professional knowledge to facilitate the completion of the final diagnostic report.
- Provide leadership in the daily operation of the sonography facility.

EQUIPMENT USE AND MAINTENANCE

Primary Responsibilities

- Ensure that ultrasound equipment is functioning properly.
- Provide education and training to sonographers in the utilization of new equipment features/benefits or scanning techniques.
- Ensure appropriate ultrasound equipment is available and provide opportunities for staff input during the equipment selection and purchasing process.
- Responsible for the preventive maintenance program for ultrasound equipment.

Other Responsibilities

- Perform quality control procedures to determine that ultrasound equipment operates at optimal levels to ensure patient safety.

DOCUMENTATION AND REPORTING

Primary Responsibilities:

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

SUPERVISION AND MANAGEMENT

Primary Responsibilities

- Responsible for day-to-day operation of sonography services within the facility.
- Ensure staff compliance with clinical and operational protocols, policies, and procedures.

- Ensure that sonographers have timely access to equipment, supplies, and logistical support.
- Ensure that all staff meet appropriate certification and accreditation standards.
- Responsible for staffing selection, addressing performance issues, and staff terminations in accordance with facility policy and procedure.
- Provide general supervision and evaluation of staff.
- Plan orientation and training of new sonographers and ancillary staff.
- Responsible for the preparation and management of the facility budget.
- Exercise responsibility for sonography team building, morale, and performance.
- Provide leadership and direction in developing new approaches for patient care services.
- Provide direction and guidance for departmental workflow.
 - Responsible for workload scheduling.
 - Develop and manage the laboratory budget and operational reports.

Other Responsibilities

- Provide oversight of clinical placement for student sonographers.

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.
- Work with the supervising physician to ensure quality patient care.
- Function as a technical or clinical leader/expert in sonography.
- Accountable for the creation, oversight, and implementation of scanning protocols and quality control activities.
- Provide technical, image quality, and accuracy oversight for the assessment of sonography examinations.
- Ensure that appropriate accreditation is secured and maintained.
- Carry out quality assurance protocols and quality improvement measures.

Other Responsibilities

- Provide re-scanning support to staff sonographers, when appropriate.
- Pursue and maintain cutting-edge technical and clinical updates.

PROFESSIONAL DEVELOPMENT

Primary Responsibilities

- Responsible for the mentoring and professional development of staff.
- Ensure that staff professional education requirements are met and maintained, including applicable licensure, certification, and/or accreditation standards.

Other Responsibilities

- Responsible for coordinating sonography research projects.
- Provide oversight for the staff continuing education program to ensure professional knowledge, expertise, and skills are maintained.

HEALTH CARE TEAM INTERACTION

Primary Responsibilities

- Establish and maintain collaborative working relationships with co-workers, administrators, and other members of the health care team. Assist in the education and training of sonography students and physician residents.
- Serve as the representative and advocate with other internal or external members of the health care team.