



# **THE QUEEN ELIZABETH HOSPITAL BOARD**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Electrocardiograph (ECG) Technician
<b>SALARY SCALE:</b>	Z23-17
<b>DEPARTMENT:</b>	Cardiovascular Services
<b>REPORTS TO:</b>	Senior Cardiac Technologist

### **JOB SUMMARY**

An Electrocardiograph (ECG) Technician is responsible for operating electrocardiograph (ECG) equipment to conduct tests that monitor and measure the electrical activity of patients' hearts. The ECG Technician plays a crucial role in diagnosing cardiac conditions by performing non-invasive tests, recording data, and assisting in the interpretation of results. The position requires a combination of technical skills, patient interaction, and attention to detail to ensure accurate and reliable test results.

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## **MAJOR DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as an illustration of the various types of work that may be performed:*

1. Operate ECG machines to record patients' heart activity by attaching electrodes to their chest, arms, and legs;
2. Prepare patients for ECG testing by explaining the procedure and ensuring they are comfortable;
3. Record, analyse, and document the electrical impulses of the heart;
4. Maintain accuracy in the placement of electrodes and troubleshooting of equipment;
5. Ensure patients' personal and medical information is up-to-date in the system;
6. Explain the procedure to patients to alleviate anxiety and obtain consent;
7. Ensure patients are in appropriate attire for the procedure and create a comfortable, safe environment for the test;
8. Regularly calibrate ECG equipment to ensure it is functioning properly;
9. Troubleshoot and resolve any issues related to the ECG equipment;
10. Maintain a clean and organized work environment, adhering to infection control and safety protocols;
11. Perform regular equipment maintenance checks and report any technical issues to supervisors;
12. Document test results in patient records with accurate data entry;
13. Prepare and forward the ECG results to the physician or cardiologist for further review and diagnosis;
14. Ensure that patient confidentiality and HIPAA guidelines are strictly followed when handling records;
15. Help monitor patients during testing to ensure they are comfortable and safe;
16. Assist in more specialized cardiovascular tests such as stress tests or Holter monitoring, if required;
17. Work with cardiologists, physicians, nurses, and other medical staff to provide comprehensive patient care;

18. Communicate effectively with patients, physicians, and healthcare team members to ensure smooth workflow and accurate results;
19. Stay up to date on advancements in ECG technology and best practices in patient care;
20. Stay up to date on advancements in ECG technology and best practices in patient care.

### **KNOWLEDGE, SKILLS & ABILITIES**

1. Sound knowledge of current health policy development.
2. Demonstrated understanding of private health sector funding models.
3. Knowledge of incident review and complaints resolution.
4. Knowledge of budget preparation.
5. Knowledge of grievance procedures and disciplinary codes.
6. Knowledge of workforce modernisation and redesign.
7. Knowledge and application of quality improvement programmes.
8. Demonstrated sound financial management and administrative skills in a Health Care facility.
9. Excellent leadership skills.
10. Possesses excellent time management skills.
11. Skill at organizing and presenting information systematically.
12. Skilled in the use of modern office equipment and in Microsoft software applications.
13. Skilled in change management.
14. Ability to understand of human resources issues and procedures.
15. Ability to systematically organise and direct others.
16. Ability to deal with difficult and sensitive situations with tact and diplomacy.
17. Ability to guide the continual professional development of the team to ensure existing and future institutional needs is met.
18. Ability to make calm rational decisions in the face of adversity.

19. Capable of inspiring others, with the ability to quickly gain confidence of others, including clinicians, staff, patients and relatives
20. Strong knowledge of ECG equipment operation and maintenance
21. Ability to perform and analyse ECG tests accurately and efficiently
22. Ability to identify and correct errors in test results and ensure accurate documentation Sound decision-making and problem-solving skills
23. Excellent communication skills to explain the procedure to patients and alleviate their concerns
24. Compassionate and empathetic in dealing with patients, especially those with cardiac conditions
25. Ability to troubleshoot and resolve technical issues with ECG equipment
26. Strong record-keeping abilities and ability to manage multiple patients/tests efficiently
27. Ability to work effectively as part of a multidisciplinary medical team
28. Positive and professional attitude when interacting with patients and colleagues

### **REQUIRED TRAITS**

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|--------------------------------|-----------------|
| • Emotional Intelligence       | • Initiative    |
| • Empathy                      | • Dedication    |
| • Accountability               | • Dependability |
| • Collaboration                | • Integrity     |
| • Flexibility and Adaptability | • Co-operation  |

### **EDUCATION AND EXPERIENCE**

A certificate as a Certified Cardiographic Technician (CCT) or Certified Electrocardiograph Technician of Cyto-technology