

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Telemetry Technician

(Position Description, Class Specification & Minimum Qualification Requirements)

<b>Entry Level Work</b>	<b>HE-06</b>	<b>6.814</b>
<b>Full Performance Work</b>	<b>HE-08</b>	<b>6.815</b>

### **Function and Location**

This position works in the Nursing Section of an acute care hospital and is responsible for monitoring and assessment of patients on cardiac monitoring devices. The position may be required to work on shifts, including evenings, and weekends and holidays.

### **Key Duties and Responsibilities**

#### 1. Monitoring and Assessment:

Observe, gather, initiate, compile, and record data and reports reaction, changes and information of patient's assignment who are on monitoring devices by:

- a. Take rhythm strip of all patients on monitors and mounts it; measures rate, PR intervals and QRS complexes; measures QT intervals.
  - b. Observe monitor for any arrhythmia's, including those not picked up by alarm or computer, atrial arrhythmia's, blocks, increase of QT interval, etc., and reports abnormalities to nurse caring for patient; observes effects of medication in relationship to arrhythmia's and reports to nurses anything unusual or any changes in rhythm.
  - c. Initiate shift reports for oncoming telemetry technician; labels and distributes trend reports for each patient for past shift as required; signs off on all arrhythmia checks.
2. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
  3. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
  4. Apply the principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.
  5. Communicate and interact with patients and families in a positive and courteous manner.
  6. Maintain the strictest confidentiality of all facility and facility-related patient and/or employee information.

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7. Reports incidents and unusual occurrences according to department policies.
8. Participate in quality improvement activities when requested, support patient safety initiatives and adhere to accreditation and regulatory requirements.
9. Assures that all equipment necessary for provision of care is readily available and in working order.
10. Notify appropriate personnel of patient's arrival to insure continuity of care and proper identification and observation.

### **Other Duties**

In addition to the key duties and responsibilities, this position may be assigned to:

Acts as resource person for other personnel, willingly shares knowledge that will develop and enhance the orientation process of new hires; perform duties as required such as anticipating patients needs and responds to patient call lights promptly and assist nursing staff in emergencies; report changes in patients condition; attend and participate in in-service education programs to keep abreast of current practices, policies and procedures; transfers and transports patients as needed; answer phones, take messages, pass information to other staff; assist clerical staff as needed; and perform other duties as assigned.

### **Knowledge and Abilities used in Performing Key Duties at the Full Performance Level**

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the clientele of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

### **Controls Exercised over the Work**

A Registered Professional Nurse provides supervision to the position.

**Instructions Provided:** Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

**Assistance Provided:** Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new and unusual situations.

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**Review of work:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically.

### **Prerequisite Qualifications Required for the Entry Level**

**Experience and Essential Knowledge and Abilities:** Two (2) years of work experience in a health facility such as a hospital or similar medically oriented institution where the primary or basic objective was to observe and report on a variety of physical and/or mental symptoms and conditions and implement care and/or treatment procedures for a caseload of acute care patients.

The two (2) years of work experience, must demonstrate knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); first aid; patient rights; universal precautions; infection control; body mechanics; basic medical and nursing terminology; and the ability to assist and participate in the activities of the treatment team; the ability to read, write, speak, understand and communicate effectively with distraught or agitated individuals in English; follow oral and written instructions precisely, and get along with others.

**Substitution Allowed:** Completion of a practical nursing or professional nursing curriculum from an accredit school substitutes for the experience required for the entry level.

### **Certification Required:**

1. Basic arrhythmia course is required.
2. Basic Life Support (BLS) for Healthcare Workers must be obtained within six (6) months of employment.

**Physical Requirements:** All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

<p><b>Sensory:</b> Distinguish changes in a patient's skin color; read typewritten and handwritten reports, instructions, and notes in patient charts; and hear through a stethoscope to measure patient's blood pressure.</p>
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<p><b>Coordination and Dexterity:</b> Assist patients with person care activities (e.g., bathing, dressing, toileting, etc.).</p>
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**Strength and Stamina:** Push and pull, lift and transfer patients; subdue uncontrolled patients.

**Mobility:** Move freely throughout the work setting; and responds to emergency situations quickly.

(These requirements are supplemented by the Physical Requirements Specifications, for Nurse Aide classes.)

### **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience in an acute care hospital, which involved reading EKG monitors for patients who require continuous cardiac monitoring. Such experience must have demonstrated the ability to independently monitor and assess data generated from the monitors; a thorough working knowledge of cardiac practices, techniques and procedures; functional anatomy and human physiology; use of cardiac monitors and supplies; and the ability to handle emergency situations in a calm manner; communicate effectively with distraught or agitated individuals; recognize life-threatening signs and symptoms; and operate and maintain cardiac monitors.