

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
ECHOCARDIOGRAM LAB HOURS AND DUTIES**

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Effective Date: March 2010
Cross Referenced:
Reviewed Date: 02/16
Revised Date: 04/12

Policy No: 6.002
Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
Page: 1 of 2

Purpose: Echo Lab technologists will work scheduled hours and perform duties as required.

Procedure:

A. Hours of Work:

1. Echo Lab technician will work Sunday – Saturday. The hours of operations are 7 a.m. – 7:30 p.m. Echo Techs will also be placed on call if an emergency or STAT echo's are ordered.
2. Technician on duty are responsible for all Echo Lab work.
3. Echo technician will cover for EKG if necessary.
4. If special hours or time off is needed, requests should be made approximately two (2) weeks in advance in order to obtain adequate coverage.

B. Duties:

1. Technicians will check the outpatient schedule, inpatient Task list and email for Tee's in the morning and all day to determine proper times for completing work. In patients will be scheduled with other departments in order to prevent multiple transportation when possible.
2. Transportation can be called for delivery and return of the patient to the lab.
3. Technicians are responsible for performing all echos for specific doctors, logging of all echos in the log book, measuring of M-Modes and preliminary interpretations. Doctors will be called if the tech feels that an echo is a critical value and logged in the critical value log book.
4. All preliminary echos will be put in the proper physician's box for reading purposes throughout the day.
5. Echo machine should be restocked with electrodes, gel and gloves for the next shift. Machine should be kept clean, filters cleaned and both machines need to be completely shut down once a week.
6. All ordering for the department including:
 - Gloves
 - Electrodes
 - Gel
 - Sani-Cloth HB Wipes
7. After Echos are interpreted, the physicians are responsible for electronically signing the reports. The secretary and Echo techs are responsible for printing out the reports through out the day. Medical Records keep copies of all echo final reports and scanning them into Cerner.

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C. Echo Procedures for Faxing and Filing:

The echoes are checked and logged out of the dictation room several times a day by the technicians. The Echo Log book is also checked off when an echo is read.

The Technicians will go into heart lab and send each Echo report electronically to Medical Records to be scanned into Cerner.

When a patient requests an Echo on a CD call the volunteer desk at extension 6977 to pick up the CD and bring to Medical Records. The patient can pick up the copy in MR.

The outpatient echo reports will be faxed to all non-staff ordering physicians. The original Echo Reports will go to Medical Records to be scanned in Cerner.

When pediatric echoes are done, they will be interpreted and signed off electronically in Heart Lab. Fax the completed echoes to the corresponding doctors. Send the report to Medical Records to be scanned in Cerner.

This procedure is done several times a day during your entire shift.