

AGENDA
REGULAR MEETING OF THE
EL CAMINO HOSPITAL BOARD OF DIRECTORS
Wednesday, May 10, 2017 – 6:30 pm
 Conference Rooms E, F & G (ground floor)
 2500 Grant Road, Mountain View, CA 94040

MISSION: To be an innovative, publicly accountable, and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well-being of our community.

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
1. CALL TO ORDER / ROLL CALL	Neal Cohen, MD, Board Chair		6:30 – 6:32 pm
2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Neal Cohen, MD, Board Chair		6:32 – 6:33
3. QUALITY COMMITTEE REPORT ATTACHMENT 3	David Reeder, Quality Committee Chair		information 6:33 – 6:43
4. BIENNIAL BOARD OFFICER ELECTION ATTACHMENT 4	Neal Cohen, MD, Board Chair	<i>public comment</i>	possible motion 6:43 – 7:43
5. PUBLIC COMMUNICATION a. Oral Comments <i>This opportunity is provided for persons in the audience to make a brief statement, not to exceed 3 minutes on issues or concerns not covered by the agenda.</i> b. Written Correspondence	Neal Cohen, MD, Board Chair		information 7:43 – 7:46
6. ADJOURN TO CLOSED SESSION	Neal Cohen, MD, Board Chair		motion required 7:46 – 7:47
7. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Neal Cohen, MD, Board Chair		7:47 – 7:48
8. CONSENT CALENDAR <i>Any Board Member may remove an item for discussion before a motion is made.</i> Approval <i>Gov't Code Section 54957.2:</i> a. Minutes of the Closed Session of the Hospital Board Meeting (April 12, 2017)	Neal Cohen, MD, Board Chair		motion required 7:48 – 7:50
9. Health and Safety Code Section 32155, Report of the Medical Staff; deliberations concerning reports on Medical Staff quality assurance matters: - Medical Staff Report	Rebecca Fazilat, MD, Mountain View Chief of Staff; J. Augusto Bastidas, MD, Los Gatos Chief of Staff		motion required 7:50 – 8:00
10. Discussion involving Health and Safety Code Section 32106(b) for a report involving health care facility trade secrets: - Strategic Planning Update	Jonah Frohlich, Managing Director, Manatt; Mick Zdeblick, COO; William Faber, MD, CMO; Kathryn Fisk, CHRO; Cheryl Reinking, RN, CNO		discussion 8:00 – 8:45

A copy of the agenda for the Regular Meeting will be posted and distributed at least seventy-two (72) hours prior to the meeting. In observance of the Americans with Disabilities Act, please notify us at (650) 988-7504 prior to the meeting so that we may provide the agenda in alternative formats or make disability-related modifications and accommodations.

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
11. Discussion involving <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets: - Physician Alignment Strategy and Structure: Recent Activities and Accomplishments	Donald Sibery, Interim CEO; Larry Trilops, Interim Physician Strategy Executive		discussion 8:45 – 9:05
12. Discussion involving <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets: - Proposed Dashboard for Reporting and Review of Strategic and Clinical Operations	Donald Sibery, Interim CEO; Mick Zdeblick, COO		discussion 9:05 – 9:35
13. Discussion involving <i>Gov't Code Section 54657</i> and <i>54957.6</i> for report and discussion on personnel matters: - Succession Planning	Donald Sibery, Interim CEO; Kathryn Fisk, CHRO		discussion 9:35 – 9:45
14. Discussion involving <i>Gov't Code Section 54957</i> and <i>54957.6</i> for report and discussion on personnel matters and <i>Health and Safety Code 32106(b)</i> for report involving health care facility trade secrets: - Informational Items	Donald Sibery, Interim CEO		information 9:45 – 9:50
15. <i>Gov't Code Section 54597.6(a)</i> – conference with designated representatives Lanhee Chen and Neal Cohen, MD: - CEO Search Committee Update	Lanhee Chen, CEO Search Committee Chair		possible motion 9:50 – 10:00
16. Report involving <i>Gov't Code Section 54957</i> for discussion and report on personnel performance matters: - Executive Session	Neal Cohen, MD, Board Chair		discussion 10:00 – 10:05
17. ADJOURN TO OPEN SESSION	Neal Cohen, MD, Board Chair		motion required 10:05 – 10:06
18. RECONVENE OPEN SESSION / REPORT OUT To report any required disclosures regarding permissible actions taken during Closed Session.	Neal Cohen, MD, Board Chair		10:06 – 10:07
19. CONSENT CALENDAR ITEMS: <i>Any Board Member or member of the public may remove an item for discussion before a motion is made.</i>	Neal Cohen, MD, Board Chair	<i>public comment</i>	motion required 10:07 – 10:10
Approval a. Minutes of the Open Session of the Hospital Board Meeting (April 12, 2017) b. Draft Revised Board Director Compensation Policy c. El Camino Hospital Auxiliary Slate of Officers <i>Reviewed and Approved by the Medical Executive Committee</i> d. Medical Staff Report Information e. FY17 Period 9 Financials f. Education Event Reports			

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
20. INFORMATIONAL ITEMS a. CEO Report	Donald Sibery, Interim CEO		information 10:10 – 10:12
21. BOARD COMMENTS	Neal Cohen, MD, Board Chair		information 10:12 – 10:14
22. ADJOURNMENT	Neal Cohen, MD, Board Chair		motion required 10:14 – 10:15pm

Upcoming Meetings

- June 14, 2017
- June 28, 2017

Upcoming Joint Meetings

- May 30, 2017 (*Joint with Finance Committee*)
- June 14, 2017 (*Joint with Compliance Committee*)

