



Career Service Authority
Cardiopulmonary Technologist

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GENERAL STATEMENT OF CLASS DUTIES

Performs specialized work performing arrhythmia scans under the direct supervision of a physician and administers various stress tests to assist in diagnosis and treatment.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Performs patient arrhythmia scanning and related examinations.

Administers exercise, cardiopulmonary and pharmacological stress tests under direct supervision.

Assists in administering echocardiographs as needed.

Obtains patient history, answers patient questions and explains procedures.
Enters demographics, test results and interpretations, and billing data into the computer.

Some positions may be required to insert intravenous lines in patients or perform emergency care on patients as needed.

Sets up and ensures proper functioning of testing and monitoring equipment.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Oral Communication – Expresses information (for example, ideas or facts) to individual or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Decision Making – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment toward completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effective dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Customer Service – Works with clients and customers (that is, any individual who uses or receives the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolves their problems, or satisfies their expectations; knows about available products and services; is committed to providing quality products and services.

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

Memory – Recalls information that has been presented previously.

Knowledge of electrocardiographs and arrhythmia sufficient to be able to operate and monitor related equipment and access the patient's condition.

Knowledge of cardiovascular technology procedures sufficient to be able to operate related equipment and administer testing to patients.

Knowledge of exercise and pharmacological stress testing sufficient to be able to assist in performing related tests.

Knowledge of basic nursing procedures sufficient to be able to insert intravenous lines into patients.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: Making frequent movements with a part of the body.
Lifting: Raising or lowering an object over 10 pounds.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Contact with patients under a wide variety of circumstances.
Exposed to hazardous anesthetic agents, body fluids and wastes.
Exposed to infections and contagious disease.
Exposed to odors in kitchen and/or patient areas.
Exposed to risk of blood borne diseases.
Exposed to unpleasant elements (accidents, injuries and illness).
Occasional pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to varying and unpredictable situations.

Education Requirement:

Requires completion of a two-year hospital or college program in non-invasive cardiology approved by the American Medical Association.

Experience Requirement:

None

Education/Experience Equivalency:

Appropriate experience may be substituted for the minimum education requirement on a year-for-year basis.

Licensure and/or Certification:

Requires CPR certification by the end of the probationary period, to be maintained throughout employment.

Requires Cardiovascular Technologist Certification by the National Association of Cardiovascular Technologists by the end of the probationary period.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Janell Flaig

REVISED DATE: 12/20/09

REVISED BY: John Hoffman

CLASS HISTORY: 12/20/09: This class was revised, updated, and placed into the new class specification format.