
POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and succinctly as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT/TPT Tier I - Cover Page and Part 1 only

- Casual/temporary part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months).

CPT/TPT Tier II - Cover Page and Parts 1 & 2 only

- Casual/temporary part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to two academic semesters (more than 4 months up to 9 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Regular Part-time Support Staff

Position Title: Cardiac Sonography Scan Lab Technologist

Position Number: [Click here to enter text.](#) **Pay Band:** 11

Reports To: Bianca Sclipa

Appointment Type: Other-details at right. **“Other” Hours Details:** [Click here to enter text.](#)

Scheduled Weekly Hours (maximum 24 hours per week): up to 24 weekly

PDF Completed By (Manager Name): [Click here to enter text.](#)

Effective Date: August 7, 2026 **Last Revision:** [Click here to enter text.](#)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

Under the direction of the Senior Operations Manager, School of Health & Community Services, the Diagnostic Cardiac Sonography Lab Technologist provides specialized technical, operational, and educational support to the Diagnostic Cardiac Sonography Program. The primary purpose of this role is to support, guide, and enhance student learning by demonstrating best practices in cardiac ultrasound imaging and facilitating hands-on skill development in a safe and professional clinical learning environment.

Working closely with faculty, program coordinators, and clinic staff, the incumbent provides instruction and guidance to students as they develop and refine echocardiography scanning techniques, patient care practices, and the operation of ultrasound equipment. The incumbent helps organize and facilitate laboratory learning activities, demonstrations, and supervised practice sessions that support curriculum outcomes and competency development.

The role is responsible for ensuring laboratory equipment, supplies, and learning resources are maintained, available, and functioning effectively to meet program needs. This includes equipment setup and maintenance, inventory management, ordering and stocking supplies, and maintaining accurate student and patient-related records. The incumbent collaborates with faculty and clinic personnel to support academic lab delivery, including weekend and off-site learning activities at the Kawartha Cardiac Clinic, a licensed diagnostic facility that serves as a primary clinical learning site for the program.

The Diagnostic Cardiac Sonography Lab Technologist supports adherence to health and safety requirements, infection prevention and control standards, standard operating procedures, and program policies. The incumbent also provides support for program-specific software applications, acting as a liaison between faculty, software vendors, and Fleming College to promote effective use of technology within the learning environment.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	In collaboration with faculty, provide technical instruction, demonstrations, coaching, and guidance to students in the application of cardiac ultrasound imaging techniques and professional best practices. Support the development of student	50%

	Summary Details	Percentage %
	competencies and achievement of program learning outcomes during weekend intensive scan labs. Monitor and promote adherence to health and safety requirements, infection prevention and control protocols, standard operating procedures, and safe patient care practices within the laboratory environment.	
2	Coordinate, prepare, and maintain laboratory and clinical learning environments, including the setup, calibration, basic troubleshooting, and safe operation of ultrasound and cardiac simulation equipment. Prepare learning resources, supplies, and other materials required for instructional activities.	30%
3	Assist faculty with the evaluation of student scan tests by observing student performance and applying the assigned marking rubric provided by the faculty member leading the course. Provide objective, consistent, and constructive feedback based on the established assessment criteria. All evaluations are completed under faculty direction, with final grading decisions remaining the responsibility of the course faculty.	10%
4	Manage inventory, equipment maintenance, purchasing recommendations, supply ordering, and related documentation to support uninterrupted program operations.	5%
5	Other Duties As Assigned (<i>do not amend this section</i>)	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a three (3) year college diploma or, three (3) university degree.

Field(s) of Study:

Diagnostic Cardiac Sonography

Other Vocational Certifications and/or Apprenticeships:

Current and unrestricted registration with the College of Medical Radiation and Imaging Technologists of Ontario (CMRITO) in the specialty of Diagnostic Medical Sonography (DMS) is required.

