Amendment 1 to RFP Temporary Clinical Staffing (2015-022)
Scope of work for jobs – Dialysis Technician I, Dialysis Technician II, Pulmonary Technologist, Pulmonary Technologist II, Cardiology Technologist I, Cardiology Technologist II, Electrocardiogram Technician I

Title: DIALYSIS TECHNICIAN I

GENERAL STATEMENT OF DUTIES
Performs technical work in setting up and operating an artificial kidney machine; performs related duties as required.

COMPLEXITY OF DUTIES
Under supervision, the position is technical but approved methods and procedures are followed in providing dialysis treatment for patients with kidney disorders or failure. The work is subject to review by the nursing staff and Dialysis Technicians II, and/or a physician.

TYPICAL DUTIES
*1. Prepares dialysis machines for patients’ use, adding or removing disposable parts.
*2. Decontaminates machines at the completion of treatment.
*3. Initiates dialysis, using established access routes, and performs predialysis vital signs under supervision of nursing staff, or a physician.
*4. Monitors vital signs during dialysis.
*5. Terminates dialysis under supervision of nursing staff, or a physician.
*6. Inspects, cleans, and dresses access sites.
7. Performs minor repairs to equipment, as required.
8. Maintains supply area with specialized supplies.
9. Participates in the supervision and training of Trainees, as required.

* ADA ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES
1. Considerable knowledge of the principles, practices, techniques, and procedures applicable to dialysis treatment and the use of artificial kidney machines.
2. Considerable knowledge of the preparation, operation, and cleaning of hemodialysis equipment.
3. Ability to monitor vital signs of patient during dialysis treatment and to perform predialysis vital signs.
4. Ability to follow instructions, both oral and written.
5. Ability to establish and maintain effective working relationships with associates.

MINIMUM QUALIFICATIONS
Graduation from high school and one year of satisfactory experience in the operation of hemodialysis equipment.

Title: DIALYSIS TECHNICIAN II

GENERAL STATEMENT OF DUTIES
Trains, supervises and participates in the daily activities and duties of subordinate Dialysis Technicians; performs related duties as required
**COMPLEXITY OF DUTIES**
Under supervision, the duties involve the use of judgment in assigning, supervising, and participating in the work of subordinate Technicians.

**TYPICAL DUTIES**
1. Prepares work schedule for Dialysis Technicians to ensure adequate coverage of dialysis unit.
2. Supervises activities of subordinate Technicians, assigning specific tasks to individuals
3. Plans and supervises the training program for new dialysis technicians
4. Repairs and maintains dialysis equipment on a regular basis
5. Orders supplies and repair parts for dialysis unit
6. Prepares dialysis machines for patient use and cleans same after completion of treatment
7. Under the supervision of nursing staff or a physician, initiates and terminates dialysis, using established access routes
8. Monitors vital signs
9. Inspects, cleans, and dresses access sites.

*ADA essential functions*

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**
1. Thorough knowledge of the principles, practices and techniques, and procedures applicable to dialysis treatment and the use of hemodialysis machines.
2. Thorough knowledge of the preparation, operation, cleaning, repair, and maintenance of hemodialysis equipment
3. Ability to assign, train, and supervise subordinate Dialysis Technicians
4. Ability to establish and maintain effective working relationships with associates
5. Ability to maintain simple records
6. Ability to monitor vital signs of patient prior and during dialysis

**MINIMUM QUALIFICATIONS**
Graduation from high school and three years of satisfactory experience in the operation of hemodialysis equipment including one year in a supervisory capacity.

**Title: PULMONARY TECHNOLOGIST I**

**GENERAL STATEMENT OF DUTIES**
Directs technicians in performing measures on patients, using technical equipment; performs pulmonary function tests as required; performs related duties as required.

**COMPLEXITY OF DUTIES**
Under supervision of a physician, the duties involve training, scheduling, and supervising technicians in performing and interpreting various pulmonary measurements for application in clinical diagnosis and medical research; performs and interprets such measurements as required.

