



## Job Description

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**Job Title:** Unit Clerk/Monitor Tech.

**Department:**

**Job Function:** Unit support and basic ECG interpretation.

**Job Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❑ Education: High school diploma or general education degree (GED) and one year experience in a health care setting. Successful completion of Basic ECG course. Medical terminology strongly preferred. Prior unit clerk experience desired.
- ❑ Language skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- ❑ Mathematical skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- ❑ Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **Job Duties and Responsibilities**

- ❑ Promotes positive guest relations while performing receptionist and clerical duties.
- ❑ Maintains inventory of designated supplies and utilizes computer extensively.
- ❑ Must be competent in basic ECG interpretation and able to detect arrhythmias via continuous monitoring.
- ❑ Documents status of electrocardiography on the patient care area.
- ❑ Assists with monitoring unit charges and maintains log books.
- ❑ Performs tasks as assigned.

**Job Relationships**

**Supervises:** This job has no management responsibilities.

**Supervised by:** Unit Manager

**Promotion from:**

**Promotion to:**