**Diagnostic Medical Sonographer Standard Job Description**

**Classification Title:** Diagnostic Medical Sonographer

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Diagnostic Medical Sonographer, under general supervision, is responsible for performing diagnostic sonography examinations.

**Essential Duties and Responsibilities:**

**40% Patient Care and Safety**

* Responsible for the safety and physical comfort of patients while in care.
* Provides care and comfort to patients, including safe transfers during appointments.
* Cleans and disinfects equipment according to infection control procedures.
* Maintains equipment and exam rooms to meet quality and safety standards.
* Explains exam procedures to patients and provides necessary instructions.

**20% Documentation and Compliance**

* Ensures that procedures are appropriately documented in the electronic medical record (EMR).
* Documents and processes sonographic images and observations for presentation to the interpreting physician.
* Reports equipment malfunctions to appropriate personnel.
* Ensures compliance with established quality, safety, and confidentiality standards.

**10% Scheduling and Inventory Management**

* Assists with scheduling exams as needed.
* Greets patients, confirms their identification, and performs medical office duties.
* Monitors inventory by rotating stock and submitting purchase orders for additional supplies as needed.

**10% Professional Development and Training**

* Maintains knowledge and skills by participating in continuing education activities.
* May train staff and student workers as needed.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Associate degree in related field or equivalent combination of education and experience.

**Required Experience:**

* None

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer

**Physical Requirements:**

* Ability to lift and move medium weight objects.

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**