

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 1843
Grade: T14
FLSA: Non-Exempt

Standard Job Description

Job Title
Medical Technologist I
(Echocardiography)

Department
Medicine

Job Summary

The Medical Technologist I, performs transthoracic echocardiograms as well as obtains images for transesophageal (TEE) and stress echocardiograms; performs routine and emergency electrocardiograms (ECG), as requested by the physician and in accordance with standard practices; and prepares patient records for review and interpretation by the physician and maintains confidentiality. The incumbent is responsible for maintaining equipment and all necessary supplies, and participates in quality improvement activities.

Typical Duties

- Provides interpreting physician, through the noninvasive diagnostic imaging techniques of ultrasound, a complete and accurate documentation of cardiac anatomy and cardiac performance for adult patients.
- Performs routine and emergency electrocardiograms (ECG) as requested by physician, and in accordance with standard practices; use aseptic techniques.
- Performs routine and complex ambulatory monitoring studies as requested by physician and in accordance with standard practices; use aseptic techniques.
- Performs routine and emergency non-invasive cardiovascular procedures; use aseptic techniques.
- Performs routine, complex, and emergency echocardiograms, including but not limited to; dobutamine echocardiograms, tilt table, transesophageal echocardiograms, and stress testing, as requested by physician and in accordance with standard practices. use aseptic techniques.
- Administers IV contrast and agitated saline as needed for echocardiographic studies
- Analyzes patient's medical records to obtain history of symptoms and necessary information for performance of diagnostic procedures.
- Prepares patient records for review and interpretation by physician, including the selection, recording, cross-referencing of significant or representative studies.
- Maintains confidentiality of patients, employees, and corporation-related activities.
- Participates in quality improvement activities by evaluating procedure results for technical quality and accuracy and maintain appropriate logs, files, and records.
- Maintains equipment in working order, making minor adjustments and repairs, performing routine cleaning and preventative maintenance; reports equipment malfunction to department manager.
- Maintains all necessary supplies (ordering and stocking).
- Performs as a member of the cardiac arrest team; assists in emergency situations by initiating and/or assisting in emergency procedures prescribed by hospital policies.
- Maintains certification in Basic Cardiac Life Support procedures.
- Instructs students, nurses, or other allied health personnel as requested.

Typical Duties continued

- Works overtime when the workload and/or patient scheduling require extended hours of operation.
- Reviews department performance in relation to established goals, implementing changes to effect continual improvement in services provided; and assures compliance with regulatory and legal requirements.
- Performs related duties as required.

Reporting Relationships

Reports to the Director of Non-Invasive Services

Minimum Qualifications

- High School diploma or equivalent (Must provide transcripts at time of interview)
- Must be certified as an Echocardiographer or possess one (1) year of full-time employment as an Echocardiographer
- Must possess American Registry for Diagnostic Medical Sonography (ARDMS) or Cardiovascular Credentialing International (CCI) certification or be eligible to obtain an ARDMS/CCI certification
- Must have at least one (1) year of hospital experience in the cardiovascular field
- Must be CPR certified

Preferred Qualifications

- Bachelor's degree from an accredited college or university
- Experience with dobutamine echocardiograms, tilt table, transesophageal echocardiograms, and stress testing

Knowledge, Skills, Abilities and Other Characteristics


- Knowledge of dobutamine echocardiograms, tilt table, transesophageal echocardiograms, and stress testing
- Ability to make patient care decisions in accordance with level of training and experience, and with applicable hospital policies and procedures
- Demonstrates sensitivity and respect in caring for patients and in dealing with clients of diverse backgrounds
- Ability to communicate effectively with others on technical and other matters.
- Good attention to detail and ability to prepare and deliver accurate and informative written and verbal reports as necessary
- Ability to follow written and verbal instruction from other staff and supervisors, as well as read and accurately interpret written procedures included in department manuals and professional literature.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:  9/28/2016
Rami Doukky Date
Chair of the Division of Adult Cardiology Clinical

Approval: _____
Gladys Lopez Date
Chief of Human Resources