

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Telemetry Technician

(Job Description, Class Specification & Minimum Qualification Requirements)

<b>Entry</b>	<b>Pay Grade</b>	<b>HE-06</b>	<b>Job Code</b>	<b>6.814</b>
<b>Full Performance</b>	<b>Pay Grade</b>	<b>HE-08</b>	<b>Job Code</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, weekends and holidays.

### **Key Duties and Responsibilities**

#### 1. Monitoring and Assessment:

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

- a. Take rhythm strip of all patients on monitors and files 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.
  - d. Perform device interrogation and 12 lead EKGs.
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.

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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.
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 ensure 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.

### **Supervision Provided By**

A Registered Professional Nurse provides supervision to the position.

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**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 to ensure that acceptable practices are followed.

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

**Education:** High school diploma or the equivalency is preferred.

**Experience:** Two 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 patients.

**Knowledge and Abilities:** Must demonstrate knowledge of basic nursing skills (e.g., 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.

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

In addition to the qualifications required at the entry level:

**Experience:** One year of work experience which involved reading and assessing EKG monitors for patients who require continuous cardiac monitoring.

**Knowledge and Abilities:** 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

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individuals; recognize life-threatening signs and symptoms; and operate and maintain cardiac monitors.

### **Substitution Allowed:**

- a. Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for the experience required for the entry level.
- b. Successful completion of one of the certifications listed below substitutes for the experience required for entry level and full performance level.
  - 1) National Telemetry Certification through the National Telemetry Association (NTA); or
  - 2) Certified Cardiac Monitor Telemetry Technician (CCMTT) through the American Education Certification Association (AECA); or
  - 3) Cardiac Arrhythmia Technician (CCAT) through the American Education Certification Association (AECA).

### **Certification Required:**

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

**Desirable Qualifications:** Ability to handle emergency situations in a calm manner; ability to communicate and work effectively with acute, chronically ill, and agitated individuals.

**Health and Physical Requirements:** All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without accommodation.

### **ADDENDUM ATTACHED**

Yes       No