**TYPICAL DUTIES**
1. Performs pulmonary function tests such as spinometry, diffusion, lung volume, methacholine challenge, exercise studies, plethysmography, mask fit, and arterial blood gas sampling and 6-minute walk test.

2. Directs the testing and managing of patients by subordinate personnel.

3. Inspects equipment to ensure proper operating and calibration levels.

4. Maintains up to date protocols of various pulmonary function tests and procedures under the guidance of a physician in charge.

5. Trains and supervises technicians

6. Assists physician in charge in administrative duties

7. Schedules services for patients

*ADA Essential Functions

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of human physiology

2. Knowledge of bio-chemical laboratory techniques

3. Knowledge of fundamental mathematics

4. Skill in use of complex mechanical and electronic laboratory equipment

5. Ability to supervise and plan the work of subordinate personnel.

6. Ability to understand basic principles involved in all pulmonary functions

7. Ability to perform precise laboratory measurements

8. Ability to operate and maintain delicate equipment.

9. Ability to maintain a sympathetic attitude towards patients.

MINIMUM QUALIFICATIONS

Graduation from high school and six years of satisfactory experience in pulmonary technology.

Certification as a Pulmonary Function Technologist by the National Board for respiratory care.

NECESSARY SPECIAL REQUIREMENT

Certification as a Pulmonary Function Technologist by the National Board for Respiratory Care.

Note: College education with major course work in mathematics and/or science may be substituted for the required experience on a year for year basis.

Completion of an approved two year course in cardiopulmonary technology may be substituted for two years above mentioned experience.

Title: PULMONARY TECHNOLOGIST II

GENERAL STATEMENT OF DUTIES

Performs more precise and responsible measurements on patients using technical equipment which requires advanced technical skills; performs related duties as required.

COMPLEXITY OF DUTIES
Under supervision of a physician, the duties involve performing and interpreting various pulmonary measurements for application in clinical diagnosis and medical research training and assigning staff may be required.

**TYPICAL DUTIES**

1. Set up the equipment, prepares the patient, and assists in the special pulmonary function tests such as compliance studies, mouth occlusion pressure studies, exercise studies, and carbon-dioxide rebreathing studies.
2. Makes appropriate measurements from the above tests and analyzes the data.
3. Performs bronchoscopy examinations under the direct supervision of the pulmonary physician in charge.
4. Maintains the equipment in working order.
5. Supervises the maintenance of records, inventory, and appointment schedules for the pulmonary functions.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of the bio-chemical laboratory techniques
2. Knowledge of fundamental mathematics
3. Knowledge of fundamental physiology
4. Skill in the use of complex mechanical and electronic laboratory equipment
5. Ability to understand basic principles involved in all pulmonary functions
6. Ability to perform precise laboratory measurements
7. Ability to operate and maintain delicate equipment
8. Ability to maintain a sympathetic attitude towards patients.

**MINIMUM QUALIFICATIONS**

Graduation from high school and either, a completion of an approved two year course in cardio-pulmonary technology or two years of satisfactory experience in pulmonary work.

**TITLE: CARDIOLOGY TECHNOLOGIST**

**GENERAL STATEMENT OF DUTIES**

Directs subordinate technicians in performing cardiac diagnostic tests and assisting physician in cardiology procedures; performs tests and assists physicians as required; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under supervision of a physician, the duties involve training, scheduling, and supervising subordinate technicians in performing and interpreting various cardiac measurements for application in clinical diagnosis and medical research; performs and interprets measurements as required.

**TYPICAL DUTIES**

*1. Schedules and supervises subordinate technicians, and is involved in performing EKG exercise tests, echocardiograms, and other diagnostic procedures.
*2. With physician, trains and supervises subordinate technical staff for cardiac catheterization in laboratory.
3. Directs subordinate technicians and may be involved in preparation of patients for catheterization.
*4. Directs maintenance of electronic equipment used in critical diagnostic procedures to insure functioning according to published specifications. Recommends to physician replacement of equipment or alternative which would be suitable for patient care.
*5. Prepares and maintains statistical data on patients and procedures for monthly reports. Evaluates data against known standards.