ECH BOARD MEETING AGENDA ITEM COVER SHEET

Item:	Quality, Patient Care and Patient Experience Committee (“Quality Committee”) Report El Camino Hospital Board of Directors May 10, 2017
Responsible party:	David Reeder, Quality Committee Chair
Action requested:	For Information
Background: The Quality Committee meets 10 times per year. The Committee last met on May 2, 2017 and meets next on June 5, 2017.	
Board Advisory Committee(s) that reviewed the issue and recommendation, if any: None.	
<p>Summary and session objectives:</p> <ol style="list-style-type: none"> 1. Progress Against Goals: The Committee is on track to achieve its FY17 targets. 2. Summary of May 2nd, 2017 Meeting: <ol style="list-style-type: none"> a. Clinical Program Presentation: Tej Singh, MD, MBA, ECH Medical Director for Vascular Surgery, gave a presentation highlighting abdominal aortic aneurism (AAA) and carotid artery intervention programs at ECH. He also described screening protocols for aneurisms, use of VQI registry by the program, and quality metrics, which are good at ECH compared to regional and national standards. Dr. Singh described ECH’s new wound care clinic, explaining that providers are both PAMF and independent physicians and that patients have access to subspecialty care including podiatry, plastic surgery, and vascular surgery at the clinic. He reported that patients come to the clinic post-discharge from ECH as well as through marketing efforts, that the clinic coordinates care closely with the hospital’s wound care team, and it makes referrals to home health when necessary. a. FY17 Quality Dashboard: Catherine Carson, RN, Senior Director of Patient Safety and Quality Assurance, reviewed the FY17 quality dashboard with the Committee. Ms. Carson discussed the ongoing challenge of falls prevention and highlighted a new initiative to provide patients with pajamas that have cuffs to prevent tripping. Cheryl Reinking, RN, CNO, explained that nursing staff is receiving ongoing education around remaining with patients at high risk for falls while toileting. Ms. Carson reported that pain reassessment scores are improving and an enterprise-wide pain management pharmacist will be added to the staff this summer. Other Metrics: med errors are well under baseline; length of stay is below benchmark and has stayed under control for the last 3-4 months; the readmission rate is the lowest in the community; we are above goal for the sepsis metric due to operationalization of a new ED protocol. The Committee had a lengthy discussion about surgical site infections and asked the team to bring back comparator groups to provide some context for developing a reasonable goal. Ms. 	

ECH BOARD MEETING AGENDA ITEM COVER SHEET

	<p>Carson also reported that HCHAPS scores are better for February (communication with nurses = 80.9; staff responsiveness = 73.6; pain management = 79.2; and communication about medication = 77.1) than the January scores reflected in the version of the dashboard presented.</p> <p>Dr. Faber advised the committee he plans to start looking at longer trend lines in an effort to evaluate the long-term sustainability of corrective initiatives.</p> <p>b. <u>Proposed FY18 Committee Dates/Goals</u>: The Committee voted to recommend approval of the proposed FY18 committee meeting dates.</p> <p>c. <u>Proposed FY 18 Organizational Goals</u>: Mick Zdeblick reviewed the proposed FY18 organizational goals which follow ECH’s standard format - the first is performance to budget, the next three are modeled on the Triple Aim. For affordability/cost effectiveness, a new goal of improving inpatient utilization for Medicare patients of average length of stay over predicted length of stay (GMLOS) was proposed . This goal captures improvements in both length of stay and accuracy of clinical documentation and received the committee’s support. The proposed patient service goal is improvement of HCAHPS performance on “rate the hospital.” The committee also supported this goal in concept, at least in part because it brings in all departments, but asked management to bring back further information about actual measurement. The proposed quality goal would measure an improvement in the Culture of Safety, based on AHRQ survey results that will be available on May 9th. A customized methodology to measure improvement was discussed and there are technical issues to be worked out. Staff will come back with a revised goal, pending analysis of AHRQ survey results.</p> <p>d. <u>Committee Membership</u>: Diana Russell, RN has chosen not to seek another term of service, and the committee members want to recruit an additional “patient” representative to join the committee.</p>
	Suggested discussion questions: None.
	Proposed Board motion, if any: None.
	<p>LIST OF ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. FY17 Quality Dashboard

Quality and Safety Dashboard (Monthly)

Date Reports Run: 4/11/2017		Performance		Baseline	FY17 Goal	Trend	Comments
SAFETY EVENTS		Performance		FY2016	FY2017		
1	<p>Patient Falls Med / Surg / CC Falls / 1,000 CALNOC Pt Days Date Period: February 2017</p>	9/5111	1.76	1.51	1.39 (goal for FY 16)		Falls team evaluating new pajamas with ankle cuffs to avoid pts. tripping on long pant legs. Use of bed and chair alarms reinforced as well as staying with pts while in the bathroom.
2	<p>★Organizational Goal Pain reassessment within 60 mins after pain med administration Date Period: March 2017</p>	9593/10957	87.6%	56.3% (Jan-Jun 2016)	75% (min) 80% (mid) stretch goal=90%		Key actions taken: 2 months of individual RN coaching, Pt. Ed brochures implemented, Contine weekly unit recognition, nurse badge buddies distributed, Pain website under development, Order sets under review, Pain Mgmt Pharmacist starts July 31st.
3	<p>Medication Errors (Overall: reached to patients and near miss) Errors / 1000 Adj Total Patient Days Date Period: February 2017</p>	24/13248	1.66	2.68	0.00		Opioid Risk Screeng tool for EPIC under investigation, metric is well underbaseline and continuing to decline.
EFFICIENCY		Performance		Jan-Jun 2016 (6-month avg)	FY 2017		
4	<p>★Organizational Goal Average Length of Stay (days) (Medicare definition, MS-CC, ≥ 65, inpatient) Date Period: March 2017</p>	FYTD 3904 March 2017 437	FYTD 4.58 March 2017 4.63	4.78	4.87		LOS goal set April 2016 before Jan-June 2016 ALOS was known. Current average LOS is below the Jan-June 2016 average, and staying lower.
5	<p>★Organizational Goal 30-Day Readmission (Rate, LOS-Focused) (ALOS-Linked, All-Cause, Unplanned) Date Period: February 2017</p>	FYTD 371/3369 Feb 2017 42/425	FYTD 11.01 Feb 2017 9.88	11.53	At or below 12.24		Rate is lower in February, continues to be low in the hospital community.

