

Telemetry Technician/Unit Secretary- 12 hour Shifts

The Telemetry Monitor Technician - Unit Secretary accurately interprets cardiac rhythm strips every 4 hours including rate, rhythm, PR interval, QRS, QT, signature and title. Immediately reports changes in patient's rhythm to Primary Care Nurse. Posts copy of rhythm change in patient's record. Documents arrhythmias and/or change in cardiac rhythm on report sheet and gives complete/accurate report to oncoming technician. Properly operates monitor system. Properly operates speaker system and phone system. Continuously runs a strip during a code blue. Properly completes emergency calls for staff. Tracks monitored patients at all times. Keeps charts prepped with labeled rhythm strips. Maintains nutritional supplies. Counts prior to ordering and maintains pre-set par limits. Keep patient label book up to date. Places completed rhythm sheets in patient charts. Provides indirect patient care in the medical surgical setting. Meets the communication needs of the patient/family, departmental staff and medical staff. Prepares and compiles records in the Medical Surgical Unit. Initiates directions from physician and nursing staff. Participates in performance improvement activities. Maintains regulatory agency requirements, nursing and hospital policies and procedures and standards. Performs other duties as needed or directed by supervisor.

This job description is a summary of the primary duties and responsibilities of the job and position. It is not intended to be a comprehensive or all-inclusive listing of duties and responsibilities. Contents are subject to change.

Education

Required - High School diploma or equivalent

Certifications- required within 6 months of hire

Required -Basic Life Support (BLS) from the American Heart Association

Preferred- State Certification for ECG, ECG certificate program or equivalent

Knowledge Skills and Abilities (KSAs)

- Must have computer skills and dexterity required for data entry and retrieval of patient information. Must be proficient with Windows-style applications and keyboard.
- Effective verbal and written communication skills and the ability to present information clearly and professionally to varying levels of individuals throughout the patient care process
- Must have computer skills and dexterity required for data entry and retrieval of information
- Must be proficient with Windows-style applications, various software packages specific to role and keyboard
- Good interpersonal skills

Job Duties

- Recognizes life threatening arrhythmias and reports to the appropriate department STAT.
- Maintains visual check of monitors.
- Maintains log of patients being monitoring.
- Provides accurate information in and informative manner respecting patient's rights.
- Interprets basic ECG strips for rate & rhythm.
- Troubleshoots & collaborates with Biomed/nurses for GE telemetry problems.
- Recognizes artifact & troubleshoots effectively.

- Adapts behavior to the specific patient population, including but not limited to: respect for privacy, method of introduction to the patient, adapting explanation of services or procedures to be performed, requesting permissions and communication style.
- Other related duties as required.
- **Physical and Environmental Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Medium Work - Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.