



**STANDARD**

29. Sentinel events alert
- Nosocomial infections
  - Bed rail safety/risk of entrapment
  - Inpatient suicide
  - Blood transfusion errors

**Department Core Competencies**

30. Performs ongoing observation of the cardiac monitors and interpret cardiac rhythms correctly
31. Perform clerical duties efficiently and accurately
32. Prioritize and assist with unit activities based on patient needs under the direction of the RN
33. Demonstrates effective time management and organizational skills by implementing physician orders
34. Detect and promptly report changes in parameters monitoring cardiac rhythms
35. Ensure medical record is complete and in order
36. Ensure timely and accurate communication of patient information with all members of the health care team
37. Documents clearly and accurately
38. Arrhythmias – maintain strips and reporting changes
39. Performs phlebotomy
40. Knowledge of 1:1 patient
41. Ordering and management of supplies

**Age Specific Competencies**

**Knowledge**

42. Criteria to identify victims of abuse and neglect

**Skills**

43. Uses age appropriate communication skills
44. Identifies age specific safety issues

**Service Standards**

45. 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.
46. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
47. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
48. Gives all customers their full attention and treats them with dignity, respect and understanding.
49. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
50. Safeguards patient confidentiality in all forms of communication.
51. Works effectively with others toward achieving common goals including morale and teamwork.
52. Interacts compassionately and in a timely manner with all customers.

**Equipment – Demonstrate Safe and Effective Use**

53. Computer and related printers
54. Copy machine
55. Fax machine
56. Pneumatic tube system
57. Central station patient monitoring system
58. Telemetry transmitters

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Telemetry/Monitor Technician

Department: Nursing/Patient Care Services

### EDUCATION

- Less than high school
  - High school or GED
- Vocational/Technical
- 2 year/Associates Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree
  - License/Certification – EKG/arrhythmia certificate
- Knowledge of state, federal, JCAHO regulations
  - Medical terminology
  - Ability to read, write and speak English

### EXPERIENCE

- One year acute care hospital experience
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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
  - Management/Planning Skills

### PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PC test
- Minimum score of 84 on WS test
  - Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 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

### 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 1 hour(s) per day
- Sit for 8 hour(s) per day
- Walk for 1 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
- 2 Bending
- 2 Crouching
- 2 Squatting
- 2 Crawling
- 2 Kneeling
- 2 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 2 Twisting at waist
- 2 Push/pull (up to 15 lbs.)
- 2 Lift/carry (up to 15 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

### 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:

**SEDENTARY 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.

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Employee Signature

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Date