Date Reports Run: 3/12/2017		Baseline	FY17 Goal	Trend	Comments																																																													
6	<p>★Organizational Goal</p> <p>IVF Bolus Ordered within 2 Hours of TOP of Severe Sepsis or Septic Shock (Patients lacking initial hypotension or lactate <3 excluded)</p> <p>Date Period: February 2017</p>			<table border="1"> <thead> <tr> <th></th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> </tr> </thead> <tbody> <tr> <td>Number of Sampled Cases</td> <td>18</td> <td>19</td> <td>21</td> <td>23</td> <td>30</td> <td>30</td> <td>29</td> <td>30</td> <td>30</td> </tr> <tr> <td>Cases with 30ml/kg ordered or NICOM with 3 hours TOP</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>2</td> <td>1</td> </tr> <tr> <td>Cases with 30ml/kg ordered (or NICOM) ordered with 2 hours TOP</td> <td>9</td> <td>17</td> <td>9</td> <td>14</td> <td>17</td> <td>17</td> <td>24</td> <td>21</td> <td>26</td> </tr> <tr> <td>% Compliance with 30ml/kg ordered within 2 hours of TOP</td> <td>50%</td> <td>89%</td> <td>43%</td> <td>61%</td> <td>57%</td> <td>57%</td> <td>83%</td> <td>70%</td> <td>87%</td> </tr> <tr> <td>Min Goal</td> <td>70%</td> <td>70%</td> <td>70%</td> <td>70%</td> <td>70%</td> <td>70%</td> <td>70%</td> <td>70%</td> <td>70%</td> </tr> </tbody> </table>		Apr	May	Jun	Sep	Oct	Nov	Dec	Jan	Feb	Number of Sampled Cases	18	19	21	23	30	30	29	30	30	Cases with 30ml/kg ordered or NICOM with 3 hours TOP	0	0	0	1	0	0	0	2	1	Cases with 30ml/kg ordered (or NICOM) ordered with 2 hours TOP	9	17	9	14	17	17	24	21	26	% Compliance with 30ml/kg ordered within 2 hours of TOP	50%	89%	43%	61%	57%	57%	83%	70%	87%	Min Goal	70%	70%	70%	70%	70%	70%	70%	70%	70%		<p>The goal of 80% is exceeded with only 1 case not receiving the fluid order w/ 2 hrs of presentation.</p>
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COMPLICATIONS		Performance		FY 2016	FY 2017																																																													
7	<p>Surgical Site Infection (SSI)</p> <p>SSI per 100 Clean/Clean-contaminated Surgical Procedures</p> <p>Date Period: February 2017</p>	2/604	0.33	0.20	0.18 (goal for FY 16)		<p>2 SSIs of 604 surgeries from 29 surgical categories reported to NHSN: 1 Total Hip at MV and 1 Total Knee at LG.</p>																																																											
	SERVICE		Performance		FY 2016	FY 2017																																																												
8	<p>Communication with Nurses</p> <p>(HCAHPS composite score, top box)</p> <p>Date Period: Jan 2017</p>	210/274	76.7%	78.0%	78.5%		<p>While this is trending down, the score had been above goal until January. ECH opened a command center for 4 days mid-month to handle impacted capacity which included a record # of flu pts.</p>																																																											
	9	<p>Responsiveness of Hospital Staff</p> <p>(HCAHPS composite score, top box)</p> <p>Date Period: Jan 2017</p>	172/257	66.9%	64.9%	66.8%		<p>January results have recovered above target.</p>																																																										
10		<p>★Organizational Goal</p> <p>Pain management</p> <p>(HCAHPS composite score, top box)</p> <p>Date Period: Jan 2017</p>	136/179	75.7%	72.5%	73% min 74% max 76% stretch		<p>Pt./family education brochures were implemented at the end of January. Nursing still expects to see this result trend up to reflect the improved Pain reassessment compliance.</p>																																																										
	11	<p>Communication About Medicines</p> <p>(HCAHPS composite score, top box)</p> <p>Date Period: Jan 2017</p>	121/180	67.3%	64.7%	68.3%		<p>This score has dropped off with January, but is expected to return to the goal.</p>																																																										

ECH BOARD MEETING AGENDA ITEM COVER SHEET

Item:	Biennial Board Officer Election El Camino Hospital Board of Directors May 10, 2017
Responsible party:	Cindy Murphy, Board Liaison
Action requested:	Possible Motion(s)
Background:	At its April 12, 2017 meeting, the Board adopted the attached Hospital Board Officers Nomination and Selection Procedures. Directors Chen and Reeder have both declared their interest in serving as Board Chair and have submitted Position Statements as required.
Committees that have reviewed this and recommendation, if any:	Not since the last Board meeting.
Summary and session objectives :	To select a Board Chair, Vice Chair, and Secretary/Treasurer, each for one 2-year term of service effective July 1, 2017.
Suggested discussion questions:	Procedure to be followed is described in the attached Hospital Board Officers Nomination and Selection Procedures.
Proposed Board motion(s), if any:	<ul style="list-style-type: none"> a. Preliminary round of voting for the Board Chair by roll call. b. Motion to select _____ as ECH Board Chair for a two year term of service effective July 1, 2017. c. Motion to select _____ as ECH Board Vice-Chair for a two year term of service effective July 1, 2017. d. Motion to select _____ as ECH Board Secretary/Treasurer for a two year term of service effective July 1, 2017.
LIST OF ATTACHMENTS:	<ul style="list-style-type: none"> 1. Hospital Board Officers Nomination and Selection Procedures 2. Position Statement – Director Lanhee Chen 3. Position Statement – Director David Reeder

**HOSPITAL BOARD OFFICERS
NOMINATION AND SELECTION PROCEDURES
FOR FY18**

Revised/Approved 04/12/2017 by ECH Board of Directors

Any current director of the El Camino Hospital Board is eligible to serve as a Hospital Board Officer. The new Hospital Board Officer terms begin July 1, 2017. El Camino Hospital Board Officer elections shall be held in May of odd numbered years. Following the election, it shall be the role of the Board Chair-Elect to work with the Hospital CEO in May and June to develop a slate of Board Advisory Committee Chairs and members for the following fiscal year and to present the slate to the Board for approval in June.

Hospital Board Chair:

1. Interested Directors will declare their interest to the Board Liaison (Cindy Murphy) by close of business April 24, 2017. The Board Liaison will notify the Board of all declarations of interest by close of business April 25, 2017. Any other interested Directors will then declare their interest to the Board Liaison by close of business on April 26, 2017. The Board Liaison will notify the Board of any additional declarations of interest by close of business April 27, 2017. Interested Directors will prepare a one-page Position Statement that summarizes the candidate's interest and relevant experience as it relates to the attached Hospital Board Chair competencies, no later than close of business May 1, 2017.
2. Position Statements will be distributed to Board members along with other routine Hospital Board materials one week in advance of the May 10, 2017 meeting.
3. Position Statements will be made available to the public and posted on the El Camino Hospital website when the Hospital Board materials are issued to the Board.
4. Standard questions for Hospital Board Chair:
 - a. What do you see as the ECH strategic priorities over the coming two years?
 - b. Name three defining roles of an effective Board Chair.
 - c. How would you judge the success of your leadership and the Board at the end of your term?
5. At the May 10, 2017 meeting, Interested Directors will present the information below, in public session, in the sequence outlined. Approximately 25 minutes will be allocated to each Interested Director: five (5) minutes for the Position Statement, ten (10) minutes for responses to standard questions, and (10) ten minutes to respond to general questions from the board and public:
 - a. Each interested director will read his or her Position Statement
 - b. Each interested director will provide responses to the standard questions. (Directors will present one question at a time in random order.)
 - c. The Public will be invited to ask Interested Directors any questions related to the candidate's interest in the position, and relevant experience as it relates to the Hospital Board Chair competencies

