



## Telemetry Tech JOB DESCRIPTION

Position Title:	Telemetry Tech	Exemption Status:	Non-Exempt
Job Classification:	GS 9	Job Code:	125
Department:	Medical/Surgical Floor		
Reports to:	Medical/Surgical/ICU Manager		
Last Update:	June 6, 2017		

### Job Summary

Provide advanced ECG while concentrating on monitoring patient status through assessment of ECG strips and arrhythmia interpretation. Possess troubleshooting skills to recognize monitoring the problems, identify probable causes, and seek solutions to correct the problem. Identify and respond to potentially life-threatening rhythm changes, initiate codes, record rhythms during code, continuous ECG monitoring with accurate interpretation of cardiac rhythms and dysrhythmias and interval measurements. Appropriately respond to all monitor alarms.

### Essential Functions

- Promote the mission, vision, and values of the organization.
- Perform electrocardiograms in multi-settings including proper electrode placement.
- Knowledge of anatomy and physiology of the heart in relation to waves, complexes, time and voltage as shown through the conduction system and strip interpretation.
- Communicate appropriately and clearly to charge nurse, co-workers, and physicians.
- Treat patients and families with respect and dignity.
- Interact professionally with patient/family and provide explanations and verbal reassurance as necessary.
- Demonstrate an ability to be flexible, organized, and function under stressful situations.
- Maintain a good working relationship both within the department and with other departments.
- Ensure that documentation meets current standards and policies.
- Answer telephone/intercom in a polite manner and communicate information to the appropriate personnel/family.
- Manage and operate equipment safely and correctly.
- Prepare medical records for new admissions and discharged patients. Log all patients in the log books upon admission, transfer, discharge, or expiration.

### Non-Essential Functions

- Perform other duties as assigned

### Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.

- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

**Qualifications**

- High school diploma or equivalent
- Telemetry Course or ability to complete course within 3 months
- Current Basic Life Support (BLS) certification or must be obtained within thirty (30) days of hire
- Advanced Cardiac Life Support (ACLS) certification preferred
- Pediatric Advanced Life Support (PALS) certification preferred

**Knowledge, Skills, and Abilities**

- Knowledge of telemetry services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

**Physical Requirements and Environmental Conditions**

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Position requires sitting for long periods of time approximately 8-10 hours per day and walking for 2 hours per day
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

**General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

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**Employee's Signature**

\_\_\_\_\_  
**Date**