

 Oroville Hospital	Job Description for Monitor Tech/Unit Clerk	Department:	Intensive Care
		Dept. #:	6010
		Last Updated:	9/02/2010

**OROVILLE HOSPITAL
JOB DESCRIPTION
INTENSIVE CARE UNIT
MONITOR TECHNICIAN/UNIT CLERK**

Position Summary: The monitor technician performs a variety of functions. He/she interacts with all Support Services Departments. The work is fast-paced requiring prioritization of multiple duties and responding to numerous requests. It requires problem solving and decision making using self control and stress tolerance in dealing with multiple issues at one time.

The Monitor Technician/Unit Clerk is responsible for:

1. General Clerical Duties
2. Order transcription
3. Knowledge of normal and abnormal cardiac rhythms
4. Continuous monitoring of the Central Information Centers for ICU patients and Telemetry patients
5. Notification of the charge nurse and floor nurse of abnormal rhythms or significant change in rhythms

Job Requirements

1. Graduate of high school or equivalent
2. Medical Terminology
3. Dysrhythmia Recognition Certificate of Completion
4. Basic Computer Skills
5. Excellent interpersonal, communication skills and telephone etiquette
6. Ability to establish priorities in a changing work environment
7. Experience as a unit clerk or monitor technician is desirable

Responsibilities	Standards of Performance
A. Monitors ECG Patterns in the Intensive Care Unit 1. Makes tentative diagnosis of rhythm 2. Notifies bedside and/or charge nurse of changes in rhythm or significant changes in rate 3. Runs rhythm strips every 4 hours (the bedside nurse is responsible for ECG measurement and mounting to ECG record) 4. Observation, recording and mounting of strips during code situations 5. Notify bedside nurse when notices low blood pressure or sPO2	1. Understands basic ECG rhythms <ul style="list-style-type: none"> • Sinus rhythm • Atrial fibrillation and flutter • Premature atrial contractions • Supraventricular tachycardia/atrial tachycardia • Junctional rhythms • Premature ventricular contractions • Ventricular tachycardia/fibrillation • First, Second Type 1/Type 2 and Third degree AV blocks • Pacemaker rhythms 2. Charge nurse notified of significant changes in rhythm or rate in a timely manner 3. Rhythm strips are consistently mounted every 4 hours 4. Consistently runs and mounts strips during codes 5. Notifies bedside nurse if there are consistent alarms for blood pressure or sPO2
B. Monitors rhythms for Telemetry Patients	1. Rhythms documented on Telemetry report. Telemetry report

<ol style="list-style-type: none"> 1. Makes tentative diagnosis of rhythm 2. Telemetry strips posted on telemetry sheets every 4 hours 3. Notifies the unit nurse/charge nurse and ICU charge nurse of changes in rhythm or significant changes in rate 4. Keeps the Telemetry log book up to date 5. The night shift monitor technician files the telemetry sheets 6. Accounts for all Telemetry transmitters at the end of each shift 7. Assists floor staff in trouble shooting Telemetry problems 8. Maintains/cleans Telemetry transmitters/cables 9. Monitors are continuously observed. 10. Alarms are on at all times. 	<p>sent to the floors every shift</p> <ol style="list-style-type: none"> 2. Every 4 hours, strips are posted 3. Calls the unit nurse when there are significant changes in rhythm or rate. Name of person spoken with and time of notification are documented on the strip. May fax strips to the floor. Notifies the ICU charge nurse of changes 4. Telemetry log book is accurate and current 5. The night shift monitor technician makes copies of telemetry sheets for the ICU telemetry book and then files the original sheets in the floor patients' charts at 0600 each day. The charge nurse is notified before leaving the unit 6. All telemetry units are accounted for and reported to the next shift's monitor technician 7. Calls the floor staff when there are difficulties/batteries are low. Assists them with trouble shooting any issues 8. All telemetry units/cables are cleaned with soap and water after being discontinued if not done prior to bringing the tele to ICU. Batteries are checked and replaced as necessary. Notifies ICU supervisor when telemetry transmitters are returned visibly soiled 9. The monitors are not left unattended. When leaving the monitor area, the monitor technician notifies the charge nurse or other nurse for assistance in monitoring the patients 10. Alarm parameters for ventricular tachycardia, ventricular fibrillation and asystole are not changed from defaults. Alarms are on AT ALL TIMES. Parameters for rate may be changed to reflect norms for individual patients
<p>C. Reports monitor/Central Information Center malfunctions to the ICU Supervisor. Makes calls as necessary to GE Technical Support</p>	<ol style="list-style-type: none"> 1. Supervisor receives written or verbal communication regarding malfunctions and any communications with GE technical support
<p>D. Reports rhythm patterns of all patients to on-coming shift</p>	<ol style="list-style-type: none"> 1. Charge nurse and Monitor Technician receive report on all Telemetry patients at the beginning of each shift 2. Communication is professional and respectful
<p>E. Performs Clerical Duties</p>	<ol style="list-style-type: none"> 1. Answers phone with proper phone etiquette. Communicates professionally and respectfully with other departments within the hospital 2. Demonstrates prompt, accurate order entry of patient orders into computer system; utilizes appropriate resources to troubleshoot problems. 3. Completes requisitions; faxes orders to appropriate departments; places yellow copy of orders on the nurses' clipboards in a timely manner 4. Writes lab orders on the lab board 5. Transcribes orders accurately to the Rand and MARs 6. Arranges transfers to other facilities, copies chart 7. Files reports in correct patient's chart 8. Communicates professionally all transfers, 1 to 1 patients to the Staffing Office. 9. Once completed by the charge nurse, makes a note of # of ventilator patients on the acuity form and faxes to the Staffing Office 8. The night monitor technician faxes number of Accuchecks per patient to the Lab
<p>F. Participates in unit-based problem solving and decisions where appropriate</p>	<ol style="list-style-type: none"> 1. Attends at least 50% of staff meetings 2. Communicates issues to Supervisor in a timely, professional manner