

I. DESCRIPTION OF WORK

Positions in this banded class perform skilled technical work in the administration of specialized procedures/studies used for the diagnosis and treatment of patients* - ultrasound, cardiac graphics and nuclear medicine. These positions perform diagnostic testing in a variety of clinical settings. Duties performed include: taking, developing, and interpreting test results for physician review; summarizing and communicating technical findings; and using and maintaining technical equipment effectively. Work involves working directly with patients - preparing patients for procedures, positioning patients and providing instruction. Work may include training and/or supervising others.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level perform basic ultrasound, cardiac graphics and nuclear medicine procedures/studies. Positions are responsible for preparing the patients, adjusting conditions to achieve acceptable results, recording results, and preparing a summary of technical findings. Positions present and discuss results with the provider. Work may include training and monitoring of students.</p>	<p>Positions at this level perform more complex and/or specialized ultrasound, cardiac graphics and nuclear medicine procedures/studies. Positions are responsible for assisting others in interpreting results, monitoring safety and health control procedures, maintaining equipment, maintaining supply inventory, assisting in scheduling, and evaluating new radiological procedures, equipment, and methods. Work includes instruction of students and training of new employees. Positions may serve as lead worker and/or assist supervisor in human resources functions.</p>	<p>Positions at this level perform more complex and/or specialized ultrasound, cardiac graphics and nuclear medicine procedures/studies. Positions at this level supervise others and coordinate activities in a department or section. Work includes training, evaluating and counseling others. Work may include developing and delivering educational programs for staff and students.</p>

III. COMPETENCIES

Competency	Definition
Knowledge - Technical	Technical skill and knowledge in medical diagnostic technician work; the ability to learn medical diagnostic techniques.
Coordination - Work	Ability to follow specific procedures and instructions. Ability to perform routine tasks. Ability to check work for accuracy. Ability to coordinate and maintain equipment, supplies and related resources.
Patient Care	Ability to work with patients in a clinical or medical setting.
Data Collection/Analysis	Ability to observe, monitor, collect, and record data. Ability to assess the accuracy, validity and integrity of the data. Ability to monitor and collect research data to assess accuracy, validity, and integrity. Ability to interpret and evaluate results and create reports and/or presentations.
Instruction	Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or operation of equipment.
Human Resources Management	Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluation performance of employees to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan for and support employees in career development opportunities.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Technical

Technical skill and knowledge in medical diagnostic technician work; the ability to learn medical diagnostic techniques.

Contributing	Journey	Advanced
<p>Basic knowledge of anatomy and physiology. Basic knowledge of principals of ultrasound, cardiac graphics and/or nuclear medicine imaging. Considerable knowledge of medical problems that may be encountered.</p> <p>Basic knowledge of the principles of operating and maintaining imaging equipment.</p> <p>Basic knowledge of safety procedures used for preventing or reducing radiation hazards.</p>	<p>Full knowledge of anatomy and physiology. Full knowledge of principals of ultrasound, cardiac graphics and/or nuclear medicine imaging. Full knowledge of medical problems that may be encountered.</p> <p>Full knowledge of the principles of operating and maintaining imaging equipment. Considerable knowledge of department and organizational policies and procedures.</p> <p>Full knowledge of safety procedures used for preventing or reducing radiation hazards.</p>	<p>Extensive knowledge of procedures techniques, and equipment required in specialized diagnostic procedures.</p> <p>Full knowledge of principles of operating specialized imaging equipment and preventive maintenance.</p> <p>In-depth knowledge of local, state and Federal safety laws and regulation.</p>

Coordination – Work

Ability to follow specific procedures and instructions. Ability to perform routine tasks. Ability to check work for accuracy. Ability to coordinate and maintain equipment, supplies and related resources.