- d. The Board will be invited to ask Interested Directors any additional questions related to an Interested Director's candidacy.
6. Upon review and discussion of the candidates, the Board will vote in public session. The CEO will recuse himself or herself from voting. The current Chair will facilitate the discussion and voting process.
7. The Hospital Board Chair will be elected by the Board in accordance with the following procedure at a meeting where a quorum is present.
 - a. Preliminary Balloting
 - i. Each Board member shall vote for a candidate via roll call.
 - ii. In the event a majority is not achieved, the vote will be announced for each candidate and the candidate receiving the lowest number of votes will be dropped from the next ballot.
 - iii. This procedure will continue until one candidate receives a majority of the votes cast.
 - iv. In the event a tie vote occurs (e.g., 3-3 or 4-2-2), Interested Directors may be asked additional questions by Hospital Board members and the balloting procedure will continue until a majority is achieved by one candidate.
 - b. Selection of a Board Chair
 - i. Following the preliminary balloting, the Board shall consider a motion to elect the candidate who has received the majority of the votes in his/her favor.
 - ii. If a motion pursuant to Section 7(b)(i) is not adopted by a majority of the Board members present at the meeting when a quorum is present, the Board shall continue to consider motions until a Board Chair is elected.

Hospital Vice-Chair:

1. At the May 10, 2017 Hospital Board meeting, Interested Directors will announce their candidacy following the successful election of the Hospital Board Chair.
2. Interested Directors will be asked questions, which relate to the candidate's experience, by other Hospital Board members in public session.
3. Voting will follow the same procedure as described in the Hospital Board Chair selection and appointment process above.

Hospital Secretary/Treasurer:

1. At the May 10, 2017 Hospital Board meeting, Interested Directors will announce their candidacy following the successful election of the Hospital Board Chair and the Hospital Vice-Chair.
2. Interested Directors will be asked questions, which relate to the candidate's experience, by other Hospital Board members in public session.
3. Voting will follow the same procedure as described in the Hospital Board Chair selection and appointment process above.



2500 Grant Road
Mountain View, CA 94040-4378
Phone: 650-940-7000
www.elcaminohospital.org

Date: May 1, 2017
To: El Camino Hospital Board of Directors
From: Lanhee J. Chen, J.D., Ph.D.
Subject: Hospital Board Chair Position Statement

It has been a great honor and privilege to serve alongside each of you as a member of the El Camino Hospital Board of Directors. Together, we have worked to navigate ECH through change in the health care sector, significant policy and regulatory uncertainty, and a highly competitive business environment that threatens the very independence that we deeply value. Through it all, we have benefited from the steady, wise, and strong leadership of Dr. Neal Cohen, who has been a remarkable Board Chair. His service has made ECH a better place, and the communities we serve are better for the time and effort he has invested.

It is with this backdrop that I ask for your support as the next Chair of the ECH Board of Directors. I believe that there are remarkable things in store for El Camino Hospital as we look ahead over the next several years. But getting there will require vision, consensus-building, leadership, communication, and an understanding of the challenges that a dynamic business and policy environment pose to ECH. I feel these attributes are my strengths and I look forward to devoting myself to the task ahead, if you will give me the opportunity to do so.

There are a few goals that I would like to accomplish as Chair of the ECH Board.

First, we have been engaged in a significant strategic planning and visioning process for the last several months; it is imperative that the next Chair ensures the effective completion of this process, as well as the execution and implementation of our new strategic plan. This will mean creating the right governance mechanisms to oversee the process, facilitating an open dialogue with the leadership team so they understand the Board's expectations and are able to communicate with us regarding their progress, and working with key stakeholders at ECH and in the community to ensure they know where we, as a Board, are headed. It also means approaching potentially sensitive topics like partnerships and expansions through the continuum of care while holding firmly to values we as a Board hold dear, like patient-centered care and independence.

Relatedly, our next Chair must help to ensure a successful transition to a new CEO. As Chair of the CEO Search Committee, I have brought diverse constituencies together and led a process that has surfaced some exceptional candidates to lead ECH. I can provide continuity and stability in leadership as our institution's new leader begins work later this year.

Third, we have benefited from the work done by the ECH Board Advisory Committees, and I believe in strengthening their role as we guide the hospital through these challenging times. Most notably, the significant experience and talent of the community members who serve on these committees has been invaluable as we navigate significant issues impacting the operation of ECH. I have seen this contribution first-hand, as Chair of the Executive Compensation Committee. As ECH Board Chair, I will maintain significant awareness of committee activity by attending meetings and regularly communicating with committee leadership. We must ensure that the community members serving on our committees understand that their opinions are welcomed and valued. This means fostering stronger relationships with them but also considering whether there might be opportunities for them to take greater leadership roles on committees in the future.



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Finally, as the ECH District Board examines efforts to move the governance of ECH toward a more competency-based structure, the next ECH Board Chair must be ready to facilitate whatever changes the ECHD Board decides on. I believe I can work effectively with each of the members of the ECHD Board to accomplish this transition in a seamless manner.

As I noted in my remarks when I was seeking appointment to the Board, ECH plays an important role in my family's story. We live in Mountain View, no more than a 10-minute walk from the hospital. Our young daughter was born at ECH. Friends and family have sought care at ECH because they know that they will be well cared for. I have valued my service on this Board and have learned much about the hospital, each of you, and our community, because of it. I hope that you will entrust me to Chair this Board over the next two years and help to lead ECH toward the greater things that I know are in store for us.



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Mountain View, CA 94040-4378
Phone: 650-940-7000
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Date: May 1, 2017
To: El Camino Hospital Board of Directors
From: David Reeder
Subject: Hospital Board Chair Position Statement

I would like to thank Dr. Cohen for his leadership as Chair of the El Camino Hospital Board over the last four years. We have made significant progress toward developing our strategy of (1) remaining independent and locally controlled, (2) transitioning to continuum of care and volume to value, and (3) accomplishing this through partnerships.

This is a major turning point for El Camino Hospital with finalizing our strategy efforts with Manatt, and the selection of a new CEO. While we have been performing quite well in patient experience and quality of care, there is much more we can do to improve patient care by fully implementing continuum of care and making innovative strides to improve patient and family centered care. This is a particular passion for me.

I am committed to managing board meetings to approximately two hours, concentrating board time on strategy and quality. I will work with the new CEO to encourage him or her to bring items to the board that require board approval and limit presentations to 10 slides with the ask in the first and last slide to ensure that the board is clear on what we are being asked to approve.

