



Client Orientation Procedures

Ultrasound Temps Sonographer:

Client:

Date:

Directions: The department administrator or lead sonographer should complete this form on the first day that an Ultrasound Temps' employee has been assigned to the department.

Check all that apply

- Parking policy and or arrangement for the Temp
- Locker/coat room or area the Temp can leave their personal belongs
- Facility tour
- Emergency procedures
- Fire/disaster plan evacuation routes or policy
- Department emergency cart/equipment location
- Department patient distress responses
- Initiation or emergency code (cardiac arrest, etc.)
- Hazardous material management/infection control policies
- Incident reporting policy and procedure
- Patient transport procedures (How should patients be received and released)
- Review of departmental routine for patient exams and procedures
- Equipment review for ultrasound equipment and film processing
- Portable ultrasound procedure and protocol
- Exam requisition review
- Film filing system review



Equipment Check-off

Ultrasound Temps Sonographer:

Client:

Date:

Directions: This form should be completed within the first week of assignment by the department administrator or lead sonographer for each ultrasound machine or medical equipment that is unfamiliar to the Ultrasound Temps' employee. Review of forms that will be filled out by the Temp should also be reviewed for each exam a worksheet or report is required to be generated

Check all that apply

- Transducers:
- Where to connect transducer to a port, types and MHz available, changing frequencies (multihertz), cleaning probe
- Gains: Overall, TGC
- Presets for various exams (Vascular, Abdomen, OB, etc.)
- Measurements: diameters, ellipse, various calc packages (Vascular, OB, Volumes, etc.)
- Annotation: image labeling on films
- M-mode: run a strip, place a cursor line, measure FHR, adjust gain
- Pulsed Wave Doppler: run a strip, place the cursor and sample gate, measure peak systole
- Color Flow Doppler: place and adjust color sector on screen, adjust color velocity and gain
- Focal zone adjustments
- Depth adjustments
- New patient data entry
- Machine on-off switch
- Freeze button, print button
- Color printer control, video print or print out reports (if available)
- Review of exam forms and/or worksheets