

NON-INVASIVE CARDIOVASCULAR SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
4084	Non-Invasive Cardiovascular Technologist	02	446	6 mo.	08/01/20	Revised
4561	Non-Invasive Cardiovascular Specialist	02	446	6 mo.	08/01/20	Revised
4771	Non-Invasive Cardiovascular Manager	02	444	6 mo.	08/01/20	Revised

Promotional Line: 382

Series Narrative

Employees in positions allocated to this series operate, monitor, and maintain specialized diagnostic equipment and supplies to assist physicians in conducting cardiovascular tests for diagnosis, treatment, and/or research studies. They perform a variety of technical patient care tasks while adhering to government, industry, or institutional regulatory guidelines.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Non-Invasive Cardiovascular Technologist 4084

Employees in positions at this level prepare, operate, monitor, and maintain specialized diagnostic equipment and supplies to conduct cardiovascular tests involving the acquisition, processing, and evaluation of diagnostic data. A(n) Non-Invasive Cardiovascular Technologist prepares the patient(s) and diagnostic equipment for testing. They also monitor patient safety and comfort as well as navigate and maintain patient records. They work under direct supervision of higher-level personnel.

A(n) Non-Invasive Cardiovascular Technologist typically –

1. interprets physicians' orders; screens patient(s) and/or patient records prior to conducting a test;
2. prepares the patient and examination room for testing; positions and adjusts equipment according to the specifications of the test; performs equipment safety checks prior to testing;
3. explains components of testing to patient(s); observes and monitors patient(s) throughout testing; advises the physician of any abnormal indicators;
4. conducts cardiovascular tests on patient(s) to produce optimal diagnostic data, under supervision;
5. measures, records, and analyzes patient(s) data throughout testing;

6. determines the most appropriate protocol to obtain optimal diagnostic data; selects and modifies technical factors and adjusts technique, as necessary;
7. collects, reviews, and evaluates data following diagnostic tests; inputs, retrieves, and maintains information in patient records;
8. utilizes health information systems to navigate patient records; verifies accurate completion of patient records following testing; verifies testing and supply codes and charges;
9. maintains and cleans examination room(s) and equipment; reports equipment and/or software issues;
10. adheres to all government, industry, or institutional regulatory guidelines;
11. attends and participates in staff meetings; maintains continuing education requirements; documents completion of all training and in-services;
12. performs administrative support duties such as answering phones, assisting with inventory and records management, scanning documents, scheduling, and stocking examination rooms;
13. performs other related duties as assigned.

Level II: Non-Invasive Cardiovascular Specialist**4561**

Employees in positions at this level operate, monitor, and maintain specialized diagnostic equipment and supplies to conduct complex and specialized cardiovascular tests involving the acquisition, processing, and evaluation of diagnostic data. A(n) Non-Invasive Cardiovascular Specialist regulates patient flow, ensures diagnostic tests are accurately administered, and maintains diagnostic equipment and software. They work under the general supervision of higher-level personnel.

A(n) Non-Invasive Cardiovascular Specialist typically –

1. conducts specialized and complex cardiovascular tests on patient(s) to produce optimal diagnostic data;
2. regulates patient flow; supervises testing for quality control purposes;
3. evaluates, critiques, and processes diagnostic data; ensures cardiovascular tests were accurately administered and patient records are accurately updated following testing;

4. inspects, maintains, and troubleshoots equipment and/or software; performs and documents routine advanced quality assurance and preventive maintenance; records equipment and/or software issues; initiates service calls;
5. verifies and processes physicians' orders and patient record requests; corresponds with providers, patients, and/or departments involving coordinating services, referrals, patient records, etc.;
6. assists with personnel functions such as training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments;
7. assists in the development and implementation of policies, procedures, protocols, standards and initiatives;
8. participates in the research of new techniques and technology relevant to the field;
9. performs duties of the lower level;
10. performs other related duties as assigned.

Level III: Non-Invasive Cardiovascular Manager**4771**

Employees in positions at this level supervise activities and programs within a division of a health care facility. A(n) Non-Invasive Cardiovascular Manager responsibilities include program development, leadership of staff, and serving as a technical and administrative resource. They work under the general supervision of designated administrator(s).

A(n) Non-Invasive Cardiovascular Manager typically –

1. coordinates all activities and programs within the division; maintains records for all activities and programs, as necessary; creates, reviews, and presents reports;
2. coordinates personnel functions such as interviewing, selecting, training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments; organizes staff meetings; coordinates continuing education training and in-services for staff;
3. acts as a technical and administrative resource;
4. ensures the division maintains compliance with government, industry, or institutional regulatory guidelines;
5. monitors, researches and distributes information regarding changes in regulatory guidelines, policies, protocols, requirements, etc.; maintains and updates protocol manuals;