Current CPR/Basic Life Support (BLS) certification is required. Additional training or demonstrated competency in infection prevention and control, cardiac ultrasound technology, cardiac simulation equipment, and educational technologies is considered an asset.

This position must be filled by a qualified Diagnostic Cardiac Sonographer registered with CMRITO in the DMS specialty. Qualifications or registration in other healthcare disciplines—including Cardiovascular Technology, Nursing, or other medical imaging specialties—do not independently meet the requirements of this position.

Additional training in infection prevention and control, ultrasound technology, and educational technologies considered an asset.

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than three years up to five years.

Additional Skills & Abilities:

Minimum three to five years of recent clinical experience in diagnostic cardiac sonography, including operating diagnostic ultrasound equipment and applying safe patient care practices. Experience supporting student learning through clinical instruction, mentorship, preceptorship, or laboratory-based education is preferred. Left-handed scanners are preferred; however, all candidates must be comfortable and competent instructing students within a left-handed scanning environment, regardless of their personal scanning orientation.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving** and **reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Supporting student competency development in cardiac ultrasound imaging.
Description Provides technical demonstrations, coaching, and guidance to students performing echocardiographic examinations within a left-handed scanning environment. Adapts instruction to individual learning needs, varying competency levels, scanning orientations, and clinical scenarios. Analyzes technical challenges encountered by students and identifies appropriate corrective techniques to support image optimization, ergonomic scanning practices, achievement of program learning outcomes, and safe patient care. Under the direction of the course faculty, observes student performance during scan tests and assists with evaluation using an assigned marking rubric. Applies assessment criteria objectively and consistently, documents observations, and provides constructive feedback to faculty and students. Recognizes performance or safety concerns requiring escalation to the faculty member responsible for the course, who retains final grading authority.

Example #2

Task / Activity Management of laboratory and clinical learning environments.
Description Coordinates the preparation and operation of diagnostic cardiac ultrasound systems, cardiac simulation equipment, software applications, supplies, and learning resources required for weekend intensive scan labs. Assesses and troubleshoots technical and operational issues, prioritizes competing program needs, and determines when concerns require escalation to faculty, clinic personnel, equipment vendors, or technical support. Collaborates with faculty and other stakeholders to maintain uninterrupted delivery of educational activities within an active diagnostic setting while ensuring compliance with health and safety requirements, infection prevention and control protocols, equipment procedures, and CMRITO professional expectations.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?
Non-routine.

How would you describe the complexity of the work?
Some duties are varied and complex.

Describe the business processes used by the position.
Processes are specialized.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Supporting student learning and skill development in cardiac ultrasound imaging.
Description
The incumbent uses professional judgment to analyze student performance during laboratory activities and scan tests. They identify the underlying causes of technical challenges related to image acquisition and optimization, ultrasound equipment operation, patient positioning, ergonomics, left-handed scanning techniques, and examination workflow. Based on this assessment, the incumbent selects appropriate coaching strategies, adapts demonstrations and instructional approaches, and provides individualized guidance to support competency development and safe patient care. Under the direction of course faculty, the incumbent assists with scan-test evaluations by applying the assigned marking rubric objectively and consistently, documenting relevant observations, and providing constructive feedback. Matters involving student safety, professionalism, unsuccessful performance, rubric interpretation, or potential academic consequences are escalated to the course faculty, who retain final grading authority.

Example #2

Task / Activity Troubleshooting laboratory equipment, software, and operational issues.
Description The incumbent assesses diagnostic cardiac ultrasound equipment performance, cardiac simulation technology, software functionality, laboratory requirements, and scheduling constraints to determine appropriate solutions that minimize disruption to weekend scan labs. This requires independent evaluation of equipment and operational concerns, prioritization of competing demands, and implementation of corrective actions within the incumbent's knowledge, professional scope, and assigned authority. The incumbent determines when an issue can be safely resolved and when it must be escalated to faculty, clinic personnel, technical support, or equipment vendors. Decisions must maintain student and participant safety, protect equipment, and support continuity of program operations and learning outcomes.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Interpretation of complex data or refinement of work methods.