There are other factors the Board may wish to consider. I believe that it is important for the Board Chair to have an historical perspective of ECH as well as a continuing knowledge of the work of our committees. I served as chair of the Quality Committee for the last several years. Board members who have attended Quality Committee meetings have seen how I lead the Committee, starting on time, ending on time with agendas that provide value to the Committee members. In recent years, I have also participated in the Governance and Executive Compensation Board committees as well as the iCare AdHoc committee, the Board Process Work Group, and the Foundation Board. Since I retired last year and live close to ECH, I have the time to be an active member of several committees and as Board Chair would attend other committees on an Ad Hoc basis.



**Minutes of the Open Session of the
El Camino Hospital Board of Directors
Wednesday, April 12, 2017
2500 Grant Road, Mountain View, CA 94040
Conference Rooms E, F & G (ground floor)**

Board Members Present

Lanhee Chen (via videoconference)
Dennis Chiu, Vice Chair
Neal Cohen, MD, Chair
Jeffrey Davis, MD
Peter Fung, MD
Julia Miller
David Reeder
John Zoglin

Board Members Absent

None

Members Excused

None

Agenda Item	Comments/Discussion	Approvals/ Action
1. CALL TO ORDER/ ROLL CALL	The open session meeting of the Board of Directors of El Camino Hospital (the “Board”) was called to order at 5:29 pm by Chair Cohen. A verbal roll call was taken. Director Chen participated via videoconference and joined the meeting at 5:38pm during Agenda Item 4: Quality Committee Report. All other Board members were present.	
2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Director Cohen asked if any Board members may have a conflict of interest with any of the items on the agenda. No conflicts were noted.	
3. BOARD RECOGNITION	<p>Motion: To approve <i>Resolution 2017-04</i>.</p> <p>Movant: Reeder Second: Fung Ayes: Chiu, Cohen, Davis, Fung, Miller, Reeder, Zoglin Noes: None Abstentions: None Absent: Chen Recused: None</p> <p>Lane Melchor, Chair of the ECH Foundation Board of Directors, recognized Priyanka Rana and Simran Thadani for their work as co-chairs of the South Asian Heart Center’s Scarlet Masquerade and for their dedication and commitment as loyal ECH and the South Asian Heart Center volunteers.</p>	<i>Resolution 2017-04 approved</i>
4. QUALITY COMMITTEE REPORT	<p>Director Reeder, Chair of the Quality Committee, reported that the Committee received a presentation on the Ortho/Neuro/Spine programs from Terry Rutledge, Executive Director of Ortho/Neuro/Spine, Pamela Coye, RN, and Debbie Smyth, RN.</p> <p>Director Reeder provided an overview of the metrics on the quality dashboard, noting there were no items of concern.</p> <p>He also recounted the Committee’s robust discussion on the opioid epidemic, noting ECH’s evolving measures to protect patients that include a new nursing tool for risk assessment, bringing on a pain pharmacist, and standardizing order sets for pain management.</p> <p>Director Reeder reported that the Committee is reviewing the quality-related proposed FY18 organizational goals including length of stay,</p>	

	<p>patient experience, and improvements to the culture of safety. He commented that the Committee’s discussion will continue at its May meeting.</p> <p>He further reported that the Committee is discussing revisions to the Serious Event Policy, which will eventually come to the Board for approval.</p> <p>In response to Director Zoglin’s question, Director Reeder commented that the measurement of goals should be clearer and note if the reporting is month-to-month, quarterly, or annual averages.</p> <p>Director Cohen commented that while opioid addiction problems are primarily outpatient issues as Director Reeder explained, they often begin in an inpatient setting. He noted that addressing these issues must be through partnerships with physicians and exploration of multimodal approaches to pain management.</p>	
<p>5. FY17 PERIOD 8 FINANCIALS</p>	<p>Iftikhar Hussain, CFO, outlined the FY17 Period 8 Financials, which were reviewed by the Finance Committee, including:</p> <ul style="list-style-type: none"> - Overall YTD outpatient volume is 5.3% below budget, but higher than the prior year. He also noted that March volume was very strong. - Two factors affecting payor mix include the late flu season and an overall increase in the Medicare mix. - ECH’s cash position is very strong, and total cash on hand is still at an all-time high of 408 days in February. - Operating margin is \$33 million ahead of plan because of favorable variances in both revenue and expenses. <p>Mr. Hussain also provided an overview of some monthly trends: increasing volume, operating margin (close to budget), days in AR (on a downward trend), net revenues (consistently ahead of budget) and operating expenses (consistently below budget).</p> <p>Motion: To approve the FY17 Period 8 Financials.</p> <p>Movant: Chiu Second: Fung Ayes: Chiu, Chen, Cohen, Davis, Fung, Miller, Reeder, Zoglin Noes: None Abstentions: None Absent: None Recused: None</p>	
<p>6. EMERGENCY PREPAREDNESS</p>	<p>Ken King, CASO provided an overview of the Hospital’s Emergency Preparedness programs, including those for:</p> <ul style="list-style-type: none"> - Mass Casualty Events: a large influx of patients due to external disasters (like a plane crash, explosion, or other mass casualties) - Internal Disasters: fire, flood, utility disruption, hazardous materials spill, weapon/hostage situation. - All Encompassing: events that include a large influx of patients and a disruption to internal systems, operations, or environment. <p>He noted that The Joint Commission and CMS have emergency management standards and ECH has the required operations plan.</p> <p>Mr. King described the Hospital Incident Command System, a structure for operations, logistics, planning, and finances in the event of an</p>	

