

**MEDICAL DIAGNOSTIC SPECIALIST
COMPETENCY PROFILE**

Description of Work:

Positions in this banded class perform skilled technical work in the administration of specialized procedures/studies used for the diagnosis and treatment of patients* - ultrasound, cardiac graphics and nuclear medicine. These positions perform diagnostic testing in a variety of clinical settings. Duties performed include: taking, developing, and interpreting test results for physician review; summarizing and communicating technical findings; and using and maintaining technical equipment effectively. Work involves working directly with patients - preparing patients for procedures, positioning patients and providing instruction. Work may include training and/or supervising others.

ROLE DESCRIPTIONS BY COMPETENCY LEVEL		
Contributing	Journey	Advanced
<p>Employees at this level perform basic ultrasound, cardiac graphics and nuclear medicine procedures/studies. Employees are responsible for preparing the patients, adjusting conditions to achieve acceptable results, recording results, and preparing a summary of technical findings. Employees present and discuss results with the provider. Work may include training and monitoring of students.</p>	<p>Employees at this level perform more complex and/or specialized ultrasound, cardiac graphics and nuclear medicine procedures/studies. Employees are responsible for assisting others in interpreting results, monitoring safety and health control procedures, maintaining equipment, maintaining supply inventory, assisting in scheduling, and evaluating new radiological procedures, equipment, and methods. Work includes instruction of students and training of new employees. Employees may serve as lead worker and/or assist supervisor in human resources functions.</p>	<p>Employees at this level perform more complex and/or specialized ultrasound, cardiac graphics and nuclear medicine procedures/studies. Employees at this level supervise others and coordinate activities in a department or section. Work includes training, evaluating and counseling others. Work may include developing and delivering educational programs for staff and students.</p>

* Human beings or animals

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply. For positions with some supervision consider the highest level of professional work performed.

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Competency	Definition
Knowledge - Technical	Technical skill and knowledge in medical diagnostic technician work; the ability to learn medical diagnostic techniques.
Coordination - Work	Ability to follow specific procedures and instructions. Ability to perform routine tasks. Ability to check work for accuracy. Coordinates and maintains equipment, supplies and related resources.
Patient Care	Ability to work with patients in a clinical or medical setting.
Data Collection/Analysis	Ability to observe, monitor, collect, and record data. Ability to assess the accuracy, validity and integrity of the data. Ability to monitor and collect research data to access accuracy, validity, and integrity. Ability to interpret and evaluate results and create reports and/or presentations.
Instruction	Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or operation of equipment.
Human Resources Management	Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluation performance of employees to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan for and support employees in career development opportunities.

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Knowledge - Technical

Technical skill and knowledge in medical diagnostic technician work; the ability to learn medical diagnostic techniques.

Contributing	Journey	Advanced
1. Applies basic knowledge of anatomy and physiology. Applies basic knowledge of principals of ultrasound, cardiac graphics and/or nuclear medicine imaging. Applies considerable knowledge of medical problems that may be encountered.	1. Applies full knowledge of anatomy and physiology. Applies full knowledge of principals of ultrasound, cardiac graphics and/or nuclear medicine imaging. Applies full knowledge of medical problems that may be encountered.	1. Applies extensive knowledge of procedures techniques, and equipment required in specialized diagnostic procedures.
2. Applies basic knowledge of the principles of operating and maintaining imaging equipment.	2. Applies full knowledge of the principles of operating and maintaining imaging equipment. Applies considerable knowledge of department and organizational policies and procedures.	2. Applies full knowledge of principles of operating specialized imaging equipment and preventive maintenance.
3. Applies basic knowledge of safety procedures used for preventing or reducing radiation hazards.	3. Applies full knowledge of safety procedures used for preventing or reducing radiation hazards.	3. Applies in-depth knowledge of local, state and Federal safety laws and regulation.

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Coordination – Work

Ability to follow specific procedures and instructions. Ability to perform routine tasks. Ability to check work for accuracy before completion of tasks.