In determining a solution for problems, the incumbent has discretion to:

Uses established analytical techniques.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Demonstrating and performing cardiac ultrasound imaging procedures.
Description
Uses precise, controlled, and sustained hand movements to manipulate, rotate, angle, and position cardiac ultrasound transducers while applying appropriate pressure to obtain diagnostic-quality images. This requires continuous hand-eye coordination, fine motor control, spatial awareness, and the ability to simultaneously monitor cardiac anatomy, image quality, patient comfort, and equipment settings.
The laboratory is configured primarily for left-handed scanning. The incumbent must be able to demonstrate and instruct using left-handed scanning techniques and must also be comfortable using both hands when adjusting equipment controls, positioning the patient, or demonstrating alternative techniques.

Example #2

Task / Activity
Supporting student scanning activities and equipment operation.
Description
Provides hands-on guidance during laboratory activities by demonstrating correct transducer placement, scanning-window acquisition, image optimization, patient positioning, ergonomic techniques, and equipment adjustments. This requires precise manipulation of control panels, trackballs, keyboards, touchscreens, measurement tools, cardiac simulation equipment, and other ultrasound system controls.
The incumbent must coordinate transducer manipulation and equipment adjustments while observing student performance, answering questions, correcting scanning techniques, and troubleshooting technical issues in real time. During scan tests, the incumbent also closely observes students' fine motor skills and equipment operation to assist faculty in evaluating performance using the assigned marking rubric.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:
Speed is a major consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Demonstrating and performing cardiac ultrasound imaging procedures	30%
Supporting student scanning activities and equipment operation	40%

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1 Task / Activity**PHYSICAL DEMAND**

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity

Demonstrating and supporting cardiac ultrasound imaging procedures

Description

Performs and demonstrates echocardiographic scanning techniques requiring prolonged sitting or standing, repetitive hand, wrist, arm, and shoulder movements, sustained grip and transducer pressure, and frequent adjustment of patient and equipment positioning. The incumbent may maintain static, awkward, or restricted postures while obtaining cardiac imaging views, demonstrating left-handed scanning techniques, and providing hands-on assistance to students.

These physical demands may be sustained for extended periods and repeated throughout full-day weekend laboratory sessions. The incumbent must apply appropriate ergonomic practices and coach students in techniques that reduce the risk of work-related musculoskeletal injury.

Example #2

Task / Activity

Preparing and maintaining laboratory and clinical learning environments.

Description

Sets up, reconfigures, and restores laboratory spaces before, during, and following instructional activities. This includes moving and positioning ultrasound systems, examination beds, chairs, cardiac torso simulators, and related accessories; stocking supplies; and preparing scanning stations for student use.

The work requires frequent bending, reaching, lifting, carrying, pushing, and pulling, as well as transporting equipment and materials throughout the laboratory or clinic environment. The incumbent may also assist scanning participants with safe positioning and repositioning while following established safety procedures and using appropriate assistance when required.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Demonstrating and supporting cardiac ultrasound imaging procedures	60%
Preparing and maintaining laboratory and clinical learning environments	30%

How would you describe the frequency of the physical demands of this position?
Continuous (all the time)

How would you describe the nature of the physical demands of this position?
Heavy

How would you describe the physical strain on this position?
Awkward bodily positions over extended periods of time; limited flexibility of movement.

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1Task / Activity

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity

Demonstrating and monitoring cardiac ultrasound imaging procedures.

Description

Requires continuous visual concentration to interpret real-time cardiac ultrasound images, identify anatomical structures, evaluate image quality, and demonstrate appropriate left-handed scanning and image-optimization techniques. Tactile awareness is required to assess transducer position, angle, movement, and applied pressure during scanning demonstrations and hands-on student guidance.