* ADA ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of biochemical laboratory techniques.
2. Knowledge of fundamental mathematics.
4. Skill in the use of complex mechanical and electronic laboratory equipment.
5. Ability to understand basic principles involved in all cardiac functions.
6. Ability to perform precise laboratory measurements.
7. Ability to operate and maintain delicate equipment.
8. Ability to maintain a sympathetic attitude toward patients.

MINIMUM QUALIFICATIONS

Graduation from high school and six years of satisfactory experience performing technical preparation of cardiac testing, such as administering echocardiograms, assisting in preparation of patients for cardiac catheterization, hemodynamic monitoring, EKG exercise or stress tests; including one year supervising Cardio technicians.

NOTE:
1. College education, gained at a regionally accredited or New York State registered college or university, with a major in mathematics and/or science, may be substituted for experience on a year-for-year basis.
2. Successful completion of a New York State Department of Education approved two-year course in cardio-vascular technology may be substituted for two years of required experience.
3. There is no substation for the supervisory experience.

Title: CARDIOLOGY TECHNOLOGIST II

GENERAL STATEMENT OF DUTIES
Performs more precise and responsible measurements on patients, using technical equipment which requires advanced technical skills; performs related duties as required.

COMPLEXITY OF DUTIES
Under supervision of a physician, the duties involve performing and interpreting various cardiac measurements for application in clinical diagnosis and medical research; training and assigning staff may be required.

TYPICAL DUTIES
*1. Prepares patients for catheterization.
*2. Assists and performs special tests, such as monitoring pressure curves as to quality, and alerts physician to damping.
3. Operates records in calibration and registration of data.
4. Analyses physiology records and processes and organizes data.
5. Sets up strain gauges for pressure monitoring; assists physician with equipment for bedside catheterization and/or pacemaker insertion.
6. Assists and participates in setting up and performing EKG exercise tests, phonocardiograms, echocardiograms, nuclear medicine studies, etc.
7. Sets up and performs EKG exercise tests, phonocardiograms, echo-cardiograms, nuclear medicine studies, etc.
8. Supervises the maintenance of records, inventory, and appointment schedules for the cardiology functions.

*ADA ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of biochemical laboratory techniques.
2. Knowledge of fundamental mathematics.
4. Skill in the use of complex mechanical and electronic laboratory equipment.
5. Ability to understand basic principles involved in all cardiac functions.
6. Ability to perform precise laboratory measurements.
7. Ability to operate and maintain delicate equipment.
8. Ability to maintain a sympathetic attitude toward patients.

MINIMUM QUALIFICATIONS

Training and Experience
Graduation from high school and, either

a. Successful completion of a New York State Department of Education approved two-year course in cardio-vascular technology; or
b. Two years of satisfactory experience as a cardiology technician

Title: ELECTROCARDIOGRAPH TECHNICIAN I

GENERAL STATEMENT OF DUTIES
Operates electrocardiograph equipment; performs related duties as required.

COMPLEXITY OF DUTIES
Under general supervision, the position is technical, requires the use of judgment, and the work is reviewed by medical specialists who interpret the electrocardiograms.

TYPICAL DUTIES

*1. Attaches electrodes to specified area of patients’ ankles, wrists and chest.
*2. Turns on power and manipulates selector switch to secure tracing of variations in action of specific areas of heart muscle.
*3. Identifies sections of tracings by use of marker, cuts tracing into appropriate sections and mounts tracings.
*4. Keeps electrocardiograph in working order and reports defects for repair.

*ADA ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES
1. Knowledge of operation of electrocardiograph equipment and apparatus.
2. Knowledge of terminology concerning heart disturbances.
3. Ability to recognize abnormal wave patterns.
4. Ability to recognize defective operation of the electrocardiograph equipment.
5. Ability to make minor repairs and adjustments of equipment.
6. Ability to gain and retain confidence and cooperation of patients.
7. Ability to understand and carry out oral and written instructions.

MINIMUM QUALIFICATIONS

Graduation from high school and completion of an approved course training in electrocardiograph equipment operation.