Contributing	Journey	Advanced
1. Positions patient and operates imaging equipment to secure desired results; assists physicians and others as needed.	1. Advises others in preparation and positioning of patients; positions and prepares patients for special procedures. Assists supervisor with scheduling and improving patient flow.	1. Evaluates new procedures and modifies existing techniques. Schedules, assigns and prioritizes work; coordinates the scheduling of patients.
2. Adjusts equipment to secure quality study results; maintains equipment and makes minor repairs and adjustments. Prepares work area and maintains sterile conditions.	2. Trains others in operations of equipment and in safety procedures; may oversee equipment maintenance contracts; may determine equipment needs and research departmental purchases.	2. Ensures that equipment is regularly inspected and properly maintained; develops specifications for equipment purchasing; oversees equipment ordering and maintenance.
3. Maintains appropriate inventory of supplies and instruments; may order and receive supplies.	3. Monitors use of resources; may oversee supply inventory and ordering.; may assist in preparing and monitoring budget.	3. Manages resources in work unit; establishes priorities in the use of resources; prepares budget; monitors expenditures.
4. Understands and complies with the quality control procedures.	4. Evaluates and modifies quality control procedures.	4. Assists in developing and monitoring quality control program.
5. Understands and complies with safety and health control measures.	5. Monitors compliance with safety and health control measures; evaluates and modifies safety guidelines.	5. Ensures that all safety and health control measures are followed; develops and monitoring safety guidelines; trains others.

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Patient Care

Ability to work with patients in a clinical or medical setting.

Contributing	Journey	Advanced
1. Prepares patients for procedure/study and gains their confidence and cooperation.	1. Documents and maintains patient care procedures.	1. Trains and supervises others in patient care procedures.
2. Performs procedure/study following established protocols; makes adjustments as needed.	2. Prepares patients for specialized procedures/studies. Acts as liaison with providers to problem solve and resolve scheduling issues. Proposes quality improvement in patient care procedures.	2. Trains and/or monitors others in performing procedures/studies. Develops and implements quality improvements in patient care procedures.
3. Instructs patients on steps of the procedure/study and follow-up care.	3. Trains and monitors others in providing patient instruction.	3. <i>see Journey level</i>

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Data Collection/Analysis

Ability to observe, monitor, collect, and record data. Ability to assess the accuracy, validity and integrity of the data. Ability to monitor and collect research data to access accuracy, validity, and integrity. Ability to interpret and evaluate results and create reports and/or presentations.

Contributing	Journey	Advanced
1. Records results of procedures/studies; prepares summary of technical findings; interprets findings; discusses test results with the provider.	1. Records a variety of data from procedures/studies; assists others in interpreting study results; ensures quality control of data collection.	2. Researches issues related to abnormal results; assists in resolving issues related to variations or discrepancies in the data.
2. Maintains data (regarding patient and studies) in data management system.	2. Oversees data management procedures.	2. Develops and implements new procedures for data management.
3. Prepares and analyzes data; prepares routine reports.	3. Provides analysis of complex data; prepares more complex reports.	3. <i>see Journey level.</i>

Instruction

Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or operation of equipment.

Contributing	Journey	Advanced
1. Participates in the orientation of staff.	1. Coordinates orientation and on-site training for staff; trains and/or supervises the work of students in performing diagnostic procedures.	1. Trains, evaluates and counsels others. Assists in developing and delivering educational programs for staff and students.
2. Instructs students, interns and residents on techniques in both classroom and clinical settings; monitors results.	2. Assigns and rotates students through the clinical area; teaches in the classroom; precepts in the clinical area; assists with evaluation of students.	2. <i>see Journey level</i>

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Human Resources Management

Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluation performance of employees to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan for and support employees in career development opportunities.

Contributing	Journey	Advanced
1. NA	1. Develops and implements work plans; may conduct performance reviews; participates in the disciplinary and grievance processes, as needed.	1. Conducts performance reviews; ensures compliance with performance management policies and procedures; recommends resolution of disciplinary and grievance issues, as needed.
2. NA	2. Plans for and delivers on-the-job training.	2. Determines training needs and resources; provides training to specific employees; develops training programs.
3. NA	3. Participates in the recruitment and selection process.	3. Determines work unit design; makes recommendations to management regarding hiring and personnel actions.
4. NA	4. Ensures employees have access to tools and information for planning career development opportunities.	4. Plans and coordinates career development opportunities with employees.

Recommended Minimum Training Guideline:

Graduation from a two-year program community/technical college with an Associate of Applied Science (AAS) degree in Medical Sonography, Cardio/Vascular Sonography, or closely related field; or an equivalent combination of training and experience.

Additional Requirements: Some positions may require specific certifications or licenses. Specific jobs will require additional minimum training and/or licensing upon selection.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.