6. regulates inventory management; coordinates and oversees purchasing of inventory; serves as main point of contact for suppliers which could include sales representatives and/or service providers;
7. assists in the preparation of budget estimates for the division;
8. organizes and oversees research into trends and developments in techniques and technology relevant to the field;
9. participates in the development and implementation of policies, procedures, protocols, standards, and initiatives;
10. performs duties of the lower level;
11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Non-Invasive Cardiovascular Technologist

4084

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or combination totaling **three (3) years (36 months)** from the categories below:
 - A. college course work in exercise science, kinesiology, physical education, physical therapy, or a closely related field, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours or an Associate's Degree equals **one (1) year (12 months)**
 - 90 semester hours equals **two (2) years (24 months)**
 - 120 semester hours or a Bachelor's degree equals **three (3) years (36 months)**
 - B. Current/valid registration and certification as a Cardiographic Technician (CCT) by Cardiovascular Credentialing International (CCI) equals **three (3) years (36 months)**.
 - C. work experience as a cardiac stress technician, emergency medical technician (EMT), paramedic, or closely related experience.
2. Current Cardiopulmonary Resuscitation (CPR) certification.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of cardiovascular and pulmonary systems including but not limited to principles and practices, diagnostic techniques and procedures, human anatomy and physiology, basic pharmacology, occupational hazards, and safety measures.
2. Knowledge of a wide variety of cardiovascular and pulmonary diagnostic equipment and software and the applicable safety requirements.
3. Knowledge of health care administration procedures and systems including medical terminology, medical software, medical billing codes, and confidentiality laws (HIPAA).
4. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
5. Knowledge of principles and processes for providing customer service.
6. Ability to communicate effectively as appropriate for the needs of the audience.
7. Ability to interpret work related documents, policies, and procedures.
8. Ability to use full range of body motion to lift, push, pull, carry, or handle objects.
9. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Ability to exhibit strong organizational skills and maintain detailed, accurate records.

Level II: Non-Invasive Cardiovascular Specialist**4561**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or combination totaling **five (5) years (60 months)** from the categories below:
 - A. college course work in exercise science, kinesiology, physical education, physical therapy, or a closely related field, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours or an Associate's Degree equals **one (1) year (12 months)**
 - 90 semester hours equals **two (2) years (24 months)**
 - 120 semester hours or a Bachelor's degree equals **three (3) years (36 months)**
 - B. Current/valid registration and certification as a Cardiographic Technician (CCT) by Cardiovascular Credentialing International (CCI) equals **three (3) years (36 months)**.

- C. work experience as a cardiac stress technician, emergency medical technician (EMT), paramedic, or closely related experience.
2. Current Cardiopulmonary Resuscitation (CPR) certification.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
2. Knowledge of principles and processes for providing customer service.
3. Knowledge of health care administration procedures and systems including medical terminology, medical software, medical billing codes, and confidentiality laws (HIPAA).
4. Knowledge of a wide variety of cardiovascular and pulmonary diagnostic equipment and software and the applicable safety requirements.
5. Knowledge of cardiovascular and pulmonary systems including but not limited to principles and practices, diagnostic techniques and procedures, human anatomy and physiology, basic pharmacology, occupational hazards, and safety measures.
6. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
7. Ability to use full range of body motion to lift, push, pull, carry, or handle objects.
8. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
9. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Ability to exhibit strong organizational skills and maintain detailed, accurate records.
11. Ability to communicate effectively as appropriate for the needs of the audience.
12. Ability to interpret work related documents, policies, and procedures.

Level III: Non-Invasive Cardiovascular Manager**4771**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or combination totaling **five (5) years (60 months)** from the categories below:
 - A. college course work in exercise science, kinesiology, physical education, physical therapy, or a closely related field, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours or an Associate's Degree equals **one (1) year (12 months)**
 - 90 semester hours equals **two (2) years (24 months)**
 - 120 semester hours or a Bachelor's degree equals **three (3) years (36 months)**
 - B. work experience as a cardiac stress technician, emergency medical technician (EMT), paramedic, or closely related experience.
2. Current/valid registration and certification as a Cardiographic Technician (CCT) by Cardiovascular Credentialing International (CCI).
3. Current Cardiopulmonary Resuscitation (CPR) certification.
4. **One (1) year (12 months)** of work experience as a cardiac stress technician, emergency medical technician (EMT), paramedic, or closely related experience.
5. **Two (2) years (24 months)** of supervisory or administrative work experience in a cardiac stress testing laboratory.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
2. Knowledge of principles and processes for providing customer service.
3. Knowledge of health care administration procedures and systems including medical terminology, medical software, medical billing codes, and confidentiality laws (HIPAA).
4. Knowledge of cardiovascular and pulmonary diagnostic equipment and software and the applicable safety requirements.

5. Knowledge of cardiovascular and pulmonary systems including but not limited to principles and practices, diagnostic techniques and procedures, human anatomy and physiology, basic pharmacology, occupational hazards, and safety measures.
6. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
7. Ability to use full range of body motion to lift, push, pull, carry, or handle objects.
8. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
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