

## UPMC BEACON HOSPITAL

### JOB DESCRIPTION

<b>Job Title</b>	<b>Senior Cardiac Technician</b>
<b>Department</b>	<b>Cardiology and Respiratory Department</b>
<b>Reports to</b>	<b>Chief Cardiac Technician</b>
<b>Date</b>	<b>January 2012</b>

#### Overall Purpose of Job

To provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

Provide leadership in the performance of diagnostic tests of the cardiovascular systems to patients to aid in the diagnosis and treatment of the heart and blood vessel disorders. To participate in the invasive and non-invasive cardiac procedures.

#### Key Responsibilities and Deliverables

The Senior Cardiac Technician should be familiar with the techniques and range of equipment used in current medical practice for the diagnosis, treatment and care of patients.

- Directs electrocardiogram, echocardiogram, holter monitor, trans-oesophageal echocardiogram exercise stress testing and dobutamine stress testing to aid in diagnosis of the cardiovascular system.
- Performs electrocardiogram, echocardiogram, holter monitor, trans-oesophageal echocardiogram exercise stress testing and dobutamine stress testing in compliance with departmental and hospital policy and procedure.
- Train, supervise and conduct a full range of non-invasive and invasive cardiac diagnostic tests including ECG, Echocardiography, Holter monitoring, Stress ECG, Pacemaker and ICD implants, follow-up and programming, EP studies, angiography and angioplasty procedures.
- Possess a strong knowledge of diagnostic Cardiac procedures.
- Have a complete understanding of all such procedures and an ability to make accurate measurements is essential.
- Ability to effectively communicate with Consultants, GP's and hospital staff regarding patients' needs.
- Ensure the timely production and delivery of patient procedures
- Maintains required departmental records. Corrects delinquent medical records.
- Assures that equipment is maintained according to manufacturers specifications.
- Reports any malfunctions as they occur per hospital policy.
- Maintains and develop the Cardiology Policy and procedure manual.
- Participates in department process improvement projects.
- Control and supervise administration of medication per hospital and departmental policy and procedures.
- Maintains infection control procedures to protect patients and staff.
- Maintains a safe working environment.
- Train new employees and assist in evaluating all cardiac technicians.
- Maintain a professional and courteous relationship with all hospital departments.
- Orders and stores adequate supplies in compliance with company policy.
- Evaluates equipment and makes suggestions regarding purchase, use or rental.

- To keep abreast in understanding and knowledge of all new developments in the field of cardiology.
- As medical procedures change and new developments are introduced the Senior Cardiac Technician must update his/her knowledge and training. Study leave for appropriate in-service training will be supported where possible.
- To have an appreciation of electrical safety requirements within the department.
- Attend meetings as required
- Report accidents and incidents. Participate in the investigation and remedial action.
- Maintain throughout the Hospital an awareness of the primacy of the patient in relation to all hospital activities.
- Deputise for the Chief Technician as appropriate
- This is not an exhaustive listing and the Senior Cardiac Technician will perform such other duties appropriate to the office as may be assigned to him/her from time to time.

#### **Personal Professional Responsibilities:**

The post holder is expected to

- Attend in a timely manner all mandatory education sessions
- Maintain a professional portfolio
- Ensure their professional and personal persona positively reflects the profession of technicians and UPMC Beacon hospital.
- Attend appropriate study days and courses
- Be a preceptor and /or supervisor to students and or newly appointed staff
- Participate in their performance review with their Chief Technician

#### **Educational Requirements:**

- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area
- Participate in the clinical induction of all new staff
- Assume responsibility for own learning and development needs.

#### **Other Duties and Responsibilities:**

- Utilises effective time management skills
- Maintains professional appearance and dress code
- Complies with guidelines for absence or tardiness
- Attends staff meetings, reads email and other postings.
- Attends all required in-services
- Wears identification badge when working
- All employees are expected to remain flexible to meet the needs of the department and hospital

#### **Personal Specification**

<b>Qualifications</b>	<p>A.S.C.S.T - Associate of The Society for Cardiological Science and Technology ( UK ) or equivalent</p> <p>M.P.P.M - Certificate in Medical Physics and Physiological Measurement (Dublin Institute of Technology, Kevin Street , Dublin ) or equivalent.</p>
<b>Experience</b> (Amount and Type)	<ul style="list-style-type: none"> <li>▪ Have not less than three years post qualifications experience in a Cardiac Department with experience in a Cardiac Catheterisation Laboratory, cardiac pacing or echocardiography</li> <li>▪ Possess Advanced Life Support</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Good general knowledge of cardiology.</li> <li>▪ Ability to utilise research in clinical practice, applying an evidence based practice approach</li> <li>▪ Good organisational and time management skills</li> <li>▪ Proactive approach to quality control and service improvements</li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<p><b><u>Teamwork</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate ability to work as part of a multi-disciplinary team.</li> <li>• Demonstrate motivation and an innovative approach to job.</li> </ul> <p><b><u>Knowledge/Professional Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate clinical competence and relevant experience in a Cardiology Department.</li> <li>• Demonstrate an ability to contribute to overall service development.</li> <li>• Demonstrate knowledge of new developments in specialised area.</li> </ul> <p><b><u>Planning &amp; Organisational Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate organisational skills including effective time management.</li> <li>• Demonstrate the ability to manage deadlines and effectively manage multiple tasks.</li> </ul> <p><b><u>Communication &amp; Interpersonal Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective communication skills including the ability to present information in a clear and concise manner.</li> <li>• Demonstrate excellent communication skills especially the ability to communicate clear and concise instructions to patients in an understandable fashion.</li> <li>• Demonstrate strong interpersonal skills</li> </ul> <p><b><u>Customer/Client Focus</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate an awareness and appreciation of the service user.</li> <li>• Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</li> </ul> <p><b><u>Leadership &amp; Team Working Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate good leadership skills.</li> <li>• Demonstrate the capacity to work with other professionals in planning teams/working groups</li> </ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"> <li>▪ All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management</li> </ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the hospital and the post holder develop this job description may be subject to review in light of the changing needs of the hospital.**

**Job description received by employee** \_\_\_\_\_

**Signature**

**Date**