

UW HEALTH JOB DESCRIPTION

ECG TECHNICIAN

Job Code: 610005	FLSA Status: Non-Exempt	Mgt. Approval: M. Van Hierden	Date: May 2023
Department: Cardiovascular Medicine		HR Approval: M. Grayson	Date: May 2023

JOB SUMMARY

The Electrocardiograph (ECG) Technician is responsible for performing electrocardiographic (ECG) tests, including the application of various arrhythmia monitors and electrocardiographic stress testing. The ECG Technician is responsible for educating patients on all testing procedures, properly positioning patients, electrode application, judging the quality of ECG tracings, attaching various arrhythmia monitor devices, and facilitating stress testing under the supervision of a Cardiologist, APP, or Clinical Exercise Physiologist. This position works with patient populations across the age continuum and is responsible for helping to develop and implement systems to assure the smooth and efficient flow of both inpatient and outpatient ECG procedures. This position may be assigned to work at any department clinical location.

MAJOR RESPONSIBILITIES

- Perform all procedures as requested by providers and/or protocols in all the department's clinical locations.
- Perform proper patient positioning, preparation, and electrode placement for all procedures and for all age groups.
- Obtain and document patient vital signs as requested.
- Explain various procedures to patients, answering questions and addressing concerns.
- Monitor patient vitals and symptoms throughout the course of procedures and document outcomes accordingly per protocol.
- Perform 12 lead ECG and ECG rhythm strip at the direction of the ordering provider. Record electrocardiograms of high quality, free from artifact and distortion per provider order and protocol.
- Prepare and process paperwork and digital data from electrocardiograph (ECG) readings for the provider's review.
- Receive and process vendor generated arrhythmia monitor reports for interpretation by a Cardiologist.
- Receive and process critical results from vendor generated arrhythmia monitor reports and alert the reading Cardiologist per protocol.
- Process paperwork, digital data, and all ancillary services related to the stress tests.
- Configure cardiac arrhythmia monitor with patient information, perform chart prep, and review patient history.
- Educate patients on use of various cardiac arrhythmia monitors which may include transmission of symptomatic events and/or making diary entries of activities and symptoms.
- Perform proper placement of various cardiac arrhythmia monitors.
- Properly document placement of the cardiac arrhythmia monitor device and perform other tasks per protocol in the Electronic Health Record (EHR) and other applicable systems (i.e. RedCap, MUSE, etc.).
- Select appropriate exercise protocol as directed by the supervising provider or Exercise Physiologist to include pre/post exercise ECG tracings and ECG tracings during exercise. Maintain surveillance of ECG tracing, document vitals and symptoms throughout the stress test, and report any abnormalities to the supervising provider or Exercise Physiologist.
- Perform all required functions of the ECG carts, various arrhythmia monitor devices, the stress testing system, the ECG interpretation software (MUSE), the EHR, and other department applications as appropriate.
- Perform minor maintenance and cleaning of equipment and restock supplies.
- Participate in the training of new ECG Technicians and other various allied health professionals on electrocardiographic tests and procedures.
- Based on work location, respond to ECGs ordered throughout the hospital during off hours.
- Other duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	Technical or Associate's Degree in Healthcare related field
Work Experience	Minimum	
	Preferred	One (1) year of Electrocardiograph Technician experience
Licenses & Certifications	Minimum	CPR Certification within six (6) months of hire
	Preferred	CCT, CRAT, or equivalent

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> Ability to perform all required functions of the ECG cards, rhythm monitor devices, stress testing system, and ECG interpretation software Knowledge of the psychosocial needs of patients and families Ability to work with and maintain confidential patient information Strong communication and interpersonal skills Ability to document and communicate accurate patient observations, care, and outcomes of care Ability to triage multiple patient care or equipment related issues Strong problem-solving skills dealing with technical and interpersonal issues Ability to work in a team environment and to collaborate with a variety of staff members in a positive manner Ability to operate a computer Demonstrates a high degree of professionalism 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
X	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.