
Clinical Research Telemetry Technician

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

Original Date: 08 Apr 2010

Revision Date: 11 Mar 2011

Position Reports To: Director of Clinical Operations

Position Supervises: None

Job Summary:

This position requires the individual to operate all ECG equipment, manage related study activity and ensure that all staff and subjects comply with strict adherence to our quality ECG acquisition process.

Essential Duties and Responsibilities:

- Equipment knowledge includes: telemetry transmitter, patient cable, central telemetry monitors, and ECG analysis software.
- Demonstrate a basic understanding of Spaulding Clinical's systems integration.
- Perform tasks relating to cardiac/electrocardiogram (ECG) monitoring including the observation of and initial assessment of telemetry ECG data.
- Admits subjects to the monitoring system, selects proper profiles, protocols, and identification formats.
- Guides SC staff in ECG hook up, quality control checks, subject positioning instructions, ECG disconnect process, along with equipment care and cleaning.
- Complies with the time sensitive nature of ECG acquisition per protocol standards.
- Observe central telemetry monitors and identify any changes in the subject's baseline cardiac rhythm or any alarms and promptly notify Clinical Research Coordinator and/or Principal Investigator.
- Collaborate with appropriate staff members for rhythm interpretation.
- Identify life threatening arrhythmias or out of range interval values and take immediate action by alerting appropriate staff members and, if necessary, activate EMS.
- Assist with study configuration and set up.
- Assist with management of replacement ECGs.

- Identify and triage factors related to equipment operation and/or subject actions that interfere with ECG acquisition quality.
- Perform complete system check at the beginning of every shift to include alarms, arrhythmia analysis and patient identification.
- Ensure adequate stock of monitoring supplies such as: patient cables, transmitter pouches, ECG electrodes and batteries.
- Ensure compliance and understanding of Spaulding Clinical SOP's and user/training manuals related to telemetry monitoring.
- Potential for cross training to Clinical Research Technician position (see Clinical Research Technician job description).

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications

- Ability to read, write, and interpret the English language.
 - Demonstrates strong analytical, problem solving skills
 - Strong written and verbal communication skills.
 - Detail oriented, good organizational traits.
 - Self motivated
 - Must be results oriented, multi-tasking, quick learner, respond to the urgent needs of the team and show a strong track record of meeting deadlines.
 - Excellent computer skills; inclination to adopt technology to maximize efficiency
 - Excellent time management skills
 - Works well in a team environment.
 - Ability to work beyond normal business hours and various shift availability required.
 - Ability to perform and record data entry via computer systems while conducting timed clinical procedures.
 - ECG and phlebotomy experience preferred.
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
- Ability to lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include clarity of vision both near and far.
- Ability to identify and distinguish colors.

Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- High School Diploma required
 - Knowledge of basic anatomy and physiology of the heart and conduction system.
 - Basic ECG interpretation course preferred
 - Possess two years experience monitoring ECG/Arrhythmia in a physician's office, clinic, hospital or similar setting preferred
 - Possess and maintain current certification in American Heart Association Basic Life Support (BLS) for Health care Providers
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature