

 Oroville Hospital	Job Description for Registered Echo Tech	Department: Cardiopulmonary
		Dept.#: 7593 Last Updated: 7/21/08

Reports To

Director of Cardiopulmonary Services

Job Summary

The Reg. Echo Tech performs quality echocardiographic studies as ordered by the physicians as well as the performance of all other non-invasive cardiac procedures within the Cardiology Department. These services further the mission of Oroville Hospital, which is to provide high quality, cost effective healthcare for the people in the communities we serve.

Duties

1. Encourages, by example, all staff to strive for excellence in every endeavor and not just accept the status quo
2. Demonstrates a commitment to professionalism while undertaking all tasks and in all interactions with patients, clients, physicians, facility staff and the community at large
3. Active in assessing own knowledge and skill level
4. Seeks assistance and education from appropriate sources
5. Maintains personal education file and is able to speak on accomplishments during annual performance appraisal
6. Participates in and contributes to departmental quality assurance program as demonstrated by participation at department staff meetings and active involvement in performance improvement projects
7. The employee demonstrates customer service in all interactions that is compassionate, courteous, friendly, non-judgmental, patient and helpful
8. The employee demonstrates respect for privacy, diversity and confidentiality in all customer interactions
9. Treats all customers and each other with dignity, genuine kindness and significance
10. The employee performs job duties in a caring, competent and professional manner that is driven by needs of the customers
11. Ability to handle multiple priorities while remaining calm, focused and committed to excellence
12. Demonstrates pride and respect for the organization and self, adheres to departmental dress code while maintaining and organized and clean work environment

13. Demonstrates the ability to work as a team member, valuing collaborative communication and cooperation
14. Proactively takes the mail to the right address (communicates to the right person, at the right time; re: the current problem)
15. Recognizes and supports the mission, vision and values of the organization
16. Demonstrates the ability to operate and maintain equipment to departmental standards
17. Processes equipment malfunctions in a timely manner through the appropriate channels
18. Utilizes interdepartmental information channels for the receipt and dissemination of information; i.e., work orders, dietary orders, lab requisitions, meeting information, etc.
19. Demonstrates knowledge of policies and procedures as they relate to job duties needed for documentation as required by accrediting and regulatory standards
20. Demonstrates cost containment with all resources
21. Utilizes and completes their time cards per organization guidelines
22. Follows attendance policies as outlined in the Human Resource policy and procedure manual
23. Demonstrates knowledge of safety policies and procedures as they relate to job duties and risk management
24. Demonstrates or verbalizes procedures in responding to fire drills and any other emergency codes identified in the infection control manual
25. Demonstrates safe work practices appropriate to position; i.e., how to report a safety hazard, proper body mechanics, or use of personal protective equipment
26. Demonstrates the ability to utilize the appropriate lines of communication when concerns arise
27. Demonstrates competence in performance of echocardiographic studies
 - A. Performs echocardiographic studies considering the age-specific physiological, emotional and cognitive needs of the patient
 - B. Consistently performs quality Doppler and color Doppler Exams
 - C. Acquires quality Stress Echo and Dobutamine images according to Physician and benchmark standards (post exercise image acquisition at 60 seconds or less)
 - D. Performs quality Trans esophageal echocardiograms according to physician expectations
 - E. Maintains competence in all other procedures performed in the Cardiology Department
28. Interpretation, reporting, communication and documentation of studies
 - A. Demonstrates understanding of cardiac disease processes in order to obtain complete acquisition of images for clinical diagnosis by the reading cardiologist
 - B. Reports pertinent information or changes of patients condition to physician, nurse and/or supervisor/senior tech incorporating age-specific information
 - C. Has a basic understanding of acquired images
 - D. Reports findings or concerns to reading physician for prompt interpretation

- E. Records preliminary interpretation of studies on patient worksheet incorporating age-specific information. Documents patient information and processes reports accurately and timely
 - F. Notifies the reading cardiologist of any referral studies to be read
 - G. Performs all related processing required for each completed study
 - H. Educates patients and/or patients family regarding procedures performed and communicates effectively with patient and/or family
 - I. Uses the Patient Care Information System with accuracy to enter patient charges
29. Uses equipment and departmental resources appropriately
- A. Assists central scheduling with the accurate scheduling of patient appointments
 - B. Covers on-call schedule as assigned following departmental procedures
 - C. Maintains equipment including cleaning and disinfecting according to department procedure
 - D. Identifies problems with equipment and notifies appropriate resources for diagnosis and repair and assists with evaluation of new equipment

Qualifications

1. Satisfactory completion of an accredited non-invasive cardiovascular training program, with a focus in echocardiography and/or vascular studies
2. Satisfactory completion of a recognized course in arrhythmia detection
3. Six(6) months experience as a registered echocardiography or vascular tech
4. Two (2) years experience as a registered echocardiography or vascular tech preferred
5. Experience in other aspects of non-invasive testing to include CCVT preferred
6. Pediatric cardiovascular experience preferred
7. Registered Diagnostic Cardiac Sonographer (RDCS), Registered Vascular Technologist (RVT), Registered Cardiac Sonographer (RCS) or Registered Vascular Specialist (RVS)
8. Current Cardiopulmonary Resuscitation (CPR) required
9. Must have ability to perform quality and compete echocardiogram studies and possess excellent organizational skills to perform in a fast paced environment
10. Must demonstrate the ability to prioritize and organize daily assignments of the job
11. Must have a working knowledge of other departmental procedures and equipment
12. Must have the ability to communicate effectively in writing and verbally
13. Must demonstrate basic computer skills to perform data entry
14. Must be able to fulfill the essential functions of the position

Lifting Requirements

Very Heavy- is considered generally lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs or more.