



Provincial Job Description

TITLE:
**(533) Cardiac Rhythm Device Technologist
Working Supervisor**

PAY BAND:
19

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises technical / non-technical staff and departmental work processes. Performs diagnostic procedures to assist physicians in the diagnosis of electrophysiological and mechanical functions of the heart and with the implantation and follow up of cardiac devices.

QUALIFICATIONS:

- ◆ Cardiology Technology diploma
- ◆ Cardiac Rhythm Device Technology Advanced Certificate
 - ◆ Certification with International Board of Heart Rhythm Examiners (IBHRE)
 - ◆ Certification with Canadian Society of Cardiology Technologists (CSCT)
 - ◆ Registration with Saskatchewan Cardiology Technologists Association (SCTA)

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Leadership skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Analytical skills
- ◆ Ability to work independently
- ◆ Valid driver's license

EXPERIENCE:

- ◆ **Previous: Thirty-six months previous experience as a Cardiac Rhythm Device Technologist with current clinical practice providing direct patient care.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Provides direct supervision of staff and students.
- ◆ Provides input for performance evaluation, performance review and hiring.
- ◆ Directs technical staff and workflows / processes.
- ◆ Coordinates the scheduling of physician and staff for clinics.
- ◆ Provides technical expertise and problem solving to equipment vendors, sales representatives and technical support staff.
- ◆ Works with vendors to address Cardiac Device safety alerts and recalls.
- ◆ Researches, reviews and implements new methodologies and operating procedures.
- ◆ Develops and maintains data, communication and information systems.
- ◆ Manages and maintains inventory.
- ◆ Researches, evaluates and recommends equipment purchases.
- ◆ Provides input into budgeting and strategic planning.
- ◆ Acts as a liaison with other departments/facilities and responds to inquiries within the SHA.
- ◆ Manages the documentation of workload measurement statistics.
- ◆ Assists with the development of departmental policies and procedures.
- ◆ Maintains policy and procedure manual.

B. Diagnostic / Cardiac Device Procedures

- ◆ Prepares and assesses patients (e.g., identification, consent, medical history, instruction of procedure).
- ◆ Performs a variety of diagnostic procedures (e.g., stress testing, Holter monitoring, cardiac device analysis / initial programming, reprogramming, assist with Implantable Loop Recorder (ILR) implantation (sterile field procedures), remote monitoring and electrocardiograms).
- ◆ Evaluates lead placement using Programmable System Analyzer (PSA) during device implantation and troubleshoots.
- ◆ Monitors patient during procedures.
- ◆ Analyzes/interprets test results, identifying abnormal or unexpected values and alerts physician as appropriate.
- ◆ Prepares, organizes, processes and reports test results.

C. Cardiac Device Assessment and Programming

- ◆ Performs sensing and capture threshold test in atrium or ventricle(s).
- ◆ Analyzes diagnostic and real-time telemetry.
- ◆ Verifies appropriate pacemaker/Implantable Cardioverter Defibrillator (ICD)/Cardiac Resynchronization Therapy (CRT) function and optimizes settings according to the patient's lifestyle and hemodynamic requirements.
- ◆ Assists with invasive/interventional procedures (e.g., defibrillation thresholds, cardioversion, overdrive atrial or ventricular pacing).
- ◆ Manages pacing systems that are subject to alerts, advisories and recalls according to the Heart Rhythms Society (HRS).
- ◆ Maintains, calibrates and troubleshoots diagnostic pacemaker equipment (e.g., resolves pacemaker/ICD issues).
- ◆ Documents final setting and records information in database.

D. Quality Assurance / Quality Control

- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Maintains, calibrates, troubleshoots and documents equipment according to established procedures and standards.
- ◆ Gathers pertinent data to perform audits to ensure quality control.

E. Patient Education / Research / Teaching

- ◆ Provides preoperative teaching for pacemaker and defibrillator patients.
- ◆ Instructs interns, residents and other allied health professionals in cardiac device procedures.
- ◆ Provides general instruction/training of students and new staff.
- ◆ Acts as a preceptor for trainees.
- ◆ Liaises with educational institution regarding the clinical practicum for students.
- ◆ Assists with research protocols, statistics and outcome management.

F. Related Key Work Activities

- ◆ Ensures "crash carts" and emergency equipment is stocked appropriately.
- ◆ Ensure clinic equipment is maintained and in working order.
- ◆ Responsible for the procurement and security of Pharmaceuticals / restricted pharmaceuticals.
- ◆ Performs computer work (e.g., data entry, back-up, archiving/retrieval).
- ◆ Prepares statistical reports.
- ◆ Manages and maintains inventory and order supplies.
- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy, book appointments).
- ◆ Disposes of biohazard waste, as per department policies and procedures.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 14, 2022