



Career Service Authority
Electrocardiograph Technician

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GENERAL STATEMENT OF CLASS DUTIES

Performs electrocardiographs (ECG/EKG) and related examinations and participates in arrhythmia detector monitor coordination.

DISTINGUISHING CHARACTERISTICS

The Electrocardiograph Technician is distinguished from the Electrocardiograph Technician Supervisor which supervises the work of electrocardiograph Technicians performing electrocardiographs (EKG's) and other examinations. This class is also distinguished from the Electroencephalograph Technician which performs standard and complex electroencephalographs (EEG's) to record patient's brain waves.

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 factual information relative to the organization or its functions is relayed and/or provides a service according to established procedures or instructions.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Performs electrocardiograph and other related examinations as ordered.

Prepares and secures electrodes to ensure interpretable results; explains methods and procedure to patient; evaluates patient's total conditions throughout the test.

Submits EKG, related tests, and arrhythmia monitor results to physician for interpretation, types and files interpretations, enters reports into the computer and maintains patient logs.

Participates in the arrhythmia detector monitoring program, prepares monitor information for physician evaluations, and sends records of patient monitor usage for billing to central office for processing.

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.

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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.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Reading: Learns form written material by determining the main ides or essential message.
Recognizes correct English grammar, punctuation and spelling.

Writing: Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Integrity/Honesty: Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Speaking: Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Interpersonal Skills: Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Listening: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Conscientiousness: Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Customer Service: Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: maintaining body equilibrium to prevent falling over.

Crouching: bending body downward and forward by bending legs.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Pulling: Exerting force on an object so that it is moving to the person.
Pushing: Exerting force upon an object so that the object is away.
Standing: Remaining on one's feet in an upright position.
Stooping: Bending the body by bending the spine at the waist.
Walking: Moving about on foot on uneven surfaces.
Repetitive motions: Making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: Raising or lowering an object up to 10 pounds.

Working Environment:

Wet: frequent contact with water or other liquid.
Hazards: conditions where there is danger to life, body, and/or health.
Contact with patients under wide variety of circumstances
Exposed to hazards from electrical/mechanical/power equipment
Exposed to infections and contagious disease.
Exposed to patient elements.
Exposed to risk of bloodborne diseases.
Occasionally subjected to irregular hours.
Subject to many interruptions.
Subject to varying and unpredictable situations.

Education Requirement:

Graduation from high school or possession of a GED certificate.

Experience Requirement:

Six months as a technician performing electrocardiographs.

Education/Experience Equivalency:

A six month American Medical Association approved program in electrocardiograph (EKG's) technology may be substituted for the required experience.

Licensure and/or Certification:

None

CLASS DETAIL

FLSA CODE: Nonexempt

ESTABLISHED DATE: 09/16/95

ESTABLISHED BY: Janell Flaig

REVISED DATE: 11/29/09

REVISED BY: Hameed Pousti

CLASS HISTORY
09/95 - The class was originally created.
11/29/09 - The spec was updated, Competencies were added, and the spec was placed in to new format.