



RDMS – Sonography

JOB DESCRIPTION

Department: Medical

Reports To: Nurse Practitioner

Status: Part-Time or Full – Time

Desired Hours for Full-Time: M, W, Th, F 8:30 a.m. – 4:30 p.m. Tu 11:30 a.m. - 7:30 p.m.

Position Summary

The RDMS provides support and professional standards of care to patients and guests with complete confidentiality. Under the supervision of the Nurse Practitioner, the RDMS will educate patients on fetal development, gestational age and positive alternatives to abortion. The RDMS works in conjunction with the nurse practitioner and medical service team to ensure that patients are receiving the best medical care possible. In addition, the RDMS will provide patient care duties such as performing urine pregnancy tests, STI testing and options counseling to patients as needed. All duties will be performed in accordance with Choices Pregnancy Resource Center’s mission, vision, and statement of faith.

Supervision

The RDMS will be under the supervision of the Nurse Practitioner. There will be a yearly written and oral evaluation.

Supervises

Non-Supervisory Role

Qualifications:

1. Committed Christian who demonstrates having a personal relationship with Jesus Christ as Lord and Savior and is accountable to a local Bible-believing church.
2. Exhibit strong commitment to the sanctity of all human life.
3. Agreement with Choices’ Statement of Principle, Statement of Faith, Mission Statement and policies of the center.
4. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.

5. Ability to communicate the vision and mission of Choices with clarity and represent Choices' values to the community.
6. Vision and calling to the position.
7. Ability to motivate and confront in love.
8. Ability to provide spiritual leadership, discipleship, and support to volunteers.
9. Dependable, stable and capable of following through on commitments and able to carry out responsibilities with little or no supervision.
10. Expresses a desire to reach patients at risk of abortion.
11. Demonstrate satisfactory knowledge of pregnancy, abortion and related health issues.
12. Excellent administrative skills, communication skills and problems solving skills required.
13. Strong communications and relationship building skills required.
14. Availability to work flexible hours including evenings and weekends as needed.
15. Ability to work with a multi-generational staff and be a unified, committed team player.
16. Must have passed the Sonography Principles and Instrumentation examination (SPI) and the OB/GYN examination and be certified by the American Registry for Diagnostic Medical Sonography (ARDMS).

Duties and Responsibilities

Sonography:

1. Ensures patient has completed all forms before executing medical care.
2. Performs clinical assessments, limited obstetric ultrasounds or diagnostic ultrasound examinations as directed by Nurse Practitioner and Medical Director in accordance with Center policies and procedures.
3. Uses cognitive sonographic skills to identify, record and adapt procedures as appropriate to anatomically, pathological, diagnostic information and images.
4. Uses independent judgment during the exam to accurately differentiate between normal and pathologic findings.
5. Analyses sonograms, synthesizes sonographic information and medical history, and communicates findings to the Nurse Practitioner, Medical Director, or appropriate physician.
6. Assumes responsibility for the safety, mental and physical comfort of patients while they are in the sonographer's care.
7. Clearly and timely documents (charts) ultrasound findings and appointment details. Follows guidelines for responding to unusual ultrasound findings as specified in the center's policies and procedures. Uploads Ultrasound images into Software System. Sends "Doc Alert" to Practitioner or Medical Director.

8. Maintains ultrasound equipment and work area, inventory and maintains adequate supplies.
9. Trains sonographers/nurse sonographers to perform limited obstetric ultrasounds according to Center protocol.
10. Assist in annual sonographer/nurse sonographer competency assessments.

Patient Care (pregnancy tests, options counseling, STI tests)

1. Performs pregnancy tests, assesses patient needs, and provides options counseling related to parenting, adoption, and abortion.
2. Explains abortion risks, procedures, and potential complications to abortion-minded patients.
3. Performs STI tests, assesses patient risk, provides counseling, and follows up with results.
4. Provides referrals to patients based on needs (medical, food, housing, jobs, etc.).
5. Supports the medical services department by performing all other tasks as requested.

Administrative Duties

1. Participates in meetings to evaluate and improve clinical services.
2. Maintains accurate patient records and charting. This would include auditing patients' charts.
3. Proactively manage assigned projects for the growth of Choices' patient services.
4. Proficient in all Microsoft Office programs.
5. Experience with EMR software systems.
6. Participate in-service education to staff and volunteers as requested.

General Staff Duties:

As requested by your supervisor or Executive Director

1. Attend staff meetings
2. Attend on-going training and conferences (may require travel)
3. Attend Choices events and other events as needed
4. Participate in representation to churches and organizations
5. Take an active role in the organization's network strategy, including hosting a table at the annual Choices Fundraising Banquet.
6. Commit to be an active learner, staying educated about life issues and as well as professional development.