AUBURN
Human Resources

Asst, Vet Ultrasound

Job Description

JOB INFORMATION

Job Code	IC06
Job Description Title	Asst, Vet Ultrasound
Pay Grade	HW06
Range Minimum	$39,480
33rd %	$46,050
Range Midpoint	$49,340
67th %	$52,630
Range Maximum	$59,210
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/26/2023

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Clinical Services

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- Provides technical assistance in performing procedures on patients including preparation and performance of aspirates and biopsy samples for cytology.
- 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.
- 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.
- Provides clean and safe environment in all Ultrasound areas. Follows up each patient with appropriate disinfection and deep cleaning after infectious patients.
- Orders and maintain all appropriate medical supplies required for medical procedures and room upkeep.
- 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

RESPONSIBILITIES

	student scanning and development/instruction for ultrasound rotation and 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.
•	Manages, schedules, processes charges and collect images to local folder for the Scott Ritchey Research Center.
•	Provide echos and process images and attach reports from IDEXX when Cardiology service is unavailable.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School diploma required. Associate's degree is desired. Coursework in Diagnostic Ultrasound Technician, Veterinary Technology, Sciences, Animal Health, or related field.	and	5 years of	Experience in assisting in imaging and diagnosing a variety of medical conditions.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.