

## **POSITION DESCRIPTION**

# **Canterbury**

District Health Board

Te Poari Hauora o Waitaha

Dec 2019

*This document is subject to review from time to time.*

**POSITION TITLE:**

Cardiac Physiology Technician

**REPORTS TO (Title):**

Section Head ECG

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

**PRIMARY FUNCTION:**

To perform tasks with a high level skill.  
To maintain this level of skill by attending training, and ongoing reading

**LOCATION:**

ECG Department, Ground Floor, Christchurch Hospital

**FUNCTIONAL RELATIONSHIPS:**

**INTERNALLY:**

- 1 Patients undergoing Cardiac Procedures or Tests
- 2 Other Cardiac Physiologists and Technicians
- 3 Cardiologists
- 4 Cardiology Diagnostic & Interventional Manager
- 5 Advanced Registrars
- 6 Cardiology Day Unit and Cardiology Out-patient Nursing Staff
- 7 Secretarial staff, Cardiology
- 8 Maintenance Personnel

**EXTERNALLY:**

- 1 Technical and Medical Staff from other Hospitals
- 2 General Practice Staff

**KEY PERFORMANCE OBJECTIVES:**

Task	Work as rostered performing technical duties: electrocardiography, exercise tolerance testing, holter monitor application, event monitor testing and ambulatory blood pressure application for both inpatients and outpatients.
Expected Result	<ul style="list-style-type: none"> <li>• Work meets the standards set out in the ECG department protocols and procedures</li> <li>• Good quality results are consistently produced</li> <li>• Efficient and safe operation of equipment maintained</li> <li>• Procedures and equipment well prepared</li> <li>• Professionalism maintained at all times</li> <li>• Requests for service are prioritised and actioned promptly and efficiently</li> <li>• All safety procedures are strictly adhered to</li> <li>• Patients responded to sensitively and with understanding of their needs.</li> <li>• Patient confidentiality maintained at all times.</li> </ul>
Task	Teaching other technical, medical, nursing or other allied health staff in the operation of equipment and/or specified technical procedures
Expected Result	<ul style="list-style-type: none"> <li>• Informal and formal instruction given as required</li> <li>• The technician is recognised as a resource person in their area of speciality</li> </ul>
Task	Cleaning, stocking and minor maintenance of equipment
Expected Result	<ul style="list-style-type: none"> <li>• Equipment problems are promptly reported to the Section Head ECG</li> <li>• Safety checks of equipment are current</li> </ul>
Task	Clerical duties associated with the area to which they are rostered
Expected Result	<ul style="list-style-type: none"> <li>• Allocated tasks are carried out in an efficient and timely manner</li> <li>• Written reports/documentation accurate and up to date</li> <li>• Data is accurate and completed in a timely manner</li> <li>• Data retrieval and interpretation of data supports effective decision-making</li> </ul>
Task	Communication
Expected Result	<ul style="list-style-type: none"> <li>• Attendance at and active participation in staff meetings</li> <li>• Facilitation of ongoing and appropriate information exchange with other areas</li> <li>• Problems/queries/incidents reported to Section Head ECG</li> </ul>
Task	Maintaining level of skill
Expected Result	<ul style="list-style-type: none"> <li>• Ongoing learning to maintain documented competency levels required for the position</li> <li>• Professional registration maintained with required annual practicing certificate</li> <li>• Relevant training courses attended</li> <li>• Annual CPR &amp; fire safety training maintained</li> </ul>

### **HEALTH & SAFETY:**

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

### **QUALITY:**

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

### **QUALIFICATIONS & EXPERIENCE:**

#### Essential

- Completion and passing of CPM examination or equivalent.
- NCEA level 2 in English, Mathematics, Science

#### Desirable

- Relevant medical and/or technical experience

**PERSONAL ATTRIBUTES:**

The Cardiopulmonary Technician must display:

- Good organisational skills and be able to prioritise.
- Accurate grammar and punctuation.
- Good general health and physical ability to perform the duties of the position.
- Good communication and liaison skills and be able to work as part of a team.
- Ability to relate to patients and their families in a courteous and helpful manner.
- An ability to maintain confidentiality.
- Initiative and a flexible attitude.
- Ability to work as a member or a multi-disciplinary team.
- Ability to make decisions and work independently.
- Ability to learn and adapt to new technological challenges.
- Ability to perform efficiently under occasional periods of pressure.
- Computer literacy and accuracy in recording data.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff Members may be requested to perform job related tasks other than those specified.