

**Position Title:** Unit Secretary II/Monitor Technician  
**Department:** Nursing  
**Pay Rate:** Depends on experience

**Job Summary:** The Unit Secretary/Monitor Technician, under the direction of the Registered Nurse, monitors the cardiac rhythm of patients, performs clerical duties on the unit, acts as a receptionist and performs other tasks as assigned in the realm of this position.

**Essential Job Functions:** The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time. Performs cardiac monitoring duties under the supervision of the registered nurse. Communicates relevant information appropriately. Performs clerical duties on unit. Ensures patient and unit safety. Demonstrates the professionalism necessary to function in the healthcare environment.

**Education and formal training:**

High school diploma or equivalent. Unit Secretary course preferred. Medical terminology course preferred. Successful completion of Caldwell Memorial Hospital's Monitor Technician course. BCLS certified within 3 months of employment of this unit. Must attend educational classes in EKG interpretation.

**Work Experience:**

One year previous experience preferred. Completion of nursing assistant course preferred.

**Knowledge, skills, and abilities required:**

Desire and ability to cooperate with and/or under the direction of others. Ability to follow directions accurately. Possesses a sense of responsibility, initiative and honesty. Appreciation of and desire to take part in a health care team dedicated to providing patients with optimal care.

**Physical Requirements:**

Must be able to sit for long periods of time. Must have visual acuity and reading ability in order to read and transcribe physician orders and accurately assesses monitor rhythms. Must have ability to maintain vigilance in monitor observation despite numerous distractions. Must be able to respond quickly to changes in the patient's rhythm. Must have manual dexterity and skill to write legibly. Must be able to spell. Must have adequate hearing and communication skills in order to communicate with families, visitors, staff, physicians and other health care givers by telephone or in person. Must be able to transport supplies, equipment and request forms to departments located all over the hospital. Must have the emotional stability to remain calm and efficient in emergency patient situations. Must be able to lift a minimum of 30 lbs.