

# ALAMEDA COUNTY MEDICAL CENTER



*Highland Campus-Fairmont Campus  
John George Psychiatric Pavilion  
Ambulatory Healthcare Services*

July 14, 2009

**ADDENDUM No. 8  
To  
RFP No. ACMCRM06B  
For**

**PER DIEM & EXTENDED PLACEMENT CLINICAL SERVICES**

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The following position has been added to provide temporary and extended placement staffing:

<b>CLINICIAN</b>	<b>REGULAR RATE (per hour)</b>	<b>OVERTIME RATE (per hour)</b>
Electrocardiograph (Echo) Technician	\$79.00	\$118.50

**POSITION DESCRIPTION:**

The Echo Technician will operate computer augmented electrocardiograph, stress test equipment and Holter monitor equipment; perform electrocardiograms, stress tests, Holter monitors and pacemaker evaluations on patients; perform related work as required.

In addition to performing electrocardiograms, the technician shall be responsible for preparing for Stress Testing and assisting the Chief Cardiovascular Technologist with Stress Test; prepare patients for Holter monitoring and performs preliminary interpretation of Holter recording utilizing a personal computer; prepare patients for pacemaker evaluations and assist Cardiologist with the evaluation.

**DUTIES & JOB FUNCTIONS**

Duties shall include, but are not limited to, the following functions:

1. Explains examination to patient; ensures patient cooperation; maintains patient privacy; applies disposable electrodes to patient; attaches leads; enters patient identification into computer; acquires 12 lead ECG; performs rapid preliminary interpretation; notifies M.D. of life threatening conditions.
2. Prepares ECG's for interpretation; includes searching files for previous examinations.

3. Prepares patients for Holter Monitor examination; explains examination to patient; prepares recorder; attaches electrodes and reorders; explains diary to patient; performs preliminary interpretation of recording by scanning tape using personal computer.
4. Prepares patients for Stress Testing; instructs patient regarding examination; applies electrodes; enters patient information into computer; acquires initial ECG's; demonstrates examination to patient; assists Chief Cardiology Technologist with performance of examination.
5. Prepares patients for Pacemaker evaluation; instructs patient; prepares computer; assists Cardiologist or Chief Cardiologist with invasive procedures as directed.
6. Assists Cardiologist with invasive procedures as directed.
7. Maintains department equipment in good operating condition.
8. Utilizes hospital information system to generate orders and for charging examinations.
9. Assists Chief Cardiology Technologist with continuous Quality Improvement monitoring activities.
10. Types examination reports from written copy utilizing a personal computer and word processing software.
11. Maintain files

### **QUALIFICATIONS REQUIRED**

Graduation from an approved school and certification as an Electrocardiograph Technician or Cardiology Technician; **or**

One (1) year recent experience performing duties as an Electrocardiograph Technician or Cardiology Technician.

### **LICENSES/CERTIFICATIONS REQUIRED**

Contractor provided personnel must possess certification issued by Cardiovascular Credentialing International as a Certified Electrocardiograph Technician (CET) or Certified Cardiology Technician (CCT)

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Basic Cardiology principles and electrophysiology of the heart
2. The operation of computerized Electrocardiograph, Stress Testing and Holter Monitoring equipment.
3. Cardio-Pulmonary Resuscitation (CPR)
4. Hospital routines and isolation and preventative disease protocol.
5. Basic IBM compatible computer principles.
6. Perform technically accurate Electrocardiograms.
7. Prepare and assist with performance of Stress Tests
8. Prepare, hook-up and scan Holter Monitors
9. Recognize basic cardiac arrhythmias and infarctions.
10. Perform simple filing
11. Utilize hospital information system computer
12. Explain procedures to patients and gain their cooperation; maintain privacy of patient

Please verify your acknowledgement and acceptance of this Addendum by signing and returning this letter to:

Alameda County Medical Center  
Healthcare Contracting Department  
Attn: Renita Moore  
1411 East 31<sup>st</sup> Street  
Oakland, CA 94602

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**Company**

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**Print Name and Title**

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**Signature**

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**Date**