The incumbent must simultaneously monitor equipment settings, image acquisition, patient or participant comfort, and student performance to ensure technical standards, program learning outcomes, and safe scanning practices are maintained. Attention to subtle differences in image quality and student technique must be sustained throughout extended laboratory sessions.

Example #2

Task / Activity

Supervising student laboratory activities and providing technical guidance.

Description

Requires sustained visual, auditory, and tactile attention while observing student scanning techniques, listening and responding to questions, identifying errors in image acquisition or equipment operation, and providing immediate corrective feedback. The incumbent must divide attention among multiple students, ultrasound systems, simulation equipment, and concurrent learning activities while maintaining awareness of health and safety, infection prevention and control, and laboratory procedures.

During scan tests, the incumbent must closely observe and distinguish subtle differences in transducer manipulation, patient positioning, image acquisition, image optimization, equipment use, and workflow. These observations are documented and applied consistently using the assigned marking rubric under the direction of course faculty.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Frequent (>60%)

How would you describe the requirement for sensory demand in this position?

Extensive

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Demonstrating and monitoring cardiac ultrasound imaging procedures	50%
Supervising student laboratory activities and providing technical guidance	50%

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Supporting laboratory delivery and student learning activities.
Description
Supports multiple student groups during time-limited weekend laboratory sessions while monitoring scanning performance, equipment functionality, participant safety, infection prevention and control requirements, and achievement of learning objectives. The incumbent must respond to frequent questions, interruptions, varying student needs, and unexpected technical or operational issues while keeping activities on schedule.
During scan tests, the incumbent must balance close observation of student performance with timely, objective, and consistent application of the assigned marking rubric. The work may involve supporting students who are anxious, frustrated, or experiencing difficulty while maintaining professional boundaries and escalating performance, safety, or grading concerns to the course faculty.

Example #2

Task / Activity
Managing competing operational, technical, and instructional demands.
Description
Balances concurrent priorities involving laboratory preparation, equipment and cardiac simulator troubleshooting, software support, inventory and supply needs, faculty requests, student coaching, and clinic-based learning activities. These responsibilities are concentrated within intensive weekend laboratories, leaving limited flexibility to postpone or reschedule activities.
The incumbent must quickly assess concerns, establish priorities, and implement appropriate solutions to minimize disruption and maintain continuity of program delivery. This may require shifting rapidly between technical, instructional, evaluation, and safety-related responsibilities while working within fixed laboratory schedules and escalating issues that exceed the incumbent's authority or professional scope.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?
Deadlines may periodically change.

How would you describe the existence of critical deadlines in this role?
Frequent critical deadlines.

How would you describe the level of interruptions this position faces?
Interruptions are frequent and may be unpredictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Supporting laboratory delivery and student learning activities	50%	TP (Tends to be Predictable)
Managing competing operational, technical, and instructional demands	50%	TP (Tends to be Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Coordinating and supporting laboratory and clinical learning activities
Description In consultation with course faculty, independently organizes and prepares laboratory activities to support curriculum delivery and student competency development. Determines equipment, cardiac simulation technology, supplies, learning resources, and technical support requirements; prioritizes assigned activities; and resolves routine operational issues arising during weekend scan labs. The incumbent exercises discretion in responding to individual student needs and adapting technical demonstrations, coaching, and left-handed scanning instruction within established course objectives and laboratory procedures. Under faculty direction, the incumbent independently observes scan tests, applies the assigned marking rubric, and documents objective findings. Final grading decisions, rubric interpretation, academic accommodations, and significant student performance or conduct concerns remain the responsibility of course faculty.

