FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family:Patient Care TechnicalClass Series:Grid:15Class Title:

eries: ECG Technicians tle: ECG Assistant

I. Level Definition

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

II. <u>Typical Duties</u>

- 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.