



**TOBAGO REGIONAL HEALTH AUTHORITY
HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION**

Job Title	Ultrasonographer
Department	Medical Imaging
Reports to	Manager, Medical Imaging
Head of Department	Medical Chief of Staff
Supervision Provided to	Clerical Assistant

JOB SUMMARY

The Ultrasonographer will be responsible for the development and implementation of procedures and policies within established Ultrasonography standards. The incumbent will work as part of a health care team to perform ultrasound examinations, ascertain emergency cases and refer patients to medical practitioners, prepare reports for the consideration of the Radiologist.

PRIMARY DUTIES & RESPONSIBILITIES

- Verifies all requests by referring physician for case related information.
- Reviews patient's notes to obtain clinical history, correlate test results and other supporting clinical data to facilitate diagnosis.
- Plans procedures and explain them to patients.
- Determines the proper patient position and transducer selection to achieve accurate test results.
- Performs ultrasound procedures and ensure that the image produced is satisfactory for diagnostic purposes.
- Operates equipment that produces photographs of images.
- Provides emergency examinations and on call ultrasound services.
- Operates and performs all required operator's maintenance on the ultrasound equipment.
- Educates patients and promotes principles of good health.
- Optimizes the use of equipment and supplies within established Quality Control standards.
- Develops procedures and policies for the effective and safe functioning of the ultrasound service to ensure quality patient care.
- Performs other related duties as required.

QUALIFICATIONS & EXPERIENCE

- Advanced Diploma in Medical Ultrasound from a recognized institution.
- Training in Radiology would be considered an asset.
- Any other relevant combination of qualifications and experience may be considered.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge in sonographic procedures and patient communication.
- Ability to carry out oral and written instructions as requested by supervisor.
- Exceptional understanding of Human Anatomy.
- Ability to work as part of a team is essential.
- To be self-motivate with ability to motivate others.
- Ability to prioritize and achieve tasks within tight deadlines and responding to changing demands.
- Strong organizational and interpersonal skills including the ability to manage stressful situations.
- Proficient in the Microsoft Office Suite.