Example #2

Task / Activity Troubleshooting equipment, software, and operational issues.
Description I Independently assesses technical and operational problems affecting laboratory activities, identifies appropriate corrective actions, and implements routine solutions within established procedures and assigned authority. Determines when equipment or operational concerns can be resolved locally and when they require escalation to faculty, clinic personnel, technical support, equipment vendors, or management. The incumbent makes day-to-day decisions regarding equipment functionality, laboratory readiness, safe use of cardiac simulation equipment, and technical support for students. Independent action must remain within the professional scope and standards of a CMRITO-registered Diagnostic Medical Sonographer, as well as applicable program policies, course requirements, and clinic procedures.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Uses procedures and past practices but may adapt them, as required.

What degree of supervision is typically provided to the incumbent?

Considerable freedom to act independently; supervisory input provided upon request.

How is the work typically checked and verified?

Output is reviewed by report/discussion.

How frequently is the work checked?

Most processes are reviewed monthly.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

The incumbent works with considerable autonomy and is responsible for the day-to-day coordination and support of specialized diagnostic cardiac sonography laboratory and clinic-based learning activities. During each weekend intensive laboratory session, independent action, initiative, and creativity are required to assess operational needs, prioritize competing demands, resolve routine technical issues, support student learning, adapt demonstrations and coaching strategies, and ensure the availability and safe operation of diagnostic ultrasound and cardiac simulation equipment.

The incumbent independently adjusts technical instruction to address varying student abilities, scanning orientations, and learning needs, including demonstrating and supporting students within a left-handed scanning environment. Under the direction of course faculty, the incumbent also observes student scan tests, applies the assigned marking rubric, documents objective observations, and provides constructive feedback. Initiative is exercised regularly to identify opportunities to improve laboratory efficiency, equipment setup, student learning experiences, ergonomic practices, and operational procedures while maintaining alignment with curriculum requirements, program standards, CMRITO expectations, and established laboratory and clinic procedures.

Routine equipment troubleshooting, laboratory setup, student coaching, and application of established assessment criteria are addressed independently. Issues requiring significant financial commitments, major equipment acquisition or replacement, changes to program policies or established procedures, or unresolved operational concerns are referred to the Manager. Final grading decisions, interpretation or modification of marking criteria, academic accommodations, formal student performance or conduct matters, and significant health and safety incidents are referred to the responsible faculty member and/or Manager for direction and resolution.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Course faculty and Program Coordinator	Collaborates regarding laboratory preparation, instructional priorities, student learning needs, scan-test scheduling, equipment requirements, and operational concerns. Communicates objective observations from student scan tests and applies faculty-assigned marking rubrics. Student performance, academic accommodations, and assessment information must be handled confidentially and shared only with authorized personnel.	Monthly

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Diagnostic Cardiac Sonography students	Provides technical instruction, demonstrations, coaching, explanations, and constructive feedback related to left-handed scanning techniques, image acquisition, equipment operation, ergonomics, professional conduct, and safe patient care. Communicates assessment-related feedback within the limits established by faculty and maintains confidentiality regarding individual student performance.	Monthly
Manager and academic leadership	Provides updates and seeks direction regarding significant operational concerns, resource requirements, major equipment issues, health and safety matters, and formal student performance or conduct concerns. May communicate confidential student, personnel, safety, or operational information requiring discretion and compliance with College policies.	Monthly
Clinic personnel and laboratory-site representatives	Coordinates access to clinical learning spaces, equipment use, room preparation, safety requirements, infection prevention and control procedures, and restoration of clinic areas following laboratory activities. Communicates to resolve operational concerns and maintain respectful use of the active clinical environment. Patient, participant, clinic, and operational information must remain confidential.	Monthly
Equipment vendors, information technology staff, and technical support personnel	Describes and troubleshoots equipment, cardiac simulation technology, software, and connectivity concerns. Coordinates service or support and provides technical information necessary to resolve issues while avoiding disclosure of confidential student, patient, or participant information unless specifically authorized and required.	Infrequently
Volunteer scan participants and standardized patients	Explains laboratory activities, positioning requirements, expected participation, safety precautions, privacy protections, and how to communicate discomfort or withdraw from an activity. Responds professionally and sensitively to	Monthly

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
	questions or concerns. Personal information, health information, ultrasound images, and incidental findings must be managed confidentially according to established program procedures.	

