



JOB TITLE: Special Testing Technician/ Cardiographic Technician
REPORTS TO: Clinic Manager
FLSA STATUS: Non-Exempt
JOB OVERVIEW: This position under supervision by a cardiologist performs prescribed non-invasive cardiovascular procedures and stress testing to patients. Duties include scheduling, explaining procedures to patients, monitoring their responses to tests, equipment maintenance, and detailed record keeping/reporting ensuring optimal care/treatment to our patient population.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Prepares patients, equipment and materials used in diagnostic procedures.
2. Operates, calibrates and maintains diagnostic equipment and records the patient's response.
3. Prepares preliminary reports for final interpretation by the cardiologist.
4. Perform exercise, cardiac, nuclear, pharmaceutical, echo stress tests, Holter testing and analysis, EKGs as prescribed.
5. Recognizes chest pain, arrhythmias, life-threatening arrhythmias associated with stress testing responds/ obtains appropriate and immediate assistance as needed.

ADDITIONAL RESPONSIBILITIES:

1. Ensures an accurate and readable recording using deductive reasoning to trouble shoot minor problems, make adjustments as needed during the procedure and prepares recordings for interpretation.
2. Collects and/or reviews pertinent medical, historical, and medication information in order to perform the appropriate study prescribed by the physician.
3. Works with physicians and serves as the technical expert on our various Non-Invasive testing applications.
4. Assists with computerized charting and order entry.
5. Assists with activities to improve department processes, facilitate testing and maintain quality to achieve optimal patient results.

QUALIFICATIONS:

Education:

1. Bachelor's Degree in nursing or related allied healthcare field preferred.
2. Associates degree or completion of an accredited allied health, medical assistant program or equivalent required.
3. Completion of a 3 day EKG/12 lead course required.
4. Combination of education and relevant work experience.

Certifications:

1. Certified Cardiographic Technician (CCT) required from Cardiovascular Credentialing International (CCI).
2. CPR certification for *Health Care Providers*.
3. Advanced Cardiac Life Support (ACLS) desirable.

Experience:

1. Two years hospital or large practice based exercise testing experience preferred.
2. 2-5 years' experience in office based Cardiology Department
3. 2-5 years' experience as an EMT, Corpsman, MA or other related allied health field required

Skills

1. Exhibit good communication and interpersonal skills with people from every socioeconomic, cultural and educational background.
2. Perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure.
3. Work independently, accept responsibility for the direction, control and planning of one's own work.
4. Recognize the rights and responsibilities of patient confidentiality.
5. Convey empathy and compassion to those experiencing pain, physical or emotional distress and/or grief.
6. Relate to others in a manner which creates a sense of teamwork and cooperation.
7. Exhibit flexibility and cope effectively in an ever-changing, fast-paced healthcare environment.
8. Perform effectively when confronted with emergency, critical or unusual situations.
9. Demonstrate the quality work ethic of doing the right thing the right way.
10. Maintain a customer focus and strive to satisfy the customers perceived needs.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone.

Speaking: Must be able to communicate clearly to patients in person and over the telephone.

Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.

Other: Requires frequent lifting and carrying items weighing up to 40 pounds unassisted, including assisting patients when required. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases and/or bodily fluids

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Special Testing Technician/ Cardiographic Technician job description and understand the functions and objectives of the position.

Employee Signature: _____ Date: _____

THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER