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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Patient Care Technical

**Class Series:** ECG Technicians

**Grid:** 15

**Class Title:** ECG Assistant

### **I. Level Definition**

Positions at this level perform inpatient and/or outpatient Electro Cardiogram (ECG) testing and perform routine equipment maintenance.

### **II. Typical Duties**

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 according to standard 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 as per established guidelines and notifies ordering physician or other medical staff as required; transmits test results for interpretation by medical staff.
4. Explains procedures for holter monitoring testing; attaches and removes monitor. May assist a Registered Technician or Technologist in performing duties such as operating ECG equipment during stress testing and related procedures.
5. Performs related clerical duties such as filing, typing, booking appointments and answering telephones.
6. Performs routine maintenance on equipment such as cleaning and replacing items such as paper rolls, clips and lead wires.
7. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

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

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to type.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.