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Providing guidance/technical advice of a specialized nature; seeks to secure cooperation of others.

What type of involvement does this position have with confidential information?

Occasionally involvement with minor disclosure implications.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Supporting student learning and competency development in cardiac sonography.
Description
Responsible for providing accurate technical instruction, demonstrations, coaching, and feedback during laboratory and clinic-based learning activities. Decisions regarding instructional strategies, left-handed scanning demonstrations, equipment use, ergonomics, and corrective guidance directly influence student competency development, safe patient care practices, and achievement of program learning outcomes. Under faculty direction, the incumbent is also responsible for accurately observing student scan tests, consistently applying the assigned marking rubric, and documenting objective findings. Errors or inconsistencies in instruction, observation, or rubric application could adversely affect student learning, assessment fairness, and academic progression. Final grades, rubric interpretation, academic accommodations, and formal student performance decisions remain the responsibility of course faculty.

Example #2

Task / Activity
Ensuring laboratory readiness and safe operation of specialized equipment.
Description
Responsible for coordinating laboratory preparation, equipment setup, basic troubleshooting, inventory management, and operational support for weekend intensive scan labs. Decisions concerning the functionality and safe use of diagnostic cardiac ultrasound systems, cardiac simulation equipment, supplies, and learning spaces affect participant safety, continuity of scheduled academic activities, resource availability, and the overall quality of the learning environment. The incumbent is accountable for identifying and responding to unsafe conditions, equipment concerns, and procedural issues within their authority and professional scope. Failure to recognize or appropriately escalate a concern could result in injury, equipment damage, interruption of laboratory activities, or non-compliance with College, clinic, health and safety, or CMRITO requirements.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?

Results in considerable interruption and delay in work output and waste of resources.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Yes	100% -offsite
Outdoor work; seasonal conditions No	
Other (please specify)	
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Choose an item.

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Choose an item.

If this position is required to engage in business related travel, what is the frequency of the travel?

Infrequent (less than 10% of their time in transit)

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

This position is unique in that it must be filled by an experienced Diagnostic Cardiac Sonographer who holds current and unrestricted registration with the College of Medical Radiation and Imaging Technologists of Ontario (CMRITO) in the specialty of Diagnostic Medical Sonography (DMS). Qualifications in other healthcare disciplines or specialties, including Cardiovascular Technology or Nursing, do not independently meet the requirements of the position.

The role combines specialized clinical and technical expertise in cardiac sonography with responsibilities for student competency development, scan-test evaluation support, laboratory operations, participant safety, and coordination within an active community diagnostic facility. The incumbent provides technical instruction, demonstrations, coaching, and mentorship as students develop competency in the use of sophisticated diagnostic cardiac ultrasound and simulation equipment and apply industry-standard imaging, ergonomic, and patient care practices. As the laboratory is configured primarily for left-handed scanning, left-handed

scanners are preferred; however, all incumbents must be comfortable and competent instructing students within a left-handed scanning environment.

Weekend intensive laboratory sessions represent the students' primary opportunity to translate theoretical knowledge into practical scanning skills. Under the direction of course faculty, the incumbent assists with evaluating student scan tests by objectively and consistently applying an assigned marking rubric, documenting observations, and providing constructive feedback. Final grading decisions, rubric interpretation, academic accommodations, and formal decisions concerning student progression remain the responsibility of course faculty.

Operating with considerable independence at an off-site location, the incumbent makes day-to-day decisions related to laboratory delivery, equipment utilization, student support, health and safety compliance, and routine problem resolution. The position requires the integration of clinical judgment, technical expertise, operational coordination, and educational support to promote student achievement while maintaining a safe, effective, equitable, and professional learning environment.