

**CLASS TITLE:**

**EKG TECHNICIAN**

**Class Code: 02786200**  
**Pay Grade: 14A**  
**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform EKG's on patients within a hospital or institutional setting by operating an electrocardiograph machine which measures and records electrical impulses emanating from the action of the patient's heart muscle; to perform the requisite clerical functions involved in the administration of an EKG; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the functional direction of a physician and the direct supervision of a technician of higher rank from whom assignments and/or instructions are received; work is subject to review upon completion for technical competence of machine operation, compliance with instructions, and conformance to established hospital or institutional policies and objectives.

**SUPERVISION EXERCISED:** Usually none but may occasionally supervise attendant help assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform EKG's on patients by operating an electrocardiographic machine which measures and records electrical impulses emanating from the action of the patient's heart muscle and including such related activities as: to advise and assist a patient to lie comfortably and in a relaxed position for examination; to apply a prescribed type of gel to the various pulsation points of the body (arms, legs and chest areas) and attach electrode ends of the lead wires to such pulsation points; to make certain that the electrocardiographic machine is properly calibrated and functioning properly before testing commences; to observe the patient and the electrocardiographic machine during the examination to determine any irregularities in body movement, outside interference or machine malfunctioning which could affect the results of the examination and to take corrective action, or, to report such irregularities to the attending physician or immediate superior; and to cut the recording graphic tapes from the machine and submit to the cardiologist for reading and interpretation.

To perform the requisite clerical functions required after the administration of an EKG including the recording and maintenance of all pertinent data, records and files relating to the identification of patients; the typing of all interpretations by the cardiologist for each tested patient into the patient's record folder; sending a copy of the results to the attending physician; and to generally assist in the upkeep and maintenance of the office records and files.

To make any required minor adjustments and repairs to the electrocardiographic machine as well as make any minor replacements of parts; and to inform superior of any equipment defects or breakdown requiring outside repairs or replacement of equipment.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles of operation of an electrocardiographic machine for recording graphically the electrical impulses emanating from the action of the heart muscle and the ability to operate such a machine with skill and proficiency; a working knowledge of the principles of heart anatomy as it relates to the muscle action of the heart and the related electrical impulses emitted by such muscle action; a working knowledge of the various pulsation centers of the body; a working knowledge of medical terms identifying the various areas and parts of the human heart; the ability to perform clerical related duties including typing (not requiring the services of a

qualified typist) necessary to prepare and maintain office records and files in the administration of an EKG program; the ability to make minor repairs and adjustments to electrocardiographic machines and to replace parts as required; the ability to prepare and put a patient at ease for examinations; the ability to recognize and report irregular graphic recordings; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: on-the-job training in a public or private institution, hospital or clinic resulting in the attainment of status as a fully trained EKG technician.

Class Revised: October 4, 1981

Editorial Review: 3/15/03