



Position Description

Title:	Point-of-Care Ultrasound Assessment Specialist
Department:	Certificate Assessments
Supervisor:	Deputy Director, POCUS
FLSA Status	Exempt
Profile:	D

Overall Position Purpose

This position exists to create, manage, and maintain program-specific components for the Inteleos Point-of-Care Ultrasound Certification Academy in assigned content areas under the oversight of the Deputy Director, POCUS. Program-specific components will include user-interface webpages, candidate databases, learning content, testing content, and test output developed through the management and coordination of volunteer, staff, and consultant/vendor groups.

Core Responsibilities

- Assume responsibility for all Point-of-Care Ultrasound program content in the assigned content areas;
- Facilitate activities with volunteers, staff, and vendors to develop and maintain program-specific content;
- Assemble and maintain dashboard, program content, and test forms in dedicated Learning Management System;
- Coordinate creation of possible content and content approval by volunteer subject-matter experts;
- Perform continual quality assurance of program and all related activities and communications;
- Comply with directions and instructions from Manager and/or Director, performing tasks, providing input/suggestions, and assuming responsibilities as required; and
- Maintain and follow departmental processes/procedures and testing best practices as required by ANSI for organizational accreditation.

Required Education/Experience

- Bachelor's Degree, Certification, or equivalent in a related field;
- Minimum of four years of experience in a similar function;
- One to three years of volunteer management or non-profit experience; and
- Two to three years of project management experience.

Required Qualifications/ Skills

- Ability to learn new hardware and software tools easily and quickly, including LMS and video-editing tools.
- Excellent interpersonal skills with ability to interact effectively, efficiently, and professionally with individuals at all levels of the organization as well as external contacts.
- Excellent organization and project management skills.
- Demonstrated skill in writing concise, logical, and grammatically correct letters and reports.
- Consistent attention to detail.
- Must be comfortable working independently and with team members from across the globe, recognizing and adjusting to cultural differences and sensitivities.



- Accomplished writer and editor; able to produce or edit diverse communications including manuals, advertisements, and test questions.
- Ability to maintain positive attitude under stressful conditions.
- Strong collaboration and communications skills.
- Willing and able to take initiative.
- Must be self-directed and creative.
- Ability to work in a remote team environment.
- Moderate to high degree of comfort using technology tools common in learning and office environments.
- Moderate understanding of the wide variety of technology uses and applications.
- Moderate or advanced experience in Microsoft Office Suite.

Inteleos Attributes

- **Accountable** – taking ownership of your work and delivers results. Being responsible for your actions.
- **Collegial** – being helpful, respectful, approachable and team oriented. Building strong working relationships and a positive work environment. Consider the thoughts and opinions of others.
- **Ethical/Integrity**– employee is honest and trustworthy when working with colleagues, volunteers, and other stakeholders. Lead by example.
- **Committed to:**
 - Creating the global standard of excellence in healthcare and patient safety
 - Excellence – Strive to excel in everything you do.
 - Quality – Taking the initiative, extra time, care and vigilance to get the job done right.
 - Continuous Learning
- Have a **Positive “Can-do” Attitude**-being ready, available and willing to get the job done and done well.

Supervisory Environment

- Works under general guidance with considerable latitude in determining work objectives.
- Makes decisions of considerable complexity regarding work design, projects, or business issues, which are mostly ambiguous with a medium- or short-term impact on a significant organizational function and may occasionally impact Inteleos as a whole.
- Work projects and products are subject to management review for content, quality, and appropriateness.
- Incumbent may have some formal supervisory responsibility or provide regular work direction and/or technical oversight to others.

Work Environment

The incumbent will work at a desk in an office environment either in the corporate office or in an approved remote setting. Evening and weekend work, and travel will be required. There are minimal requirements to lift or move equipment.

This description is intended to provide an overview of the responsibilities of the position. It is not all-inclusive and an incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.

Received by: _____
Employee Name/Signature

Date: _____