
Sr. 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: 13 July 2015

Revision Date: 23 Sep 2015

Job Summary:

Responsible for assisting the Telemetry Systems Administrator in creating/reviewing ECG Procedure Plans, ensuring the correct telemetry protocol is implemented for a specific study, and that the proper ECG collection, QC, replacement (if needed) and over-read is completed. Primarily responsible and accountable for QC of all ECG's in a timely manner prior to transfer. Additionally responsible and accountable for ensuring all Clinical Research Telemetry Technician (CRTT) staff are properly scheduled to monitor all study activity and that the schedule is submitted on time. This also involves ensuring that protocols, SOP's, quality control, and regulations are all followed in the process.

Essential Duties and Responsibilities:

- Maintains ECG monitoring throughout Clinical Operations studies according to applicable SOPs.
- Responsible for partnering with Telemetry Systems Administrator to ensure that all Telemetry-related quarterly business goals are achieved, or adjusted with management input.
- Responsible and accountable for ensuring that the staffing schedule is prepared and submitted to Clinical Staffing Coordinator by deadline. Able to provide information regarding staffing needs, in order to protect the processes of the telemetry team.
- Responsible and accountable for ensuring that all ECG transfer preparation has been completed by performing established QC procedures. Responsible for completion and return of high-quality ECG's to Telemetry Systems Administrator for deadline delivery.
- Contributes information to Telemetry System Administrator in regards to telemetry staff professionalism, performance, and/or attendance issues as immediate as possible. Documents using Occurrence Forms and forwards to Telemetry System Administrator or Manager for staff follow-up.
- Maintains current ACLS training and participates in Spaulding Clinical ACLS drills periodically.

- Monitors the adherence of telemetry staff to the applicable SOP and training requirements. Is able to provide (or delegate to other CRTT) ECG Positional explanation for clinical staff performing this task. Tracks the quality of all ECG results produced in Phase I unit studies, and addresses any quality issues.
- Assists with risk management exercise performance for each study, and helps to ensure that the points are addressed/mitigated prior to study start-up.
- Maintains testing of the telemetry system to prevent interference, equipment failures, and any other sources of poor ECG quality.
- Ensures all available telemetry channels are useable and in working order.
- Contributes to and is accountable for the secure and appropriate collection/storage of ECG data.
- Ensures effective verbal and written communications inter-and intra-departmentally in the planning and implementation of clinical research studies.
- Periodically assesses and analyzes all procedures related to telemetry planning, collection, processing, storage, over-reads, alerts, and transmission. This will come by direct observance of procedures, and suggested solutions to process issues.
- Participates in quality assurance of clinical research projects and initiates the need for same as it impacts on clinical practice.
- Ensures that all Clinical Research Telemetry Technicians are scheduled appropriately to tasks relegated to the role.
- Required to be present at business-dictated hours, primarily the AM shift and PM, as needed.
 - Needs to be available and able to report on critical deadlines, daily updates, metrics during departmental meetings.
 - Overtime is expected, and may be required, in times of high occupancy or tight deadlines.
- Troubleshoots any issues that arise involving the telemetry system and/or staff.

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.
 - Excellent time management skills.
 - Demonstrates strong analytical, problem solving skills.
 - Strong written and verbal communication skills.
 - Detail oriented, good organizational traits.
 - Self motivated.
 - Must be results oriented, proficient at multi-tasking, quick learner, respond to the urgent needs of the team and show a strong track record of meeting deadlines.
 - Good computer and skills; inclination to adopt technology to maximize efficiency.
 - Strong attention to detail.
 - Excellent time management skills.
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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.
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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 or GED equivalent.
 - CPR and ACLS training current, within one (1) year of hire or promotion.
 - Telemetry or ECG experience required.
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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