	<p>emergency, which can expand and contract based on the event that occurs. He outlined the emergency code announcements (11 different codes), the annual hazard vulnerability assessment, and how ECH is specifically prepared for specific incidents include fire (highlighting smoke compartments), earthquakes (highlighting emergency power), active shooters, and disaster drills (conducting over 112 drills annually).</p> <p>In response to Director Miller’s questions, Mr. King described the incident command chart and center establishment, evacuation plans, and the emergency broadcast system (accessed by dialing 55). He noted that ECH’s first priority in any incident is the safety of the patients.</p> <p>In response to Director Zoglin’s questions, Mr. King explained the Hospital’s earthquake sustainability, the coordination with local fire department in the event of a fire, and that all safety measures apply to both the Mountain View and Los Gatos campuses.</p> <p>In response to Director Fung’s questions, Mr. King explained that there are Santa Clara County protocols for mass patient transportation to another healthcare facility, if need be.</p> <p>In response to Director Davis’ question, Mr. King described processes with physicians in the event of an emergency including phone call trees and emergency credentialing.</p>	
<p>7. GOVERNANCE COMMITTEE REPORT</p>	<p>Director Fung, Chair of the Governance Committee, reported that the Committee considered the following topics at its April 4, 2017 meeting:</p> <ul style="list-style-type: none"> - The annual Board Advisory Committee Goal Setting Process (no recommended changes). - The possibility of chartering a Strategic Planning Oversight Committee (paced for further discussion). - Board Officer Nomination and Selection Procedure (motion item) - ECH Board Director Compensation and Reimbursement Policy and Procedure (motion item) <p>Director Fung highlighted the initial April 24th deadline for submission of declarations of interest to the Board Liaison.</p> <p>Motion: To approve the Draft Revised Hospital Board Officers Nomination and Selection Procedures and Board Chair Competencies.</p> <p>Movant: Fung Second: Chiu</p> <p>In response to Director Miller’s question, Director Fung noted that the revisions update the dates and clarify the voting procedures by roll call vote rather than by written ballot for each Board officer. He also clarified the roll call vote procedure.</p> <p>Ayes: Chen, Chiu, Cohen, Davis, Fung, Miller, Reeder, Zoglin Noes: None Abstentions: None Absent: None Recused: None</p> <p>Motion: To direct staff to draft a revised Board Director Compensation and Reimbursement Policy and Procedure that provides for an annual Board Chair stipend in the amount of \$12,000 payable quarterly, and a</p>	<p><i>Revised Hospital Board Officers Nomination and Selection Procedures and Board Chair Competencies approved</i></p>

Committee Chair stipend in the amount of \$100 for participation in each agenda preparation call/meeting for the Board's consideration at its May 10, 2017 meeting.

Movant: Fung
Second: Chiu

Friendly Amendment by Director Davis: To provide for Director compensation in the amount of \$500 for each Board meeting and \$300 for each Committee meeting.

Director Fung did not accept the friendly amendment to his motion.

The Board discussed the proposed Board Chair stipend and its reflection of the additional work of the Chair. Cindy Murphy, Board Liaison, outlined the national data presented to the Governance Committee that only 11% of organizations compensate their board members at all, generally under \$5,000 per year.

Director Zoglin commented that Community members can serve as Chair of a Committee and asked whether or not they would be compensated for agenda preparation. He voiced his opposition to the proposed changes, noting that he would not like to see candidates for Chair seeking the position for the additional compensation.

Director Chiu suggested that the Board Chair compensation could be for each event/meeting; Director Fung noted that the Committee recommended a flat stipend.

Director Fung withdrew his motion; Director Chiu withdrew his second.

Motion: To direct staff to draft a revised Board Director Compensation and Reimbursement Policy and Procedure that provides for an annual Hospital Board Chair stipend in the amount of \$12,000 payable quarterly.

Movant: Fung
Second: Davis

Director Chen commented that the Committee felt strongly that this is a worthwhile change reflecting the work being done by the Board Chair.

Ayes: Chen, Chiu, Davis, Fung, Reeder
Noes: Miller, Zoglin
Abstentions: None
Absent: None
Recused: Cohen

Motion: To direct staff to draft a revised Board Director Compensation and Reimbursement Policy and Procedure that provides for a Committee Chair stipend in the amount of \$100 for participation in each agenda preparation call/meeting.

Movant: Fung
Second: Reeder

Director Zoglin clarified that the meeting compensation would be a maximum of one preparation session for each Committee meeting.

In response to Director Miller's question, Ms. Murphy clarified that the policy is an opt-out policy; the stipend is paid unless a Director opts out. Director Fung also clarified that if the Vice Chair would receive the \$100 compensation if they participate in the agenda preparation meeting/call in the Chair's place.

Revisions to the Compensation Policy including a Board Chair stipend and Committee Chair agenda prep compensation effective FY18 approved

	<p>Director Reeder noted this policy on affects Board Director compensation and that community members currently are not compensated for their participation on Board Advisory Committees.</p> <p>Ayes: Chen, Cohen, Davis, Fung, Reeder Noes: Chiu, Zoglin Abstentions: Miller Absent: None Recused: Cohen</p> <p>Motion: To provide for Director compensation for \$500 for each Board meeting and \$300 for each Committee meeting.</p> <p>Movant: Davis</p> <p>Director Davis commented that higher Board compensation 1) could be a tool to attract new Board members and 2) reflects the work required to be an active member of the Board.</p> <p>There was no second to the motion. Director Cohen requested that the issue be directed to the Governance Committee for consideration. Director Fung asked that staff add the topic to the Committee’s pacing plan for its June 6th meeting.</p> <p>Staff suggested that the Board consider an effective date for the revisions to the policy.</p> <p>Motion: To have revisions to the Board Director Compensation and Reimbursement Policy and Procedure be effective starting in FY18 and prepared for the Board’s consideration at its May 10, 2017 meeting.</p> <p>Movant: Fung Second: Reeder Ayes: Chen, Davis, Fung, Reeder, Zoglin Noes: None Abstentions: Miller Absent: None Recused: Cohen</p>	
<p>8. INVESTMENT COMMITTEE REPORT</p>	<p>Director Zoglin, Investment Committee Chair, reported on recent activity of the Committee including investment performance, fees, and liquidity and a discussion about the Committee’s goals for FY18.</p> <p>He noted that upcoming items include: 1) approving FY18 Committee goals (including a review of active versus passive management) and 2) reviewing 403(b) employee investment options.</p>	
<p>9. COMPLIANCE COMMITTEE REPORT</p>	<p>Director Zoglin, Compliance Committee Chair, reported on recent activity of the Committee including: the appointment of new member Lica Hartman, highlighting her expertise in enterprise risk management, approval of a policy that provides guidance for when documents require Board approval, and a review of the external Financial Auditors’ plan and areas of emphasis for FY17.</p> <p>He noted that the Committee will have a joint session with the Board on June 14, 2017 to review the Enterprise Risk Management performance and future development of the program.</p>	
<p>10. PUBLIC COMMUNICATION</p>	<p>Mary Rotunno, General Counsel, and Cindy Murphy, Board Liaison, recognized Sarah Rosenberg, Contracts & Board Services Coordinator, for her first year of service with ECH.</p>	

