



**USC** University of  
Southern California

## Lead Perinatal Sonographer Job Description

### JOB INFORMATION

Job Code:	187652
Job Title:	Lead Perinatal Sonographer
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Imaging Services (Non-Union)
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

### JOB SUMMARY

Oversees all perinatal sonographers and assists with their recruitment, training, and evaluations. Responsible for performing high- and low- risk perinatal Obstetric (OB) ultrasound examinations in accordance with established departmental guidelines and protocols conditions and as they relate to clinical quality assurance purposes.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study	
X		Specialized/technical training		
	X	Associate's degree		Or
	X	Bachelor's degree		

#### Additional Education

**Check here if experience may substitute for some of the above education.**

☐ Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level	
X		3 years	Three (3) years of experience in OBGYN setting and knowledge of patient care methods, procedures and techniques.	
	X	5 years	Five (5) years dedicated experience in perinatal ultrasounds.	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

☐ Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Completion of training and certification in fetal echocardiogram.
	X	Competency in OBGYN examinations of high-risk patients and complicated fetal anomalies.
	X	Demonstrable proficiency in prenatal/ fetal ultrasound.
	X	Ability to independently perform diagnostic examinations and confidently provide clear, labeled images for interpretation by an Maternal Fetal Medicine (MFM) specialist.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Current certification from the American Registry for Diagnostic Medical Sonography (ARDMS) specifically OBGYN and Nuchal Translucency Ultrasound.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises all Perinatal Sonographers. Assists with recruiting, training, and evaluations. Takes part in approving time off, worked hours and disciplinary action counseling. Acts as a liaison between all Perinatal Sonographers and management.				
Performs all requested sonographic examinations as ordered by the attending physician. Acquires and analyzes data obtained using ultrasound and related diagnostic technologies. Meets examination components as defined by Maternal-Fetal Medicine physician. Uses independent judgment and systematic problem-solving methods to produce high quality diagnostic information and optimize patient care. Reports equipment failures to the appropriate supervisor or staff member.				
Explains exam procedures to patients and instructs and assists them into position for exam. Responsible for room preparation and clean-up, and equipment sterilization as needed. Assists the physician during invasive diagnostic testing procedures (e.g. amniocentesis and chorionic villus sampling) by providing precise and optimal ultrasound visualization for instrument guidance into and out of maternal and fetal compartments. Provides summary findings to the physician to aid in patient diagnosis and management. Assists in the preparation of accurate and comprehensive preliminary reports.				
Uses advanced 2D, 3D, and 4D ultrasound techniques for examination of fetus and complex fetal anomalies. Knowledgeable in high resolution ultrasound with color and spectral Dopplers to evaluate and interrogate fetal vessels and abnormalities in flow.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.