Contributing	Journey	Advanced
<p>Ability to position patient and operate imaging equipment to secure desired results; ability to assist physicians and others as needed.</p> <p>Ability to adjust equipment to secure quality study results; ability to maintain equipment and make minor repairs and adjustments. Ability to prepare work area and maintain sterile conditions.</p> <p>Ability to maintain appropriate inventory of supplies and instruments; may require ability to order and receive supplies.</p> <p>Ability to understand and comply with the quality control procedures.</p> <p>Ability to understand and comply with safety and health control measures.</p>	<p>Ability to advise others in preparation and positioning of patients; ability to position and prepare patients for special procedures.</p> <p>Ability to assist supervisor with scheduling and improving patient flow.</p> <p>Ability to train others in operations of equipment and in safety procedures; may require ability to oversee equipment maintenance contracts; may require ability to determine equipment needs and research departmental purchases.</p> <p>Ability to monitor use of resources; may require ability to oversee supply inventory and ordering; may require ability to assist in preparing and monitoring budget.</p> <p>Ability to evaluate and modify quality control procedures.</p> <p>Ability to monitor compliance with safety and health control measures; ability to evaluate and modify safety guidelines.</p>	<p>Ability to evaluate new procedures and modify existing techniques. Ability to schedule, assign and prioritize work; ability to coordinate the scheduling of patients.</p> <p>Ability to ensure that equipment is regularly inspected and properly maintained; ability to develop specifications for equipment purchasing; ability to oversee equipment ordering and maintenance.</p> <p>Ability to manage resources in work unit; ability to establish priorities in the use of resources; ability to prepare budget; ability to monitor expenditures.</p> <p>Ability to assist in developing and monitoring quality control program.</p> <p>Ability to ensure that all safety and health control measures are followed; ability to develop and monitor safety guidelines; ability to train others.</p>

Patient Care

Ability to work with patients in a clinical or medical setting.

Contributing	Journey	Advanced
<p>Ability to prepare patients for procedure/study and gain their confidence and cooperation.</p> <p>Ability to perform procedure/study following established protocols; ability to make adjustments as needed.</p> <p>Ability to instruct patients on steps of the procedure/study and follow-up care.</p>	<p>Ability to document and maintain patient care procedures.</p> <p>Ability to prepare patients for specialized procedures/studies. Ability to act as liaison with providers to problem solve and resolve scheduling issues. Ability to propose quality improvement in patient care procedures.</p> <p>Ability to train and monitor others in providing patient instruction.</p>	<p>Ability to train and supervise others in patient care procedures.</p> <p>Ability to train and/or monitor others in performing procedures/studies. Ability to develop and implement quality improvements in patient care procedures.</p>

Data Collection/Analysis

Ability to observe, monitor, collect, and record data. Ability to assess the accuracy, validity and integrity of the data. Ability to monitor and collect research data to access accuracy, validity, and integrity. Ability to interpret and evaluate results and create reports and/or presentations.

Contributing	Journey	Advanced
<p>Ability to record results of procedures/studies; ability to prepare summary of technical findings; ability to interpret findings; ability to discuss test results with the provider.</p> <p>Ability to maintain data (regarding patient and studies) in data management system.</p> <p>Ability to prepare and analyze data; ability to prepare routine reports.</p>	<p>Ability to record a variety of data from procedures/studies; ability to assist others in interpreting study results; ability to ensure quality control of data collection.</p> <p>Ability to oversee data management procedures.</p> <p>Ability to provide analysis of complex data; ability to prepare more complex reports.</p>	<p>Ability to research issues related to abnormal results; ability to assist in resolving issues related to variations or discrepancies in the data.</p> <p>Ability to develop and implement new procedures for data management.</p>

Instruction

Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or operation of equipment.

Contributing	Journey	Advanced
<p>Ability to participate in the orientation of staff.</p> <p>Ability to instruct students, interns and residents on techniques in both classroom and clinical settings; ability to monitor results.</p>	<p>Ability to coordinate orientation and on-site training for staff; ability to train and/or supervise the work of students in performing diagnostic procedures.</p> <p>Ability to assign and rotate students through the clinical area; ability to teach in the classroom; precept in the clinical area; ability to assist with evaluation of students.</p>	<p>Ability to train, evaluate and counsel others.</p> <p>Ability to assist in developing and delivering educational programs for staff and students.</p>

Human Resources Management

Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluation performance of employees to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan for and support employees in career development opportunities.

Contributing	Journey	Advanced
<p>NA</p>	<p>Ability to develop and implement work plans; may require ability to conduct performance reviews; ability to participate in the disciplinary and grievance processes, as needed.</p> <p>Ability to plan for and delivers on-the-job training.</p> <p>Ability to participate in the recruitment and selection process.</p> <p>Ability to ensure employees have access to tools and information for planning career development opportunities.</p>	<p>Ability to conduct performance reviews; ability to ensure compliance with performance management policies and procedures; ability to recommend resolution of disciplinary and grievance issues, as needed.</p> <p>Ability to determine training needs and resources; ability to provide training to specific employees; ability to develop training programs.</p> <p>Ability to determine work unit design; ability to make recommendations to management regarding hiring and personnel actions.</p> <p>Ability to plan and coordinate career development opportunities with employees.</p>

V. MINIMUM TRAINING & EXPERIENCE

Associate's degree in medical sonography, cardio/vascular sonography, or related discipline; or equivalent combination of training and experience. Some positions may require additional training, certifications, or licenses.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.