

# HAWAII HEALTH SYSTEMS CORPORATION

## **Job Description**

## **ECG Technician**

(Position Description, Class Specification & Minimum Qualification Requirements)

<b>Entry Level Work</b>	<b>HE-06</b>	<b>6.812</b>
<b>Full Performance Work</b>	<b>HE-08</b>	<b>6.813</b>

### **Function and Location**

The Electrocardiograph (ECG) Technician is responsible for performing diagnostic tests such as standard twelve-lead electrocardiographic tests, application of various arrhythmia monitors, and administering electrocardiographic stress tests to aid physicians in identifying and treating cardiovascular problems in patients.

This position works in a clinic or hospital setting.

### **Key Duties and Responsibilities**

1. Prepare patients for examinations.
2. Educate patient on all testing procedures.
3. Electrode application and proper positioning of patient.
  - a. Perform twelve-lead ECG and ECG rhythm strip at the direction of the ordering provider.
  - b. Record electrocardiograms of high-quality, free from artifact, per provider order and protocol.
  - c. Clean equipment and restock supplies as necessary.
4. Appropriately attach various rhythm monitoring devices.
  - a. Configure cardiac arrhythmia monitor with patient information, performed chart prepare, and review patient history.
  - b. Educate patient on the use of various arrhythmia monitors which may include transmission of symptomatic events and/or making diary entries of activities and symptoms.
  - c. Perform appropriate placement of various cardiac arrhythmia monitors.
  - d. Document placement of the cardiac arrhythmia monitor in the electronic health record and MUSE system.
  - e. Receive and process vendor generated arrhythmia monitor reports for interpretation by cardiologist.
  - f. Alert reading cardiologist to any critical results from vendor generated arrhythmia monitor reports per protocol.
5. Facilitate stress testing under the supervision of a cardiologist, APP, or exercise physiologist.
  - a. Monitor patient vitals and symptoms throughout the course of the procedure and document according to protocol.

# HAWAII HEALTH SYSTEMS CORPORATION

## **Job Description**

## **ECG Technician**

(Position Description, Class Specification & Minimum Qualification Requirements)

- b. Maintain surveillance of the ECG tracing and report any abnormalities to the supervising provider.
- c. Process paperwork, digital data, and all ancillary services related to stress test.
6. Participate in the training of new ECG technicians and electrocardiographic tests and procedures.
7. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
8. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
9. Apply the principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.
10. Communicate and interact with patients and families in a positive and courteous manner.
11. Maintain the strictest confidentiality of all facility and facility-related patient and/or employee information.
12. Reports incidents and unusual occurrences according to department policies.
13. Participate in quality improvement activities when requested, support patient safety initiatives and adhere to accreditation and regulatory requirements.
14. Assures that all equipment necessary for provision of care is readily available and in working order.
15. 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 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;

# HAWAII HEALTH SYSTEMS CORPORATION

## **Job Description**

## **ECG Technician**

(Position Description, Class Specification & Minimum Qualification Requirements)

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 Cardiologist or designee provides supervision over this 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.

**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, 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.

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## ECG Technician

(Position Description, Class Specification & Minimum Qualification Requirements)

### **Substitution Allowed:**

1. Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for the experience required for the entry level.
2. Associate Degree in Cardiovascular or Vascular Technology from an accredited school substitutes for the experience required for the entry level.
3. Electrocardiography or Electrocardiogram Technician Certificate from an accredited school substitutes for one (1) year of 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, hear through a stethoscope to measure patient's blood pressure, and monitor printed and digital ECG signals.</p>
---

<p><b>Coordination and Dexterity:</b> Assist patients with person care activities required to place ECG leads, arrhythmia devices, and prepare for supervised exercise.</p>
---

<p><b>Strength and Stamina:</b> Push and pull, lift and transfer patients; subdue uncontrolled patients.</p>
--

<p><b>Mobility:</b> Move freely throughout the work setting; and responds to emergency situations quickly.</p>
--

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

# HAWAII HEALTH SYSTEMS CORPORATION

## **Job Description**

## **ECG Technician**

(Position Description, Class Specification & Minimum Qualification Requirements)

### **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 a clinic or hospital setting which involved administering tests to cardiac patients, monitoring and assessing data from ECG monitors, and educating patients on testing procedures. Such experience must have demonstrated the ability to independently monitor and assess data generated from ECG 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.