<p>11. ADJOURN TO CLOSED SESSION</p>	<p>Motion: To adjourn to closed session at 7:04 pm pursuant to <i>Gov't Code Section 54957.2</i> for approval of the Minutes of the Closed Session of the Special Meeting to Conduct a Study Session of the Hospital Board (March 3, 2017); Minutes of the Closed Session of the Special Meeting to Conduct a Study Session of the Hospital Board (March 4, 2017); Minutes of the Closed Session of the Hospital Board Meeting (March 8, 2017); Minutes of the Closed Session of the Executive Compensation Committee Meeting (February 16, 2017); pursuant to <i>Health & Safety Code 32106(b)</i> for report involving health care facility trade secrets: FY18 Budget Assumptions; pursuant to <i>Health and Safety Code 32155</i> for deliberations concerning reports on Medical Staff quality assurance matters: Medical Staff Report; pursuant to <i>Health and Safety Code 32106(b)</i> for a report involving health care facility trade secrets: Primary Care Physician Replacement for Silicon Valley Primary Care Clinic; pursuant to <i>Gov't Code Section 54956(d)(2)</i> – conference with legal counsel – pending or threatened litigation: Compliance Committee Report; pursuant to <i>Health and Safety Code 32106(b)</i> for a report involving health care facility trade secrets: Semi-Annual Marketing Report; pursuant to <i>Health and Safety Code 32106(b)</i> for a report involving health care facility trade secrets: Strategic Planning Update; pursuant to <i>Health and Safety Code 32106(b)</i> for a report involving health care facility trade secrets: Annual Board Self-Assessment and Board Chair Assessment; pursuant to <i>Health and Safety Code 32106(b)</i> for a report involving health care facility trade secrets: Pacing Plan; pursuant to <i>Gov't Code Section 54957</i> and <i>54957.6</i> for discussion and report on personnel performance matters and <i>Health and Safety Code 32106(b)</i> for a report involving health care facility trade secrets: CEO Search Committee Report; pursuant to <i>Gov't Code Section 54957</i> for discussion and report on personnel performance matters: Executive Session.</p> <p>Movant: Fung Second: Chiu Ayes: Chen, Chiu, Cohen, Davis, Fung, Miller, Reeder, Zoglin Noes: None Abstentions: None Absent: None Recused: None</p>	<p><i>Adjourned to closed session at 7:04 pm.</i></p>
<p>12. AGENDA ITEM 24: RECONVENE OPEN SESSION/ REPORT OUT</p>	<p>Open session was reconvened at 9:26pm. Agenda items 12-23 were addressed in closed session.</p> <p>During the closed session, the Board approved the Minutes of the Closed Session of the Special Meeting to Conduct a Study Session of the Hospital Board (March 3, 2017), Minutes of the Closed Session of the Special Meeting to Conduct a Study Session of the Hospital Board (March 4, 2017), Minutes of the Closed Session of the Hospital Board Meeting (March 8, 2017), Minutes of the Closed Session of the Executive Compensation Committee Meeting (February 16, 2017), and the Medical Staff Report by a unanimous vote in favor of all members present (Directors Chen, Chiu, Cohen, Davis, Fung, Miller, Reeder, and Zoglin).</p>	
<p>13. AGENDA ITEM 25: CONSENT CALENDAR</p>	<p>Director Cohen asked if any member of the Board or the public wished to remove an item from the consent calendar. No items were removed.</p> <p>Motion: To approve the consent calendar: Minutes of the Open Session of the Special Meeting to Conduct a Study Session of the Hospital Board</p>	<p><i>Consent calendar approved</i></p>

	<p>(March 3, 2017); Minutes of the Open Session of the Special Meeting to Conduct a Study Session of the Hospital Board (March 4, 2017); Minutes of the Open Session of the Hospital Board Meeting (March 8, 2017); Minutes of the Open Session of the Executive Compensation Committee Meeting (February 16, 2017); Appointment of Executive Compensation Committee Member; SVPMG Physician Recruitment – Medical Oncology; General Surgery ED Call Panel (MV); Medical Director, Quality & Physician Services; Capital Funding Request – Women’s Hospital Expansion Incremental Funding; Capital Funding Request – LG Facility Improvement Project; FY17 Period 7 Financials; Policies with Minor Revisions; and the Medical Staff Report.</p> <p>Movant: Miller Second: Reeder Ayes: Chen, Chiu, Cohen, Davis, Fung, Miller, Reeder, Zoglin Noes: None Abstentions: None Absent: None Recused: None</p>	
<p>14. AGENDA ITEM 26: APPROVAL OF REPLACEMENT PRIMARY CARE PHYSICIAN REPLACEMENT FOR SILICON VALLEY PRIMARY CARE CLINIC</p>	<p>Motion: To approve delegating to the CEO the authority to support recruitment of a full-time Primary Care Physician with target Total Cash Compensation under the Professional Services Agreement with SVPMG not to exceed the 75th percentile of FMV based on Sullivan Cotter market data.</p> <p>Movant: Reeder Second: Fung Ayes: Chen, Chiu, Cohen, Davis, Fung, Miller, Reeder, Zoglin Noes: None Abstentions: None Absent: None Recused: None</p>	
<p>15. AGENDA ITEM 27: INFORMATIONAL ITEMS</p>	<p>There were no questions or additional comments on the CEO Report.</p>	
<p>16. AGENDA ITEM 28: BOARD COMMENTS</p>	<p>There were no additional Board comments.</p>	
<p>17. AGENDA ITEM 29: ADJOURNMENT</p>	<p>Motion: To adjourn at 9:30</p> <p>Movant: Miller Second: Chiu Ayes: Chen, Chiu, Cohen, Davis, Fung, Miller, Reeder, Zoglin Noes: None Abstentions: None Absent: None Recused: None</p>	<p><i>Meeting adjourned at 9:30 pm.</i></p>

Attest as to the approval of the foregoing minutes by the Board of Directors of El Camino Hospital:

 Neal Cohen, MD
 ECH Board Chair

 Peter C. Fung, MD
 ECH Board Secretary

Prepared by: Cindy Murphy, Board Liaison
 Sarah Rosenberg, Contracts & Board Services Coordinator

ECH BOARD MEETING AGENDA ITEM COVER SHEET

Item:	Draft Revised El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure El Camino Hospital Board of Directors May 10, 2018
Responsible party:	Cindy Murphy, Board Liaison
Action requested:	Possible Motion(s)
Background:	<p>At its April 12, 2017 meeting, the Board adopted the Governance Committee’s recommendation that Committee Chairs be paid a \$100 stipend for participating in each agenda preparation call/meeting and that the Board Chair be paid an annual stipend of \$12,000, payable quarterly. The Board also directed staff to prepare a revised Board Director Compensation and Reimbursement Policy and Procedure for the Board’s approval at its May meeting.</p> <p>ECH General Counsel has reviewed and approved the proposed revisions as drafted. The revisions will be effective July 1, 2017.</p>
Board Advisory Committees that reviewed the issue and recommendation, if any:	The Governance Committee voted to recommend that the Board approve an annual Board Chair stipend in the amount of \$12,000, payable quarterly, and a Committee Chair stipend in the amount of \$100 for participation in each agenda preparation call/meeting.
Summary and session objectives :	To obtain Board approval of the Draft Revised El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure.
Suggested discussion questions:	None. This is a consent item.
Proposed Board motion(s), if any:	To approve the Draft Revised Board Director Compensation and Reimbursement Policy and Procedure.
LIST OF ATTACHMENTS:	<ol style="list-style-type: none"> 1. Draft Revised El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure (REDLINES) 2. Draft Revised El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure (CLEAN)

