



THE EASTERN REGIONAL HEALTH AUTHORITY

JOB DESCRIPTION

1. JOB TITLE ELECTROCARDIOGRAPH TECHNICIAN	2. DIVISION ST. ANDREW/ST. DAVID	3. DEPARTMENT CLINICAL
4. ORGANIZATIONAL RELATIONSHIP The Electrocardiograph Technician will report to the Primary Care Physician II.	5. NATURE & SCOPE The Electrocardiograph Technician administers tests by operating Electrocardiograph (single or multi-channel recording equipment) to record various leads reflecting the electrical currents emanating from the heart muscle; prepares patients for testing.	
6. SPECIFIC ACCOUNTABILITIES The Electrocardiogram Technician: <ul style="list-style-type: none"> □ Explains procedure to patient and obtains verbal consent prior to the start of the procedure. □ Prepares patient for examination and applies and removes electrodes. □ Operates Electrocardiograph machine in accordance with best practice to ensure proper and accurate results. □ Ensures that the Electrocardiograph machine is functional and well maintained at all times. □ Reports and collaborates with the Biomedical Engineering Department on any malfunction of the Electrocardiograph machine. □ Maintains and updates the inventory management system and ensures the all departmental supplies are available and stored appropriately. □ Receives doctor's referrals for both in-patients and out-patients and regulates appointments as required. □ Mounts electro-cardiograph tracings on charts and files in patient's notes. □ Keeps and maintains a record of patients' electro-cardiograms and reports of cases. □ Prepares and submits monthly reports to the Primary Care Physician II and assists in preparation of annual reports. □ Compiles statistical data and assembles reports for interpretation and diagnostic by Medical Officer. □ Performs routine clerical duties. □ Performs other related duties as required by the approved Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> □ Knowledge of the construction and care of electrocardiograph machines. □ Technical knowledge on proper positioning of patients and leads/electrodes □ Ability to make accurate observations according to recordings of the machines and to recognize abnormal findings of the machine. □ Ability to gain the confidence and co-operation of patients. □ Ability to establish and maintain effective working relationships with patients, associates and public. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> □ Certificate in Electrocardiograph Technology from a recognized institution □ Five (5) GCE/CXC O'Levels including English Language and Mathematics and a science subject □ Minimum of two (2) years working experience preferably in a Healthcare Institution would be an asset. 		
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none"> □ Not applicable 		
10. COMMUNICATION AND WORKING RELATIONSHIPS <i>Internal:</i> <ul style="list-style-type: none"> □ Primary Care Physician II □ Biomedical Technician I □ Clinical staff □ Nursing staff □ All other staff assigned to the facility 		

External:

- Ministry of Health
- Other Regional Health Authorities
- General Public