

**FLORIDA HEART ASSOCIATES, PL
NON-INVASIVE IMAGING DEPARTMENT
ECHO/VASCULAR SONOGRAPHER**

JOB TITLE: Cardiac/Vascular Sonographer

REPORTS TO: Director - Non-Invasive Imaging

JOB CLASSIFICATION: Non-exempt

GENERAL DUTIES: Performs echocardiography and vascular procedures and associated calculations, measurements, and enters charges into EMR.

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Involves working under stressful conditions. Involves minimal exposure to communicable diseases, bodily fluids and occasional exposure to patients injected with radioactive pharmaceuticals.

ESSENTIAL DUTIES: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

1. Performs high-quality echocardiograms and Vascular procedures with associated measurements and calculations as established by the Medical Director of the Echo/Vascular Department.
2. Evaluates abnormal pathology and notifies physician of any life-threatening or relevant test data and/or condition.
3. Reviews procedures with physicians and Medical Director as needed or requested.
4. Handles all clerical duties associated with the echo/vascular department including preparation of studies for review, logging, archiving, entering charges into EMR and CD duplication as requested.
5. Troubleshoots equipment, arranges with the department manager for service and performs routine maintenance such as cleaning of probes, machine surfaces and filters.
6. Participates in quality assurance activities.
7. Management may add or reassign additional duties and responsibilities to this position at any time.

MENTAL REQUIREMENTS:

- Ability to perform in a fast-paced environment.
- Ability to prioritize duties.
- Ability to communicate clearly and effectively with co-workers and patients.
- Skill in establishing and maintaining effective working relationships with patients, medical staff, and the public.
- Knowledge of patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Skill in maintaining department quality assurance.
- Ability to react calmly and effectively in emergency situations.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Ability to utilize computer knowledge and skills to enhance job performance.
- Ability to perform duties at satellite locations as assigned.

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EXPERIENCE: Minimum of one (1) year of experience required.

CERTIFICATION/LICENSE: RDCS or RVT with ARDMS
RCS or RVS with CCI
BLS certification

Employee Signature

Date

Manager Signature

Date