
Holter 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: 16 Nov 2010

Revision Date: 11 Mar 2011

Position Reports To: Senior Director of Core Lab Services

Position Supervises: None

Job Summary:

The Holter Technician will have the overall responsibility for reviewing and analyzing incoming Holter data, prior to cardiologist review. Responsible for timely workflow management and meeting company and client established timelines. Works closely with assigned project management team to meet or exceed client expectations.

Essential Duties and Responsibilities:

- Analyzes data from cardiac-function monitoring device (Holter monitor) worn by patient for use in diagnosis of cardiovascular disorders.
- Observes scanner screen to identify irregularities in patient cardiac patterns, utilizing knowledge of regular and irregular cardiac-function patterns, or verifies data provided by computer program that automatically scans, analyzes, identifies, and prints irregular heart patterns.
- Prints sections of abnormal heart patterns or full disclosure for physician. Analyzes information in patient diary (if applicable) to identify incidents that correspond to heart pattern irregularities detected on heart monitor.
- Records findings on report or final analysis of the interpreting physician. May measure distances between peaks and valleys of heart activity patterns, using electronic calipers, to obtain data for further analysis.

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.
 - Must be able to work independently and demonstrate initiative in solving problems.
 - Basic computer competencies to include Microsoft Outlook, Word, Excel, and Database Management
 - Able to work within a team environment to achieve customer satisfaction and organizational goals.
-

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
-

Education and Experience:

- Bachelor's degree in Life Sciences or ECG certificate, or equivalent combination of education and experience required.
 - Experience with Mortara HSCRIBE preferred.
-

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