



UNION JOB DESCRIPTION

JD1526

JOB TITLE:	Electrocardiogram (ECG) Assistant	JOB DESCRIPTION NO.:	F.NI.16001.001
CLASSIFICATION:	ECG Assistant	GRID/PAY LEVEL:	F 15
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	16001
UNION:	HEU	JOB/CLASS CODE:	40753
PROGRAM/DEPARTMENT:	Heart Health	BENCHMARKS (If Applicable):	16001
REPORTING TO:	Manager or Designate		
FACILITY/SITE:	Royal Jubilee Hospital; Victoria General Hospital; Saanich Peninsula Hospital; Cowichan District Hospital; Nanaimo Regional General Hospital; West Coast General Hospital; North Island Hospital, Campbell River and District; North Island Hospital, Comox Valley Campus		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or Designate, and working under the clinical direction of the of the Electrodiagnostic Services (EDS) Supervisor or designate, this position performs Electocardiogram (ECG) testing and equipment maintenance. Provides test information to appropriate medical staff member for interpretation. Ensures equipment is functioning and supply inventory is sustained to appropriate levels. Performs related duties such as booking patient appointments, maintaining records and keeping statistics as required

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Explains procedures to prepare patients for ECG and related tests and answers questions; obtains patient information and enters data into the operating system; performs ECG testing by attaching electrodes to the patient and operating equipment in accordance with established policies and procedures.
2. Monitors ECG test for artifacts and other anomalies and readjusts electrodes or patient position to ensure accurate test results are obtained.
3. Reviews ECG printout in accordance with established guidelines and notifies ordering physician or other medical staff as required; transmits test results for interpretation by medical staff. Ensure physicians and members of the health care team have knowledge of relevant information.
4. Explains procedures for Holter monitoring, stress testing and related procedures and assists Technologists by performing duties such as preparing patients for tests/procedures by applying electrodes.
5. Performs a variety of duties including booking appointments using established systems, filing and retrieving patient reports, answering inquiries on the phone or in person, editing physician reports based on physician feedback, maintaining records and keeping statistics as required.
6. Participates in maintaining a sufficient supply inventory for the area by checking supplies on hand against re-order points and notifying supervisor when supplies are required.

7. Maintains equipment through methods such as cleaning equipment and troubleshooting malfunctioning equipment and reporting equipment problems using established procedures.
8. Attends and participates in departmental meetings including those related to continuous quality improvement initiatives, provides feedback, recommends improvements and solutions. Assists with updating of policies and procedures as required.
9. Assists with orientation of new staff and/or students by demonstrating procedures and techniques and providing feedback as required.
10. Performs other related duties as assigned.

QUALIFICATIONS:**Education, Training And Experience**

Grade 12 plus one year's recent, related experience or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to type.
- Ability to organize work.
- Ability to operate related equipment.