



POSITION DESCRIPTION EKG Technician

POSITION SUMMARY:

Perform EKG's, holter monitor and other clerical duties. Respond to Code Blue/Cardiac Arrest codes as needed. Participate in facility and departmental process improvement initiatives as may be required.

POSITION DESCRIPTION – EKG TECHNICIAN

STANDARD

Environment of Care: Demonstrates knowledge and practice of:

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

Infection Control: Demonstrates knowledge and practice of:

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

Performance Improvement: Demonstrates knowledge of:

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

Patient Rights: Demonstrates knowledge and practice of:

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

Risk Management: Demonstrates knowledge and practice of:

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

Certifications

23. BLS card Exp date:
24. EKG Certification

Patient Safety

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
 - Accuracy of patient identification using patient's name and birth date
27. Interdisciplinary collaborative approach to patient care planning

STANDARD

28. Sentinel events alert
- Inpatient suicide
 - Restraints
 - Infant abduction
 - Fall prevention
 - Bed-related entrapments deaths
 - Nosocomial infections

Department Core Competencies

29. Acquire appropriate physician order/requisitions.
30. Maintain appropriate interpersonal skills.
31. Demonstrate responsibility and accountability in the performance of EKG testing and performs timely, adequate and accurate testing procedures. Perform the following:
- EKG procedures
 - Holter monitor procedures
32. Demonstrate knowledge of equipment utilization and patient instruction, and accurate lead placement.
33. Respond to cardiopulmonary arrests – perform rhythm strip documentation, EKG if required.
34. Posses basic rhythm/interpretation skills.
35. Demonstrate qualities as a team player.
36. Demonstrate the willingness to adapt to the operational needs of the department.
37. Demonstrate computer and filing skills.
38. Perform daily office/clerical procedures.
39. Place the appropriate EKG (or copy) in the appropriate reading doctor's box (or patient's chart). Assure that timely and accurate communication of patient results is done without compromising security and confidentiality.
40. Print daily log report. Correct and follow-up on discrepancies.
41. Write patient information in the medical records notebook of discharged patients (for EKGs, stress test and holters). Take those records to Health Information Management and have HIM staff initial the log after accepting records/tracings.
42. Schedule inpatient stress tests with the appropriate physician's office and complete pertinent paperwork.
43. Pull EKG copy(s) from EKG files and Xerox a copy when requested by Health Information systems or one of the nursing areas within the facility.
44. Enter patient information in the EKG Log Book.
45. Enter charges for each requisition.
46. Maintain the supplies/stock.
47. Assist with department upkeep and appearance.
48. Assist with equipment cleaning and maintenance.
49. Chart procedures.
50. Transport patient to/from the department when applicable. Sign the patient out at nursing station.
51. Phone appropriate EKG reading physicians when tests are not read in a timely manner.

Age Specific Competencies**Knowledge**

52. Demonstrates knowledge of growth and development
53. Criteria to identify victims of abuse and neglect

Skills

54. Demonstrates communication skills appropriate to ages served
55. Assesses and adjusts instrument settings appropriate to age group
56. Selection of electrode placement and size and setup appropriate to age
57. Appropriately interprets data and patient responses to testing
58. Reassure patient and concludes procedure appropriate to age group

Service Standards

59. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
60. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
61. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
62. Gives all customers their full attention and treats them with dignity, respect and understanding.
63. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
64. Safeguards patient confidentiality in all forms of communication.
65. Works effectively with others toward achieving common goals including morale and teamwork.
66. Interacts compassionately and in a timely manner with all customers.

STANDARD	
Equipment – Demonstrate Safe and Effective Use	
67.	EKG machine
68.	O2 tank
69.	Printer – Laser/Genicom
70.	Copy Machine

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: EKG Technician

Department: Cardiopulmonary

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/Associate Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification
- Knowledge of state, federal, JCAHO regulations
- Knowledge of specialty equipment tools: EKG, Holter Monitor
- Other: Medical terminology

EXPERIENCE

- One year EKG experience
- 12 lead EKG placement
- General office procedures
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Department Specific:
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of 27 on Clerical test
- Minimum typing of wpm
- Minimum score of 60 on PCT test
- Minimum score of 80 on WS test
- Minimum score of 80 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 80 on Nursing medication test

AGE OF PATIENTS SERVED
(For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS
(See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 3 1/2 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 1/2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 2 Crouching
- 2 Squatting
- 1 Crawling
- 2 Kneeling
- 2 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 3 Twisting at waist
- 3 Push/pull (up to 75 lbs.)
- 2 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Goggles
4. Mask

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date