
Auburn University Job Description

Job Title: **Asst, Vet Ultrasound**

Job Family: No Family

Job Code: **IC06**

Grade HW06: \$34,500 - \$51,800

FLSA status: Non-exempt

Job Summary

The Ultrasound (US) Assistant serves as a point of contact for scheduling, patient preparation, teaching ultrasound scanning anatomy to students, residents, interns and providing technical help with production of teaching material and images for the underclass elective and continuing education courses. Maintains all equipment, medical supplies, assists in obtaining samples for cytology (aspirates and biopsies) and processes charges for all services rendered. Provides support in areas of teaching ultrasound and assists in obtaining radiographs for patients needing ultrasounds. Provides echos and processes images to IDEXX for reports when the Cardiology Service is unavailable. Responsible for the selection, training, care of, sedation and adoption of the ultrasound service beagles.

Essential Functions

1. Serves as a point of contact for scheduling and adjusts to fluctuating needs of patients, urgent situations, DVM's needs, while maintaining a productive and effective case flow. Accesses all previous imaging history and reports for clinicians for follow up exams such as a large population of restaging oncology patients.
 2. Communicates with all hospital services, clinicians, and students to convey procedural information, urgency and flexibility for each case. Acts as the point of contact and resource for Veterinary Teaching Hospital (VTH) clinicians, staff, and students relating to all Ultrasound inquiries.
 3. Provides instruction for senior veterinary students, interns, residents and visiting clinicians on the operation of Aplio, Phillips and Clarius equipment along with proper scanning techniques to evaluate patient anatomy via ultrasound.
 4. Develops the Ultrasound Teams channel and all teaching videos provided. Produces Canvas scheduling and set up for the elective Ultrasound course provided for the underclass students.
 5. Provides technical assistance in performing procedures on patients including preparation and performance of aspirates and biopsy samples for cytology.
 6. Utilizing the Panopto system to operate, capture, and record scanning images of patient. Develops teaching material using Camtasia to support clinicians in presenting case reviews for teaching purposes.
 7. Provides daily maintenance on equipment and ultrasound suites, scheduling biannual preventative maintenance, and troubleshooting any system errors that arise. Transports equipment when needed to assist in surgical procedures or patient in critical care unable to transport to service suite.
 8. Provides clean and safe environment in all Ultrasound areas. Follows up each patient with appropriate disinfection and deep cleaning after infectious patients.
 9. Orders and maintain all appropriate medical supplies required for medical procedures and room upkeep.
 10. Provides expertise in decision making, problem solving, conflict resolution and section operations associated with the radiology teaching herd of beagles. Selects, socializes, cares, and sedations of all beagles used for student scanning and development/instruction for ultrasound rotation and
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elective. Continues to evaluate the herd for an health issues. Participates in research studies and collection of data. Coordinates adoption of beagles following 3 to 4 years of service.

11. Manages, schedules, processes charges and collect images to local folder for the Scott Ritchey Research Center.
12. Provide echos and process images and attach reports from IDEXX when Cardiology service is unavailable.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School diploma required. Associate's degree is desired. Coursework in Diagnostic Ultrasound Technician, Veterinary Technology, Sciences, Animal Health, or related field.
Experience (yrs.)	5	Experience in assisting in imaging and diagnosing a variety of medical conditions.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of basic computer skills, Windows 10, Word, Outlook, and Excel. Knowledge Vet View (Hospital software), Efilm, Merge (PACS) Video Software (Panopto, Camtasia) Basic Ultrasound equipment (Toshiba, Philips and GE Ultrasound units) is desired. Ability to work with animals as the patients are dogs, cats, and occasionally horses or exotics. Excellent communication skills, attention to detail, and time management skills.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/26/2023
