

**POSITION DESCRIPTION:****Cardiac Technician**

A **Cardiac Technician** aids physicians in diagnosis and treatment of heart, lung and blood vessel disorders by conducting non-invasive diagnostic tests of cardiovascular and pulmonary systems and analysis management.

**Organisational Reporting Relationship:**

- Administrative Supervisor: Chief Sonographer or Practice Manager
- Medical Supervisor: Attending or Supervising Cardiologist

**Position Summary:**

The Cardiac Technician is responsible for performing, communicating and recording results of diagnostic examinations. The Cardiac Technician is also responsible for daily operations of the technical room, patient schedule, equipment maintenance, the report of equipment failures and quality assessment. The Cardiac Technician maintains a high standard of medical ethics at all times and is self-motivated to increase level of understanding and knowledge of the field, disease and new procedures as they evolve.

**Functions, Duties and Responsibilities:**

The Cardiac Technician:

- Analyses Holters, information and medical history and communicates findings to the appropriate physician.
- Uses independent judgement during the analysis to accurately differentiate between normal and pathologic findings.
- Uses cognitive skills to identify, record and adapt procedures as appropriate to anatomical, pathological and diagnostic information.
- Coordinates work schedule with Chief Sonographer and others to ensure workload coverage.
- Assists with the daily operations of the technical room and equipment.
- Maintains a daily log of patients seen and completes billing forms as required.
- Assumes responsibility for the storage, maintenance, safety and ordering of drugs.
- Assumes responsibility for the safety, mental and physical comfort of patients while they are in the Technician's care.
- Maintains ECG, Holter equipment and work area and ensures the area is stocked with adequate supplies.
- Participates in the organisational quality improvement and accreditation processes.

### **Functions, Duties and Responsibilities (cont.):**

- Establishes and maintains ethical working relationships and good rapport with all interrelating hospitals, referral and commercial agencies.
- Electrocardiography (ECG) – recording the electrical activity of the heart, from which the heart rate is measured and its pattern and rhythm are interpreted.
- Ambulatory monitoring – fitting a portable ECG monitor to record the ECG over a 24-hour period and the subsequent replaying and analysing of the tape on a computerised system.
- Holter monitoring – the fitting and removal of.
- Exercise ECG stress testing – assessing a patient’s cardiac response to exercise using a treadmill or stationary bicycle and ECG recording.
- Performs other work related duties as required.

### **Education:**

As a minimum, has attained an undergraduate degree in science or health.

### **Experience:**

As defined by the Principle Cardiologist and Chief Sonographer.

### **Demonstrated Skills and Abilities:**

- Ability to effectively operate ECG equipment and undertake ECG testing.
- Ability to evaluate Holter and ECG recordings in order to acquire appropriate diagnostic information.
- Ability to integrate diagnostic and laboratory results, patient history and medical records, and adapt examination as necessary.
- Ability to use independent judgement to acquire the optimum diagnostic information from each examination performed.
- Ability to evaluate, synthesize and communicate diagnostic information to the attending physician.
- Ability to communicate effectively with the patient and the health care team, recognising the special nature of sonographic examinations and patient needs.
- Ability to establish and maintain effective working relationships with the public and health care team.
- Ability to follow established procedures.
- Ability to work efficiently and cope with emergency situations.

### **Physical Requirements:**

The employee must be capable of carrying out all assigned duties, including:

- Being both emotionally and physically healthy in order to meet the demands of the position.
- Possess strength sufficient to lift some patients, move heavy equipment on wheels (up to approximately 500 lbs), and to move patients in wheelchairs and stretchers.

**Risk of Exposure to Blood Borne Pathogens:**

Category 1 – Tasks involve exposure to blood, body fluids or tissues.

**Date Reviewed:** 01/10/2020

**Date Approved:** 01/05/2019

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Practice Manager

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Employee