TITLE: El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure

CATEGORY: Administration

LAST APPROVAL: ~~May 10, 2017~~ May 10, 2017 (Revisions Effective July 1, 2017)

TYPE: Policy Protocol Scope of Service/ADT
 Procedure Standardized Process/Procedure

SUB-CATEGORY: Board

OFFICE OF ORIGIN: Administration

ORIGINAL DATE: February 12, 2014 (applicable to events after 1/8/14)

I. **COVERAGE:** All Members of the El Camino Hospital Board of Directors with the exception of the Chief Executive Officer.

II. **PURPOSE:**

- A. To define the events for which Board Directors other than the CEO shall receive compensation and reimbursement.
- B. To define the amount of compensation Board Directors shall receive.
- C. To define the procedures necessary to implement this policy.

III. **POLICY STATEMENT:**

- A. El Camino Hospital shall pay its Board Chairperson an annual stipend in the amount of \$12,000, payable during the third month of each quarter of the fiscal year.
- B. El Camino Hospital shall pay members of its Board of Directors, with the exception of the Board Chairperson, a stipend for in person attendance at each of the events listed below, not to exceed seven events per month. However, one of the compensable events per month may be attended by teleconference. Members of the Board of Directors who do not wish to receive such payments may notify the Board Liaison and the CEO by submitting a "Board of Directors' Compensation Op-Out" form. Any member not receiving compensation may request to receive such compensation for attendance at future events by notifying the Board Liaison and the CEO. Notwithstanding the above, a stipend shall be paid for participation in the event described in Section C(3)(e) for either in person or telephonic attendance.

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~~A.~~

B.C. Events which are subject to compensation include:

- 1. Board members shall be paid \$200 for attendance at Regular, Special and Emergency Meetings of the El Camino Hospital Board of Directors.

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2. Board members shall be paid \$100 for attendance at meetings of the Standing Board Advisory Committees of which the Director is a member or an alternate.
3. In addition to the foregoing meetings, the Board, by adoption of this policy, declares that the following events constitute performance of official duties by a member of the Board of Directors for which Board members shall be paid \$100 for attending:
 - a. Meetings of the Board's Ad Hoc Committee established by the Board of which the Director is a member.
 - b. Meetings of the El Camino Hospital Foundation, when the Director is then serving as an ex-officio member of the Foundation Board.
 - c. Meetings of the Community Benefit Advisory Council ("CBAC") if the Director has been appointed to the CBAC by the El Camino Hospital Board of Directors.
 - d. Meetings of the PAMF/ECH Joint Operating Council if the Director has been appointed as the Board's liaison to the Council.
 - ~~e.~~ Advisory Committee Meeting agenda setting meetings, in person or telephonic, if the Director is the Chair of the Committee.

~~D.~~ El Camino Hospital shall also pay to members of its Board of Directors, including the Board Chairperson, (who request such payment reimbursement and submit the required form) an amount equal to his or her actual necessary travel and incidental expenses, including but not limited to travel, lodging and meals incurred (1) as a result of attending events specified in Section B above and (2) as a result of attending educational events funded by El Camino Hospital.

~~D.E.~~ Board members who reside within the El Camino Healthcare District shall not be eligible for reimbursement for mileage to events at El Camino Hospital.

~~E.F.~~ Board members are expected to use prudent judgment in selecting their travel accommodations and otherwise incurring expenses which will be reimbursed by the Hospital.

~~F.G.~~ This policy shall be implemented in accordance with the procedures described in Section VI below.

IV. DEFINITIONS (if applicable):

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N/A

V. REFERENCES:

N/A

VI. PROCEDURE:

A. Stipends

1. Hospital staff will track Board members' attendance at meetings and, on a monthly basis, provide Board members who have not opted out of the policy with a "Meeting Attendance Report Confirmation" Form for signature.
2. Upon receipt of the signed Meeting Attendance Report Confirmation and following approval of the Board Chair, (or the Vice Chair, in the case of the Chair's compensation) Hospital staff will forward the document to accounting.
3. Stipends paid to Directors are IRS Form 1099 – Miscellaneous reportable. Directors who have not opted out of participation (See, Section III A) and are accepting stipend payments must submit IRS FORM W-9 to ECH Accounting before receiving payment. Annually, ECH will provide IRS Form 1099-Miscellaneous to Directors receiving stipend compensation in excess of \$600.00 in a calendar year.

B. Use of Personal Vehicle for attendance at meetings or educational events.

1. The Hospital will pay the current IRS mileage rate for miles actually traveled, but not more than, from the Board member's home or usual place of business within California to events as defined in Section III B and to educational events funded by the Hospital. Board members who reside within the El Camino Healthcare District shall not be eligible for reimbursement for mileage traveled to events at El Camino Hospital.
2. To be reimbursed, the Board member must complete the Mileage Reimbursement form provided by the Board Liaison. The form must be signed by the Board Chair (or the Vice Chair in the case of the Chair's reimbursement) and sent to accounting (OAK200) for processing.

C. Educational seminars, conferences, events etc. attended for the benefit of the Hospital and in accordance with the Board and Committee Education Policy.

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1. **Seminar/conference fees** will be reimbursed in full or at a pro-rated amount in accordance with the Board and Committee Education Policy.
2. **Air travel** will be reimbursed at “coach” airfare rates. No reimbursement should be claimed for personal convenience fees such as those associated with priority boarding or seating upgrades.
3. **Ground travel** to a seminar or a meeting using the Board member's personal vehicle will be reimbursed as noted in item D.1., at the current IRS mileage rate per mile. Board members should consider use of a rental car in cases where the expenses are expected to be less than the reimbursement for a personal vehicle.
4. **Taxi, bus, rail, limo or rental car service**, if required at the destination, may be reimbursed by the Hospital if necessary for business purposes, as follows:
 - a. Reimbursement for car rental expenses incurred by the Board member will be limited to the amount charged for a standard “intermediate” car unless there is a business need for a larger vehicle (multiple travelers with luggage, for example). If the requester requests a larger automobile than is necessary to meet the business need, he/she is to have the rental agency document what the price would have been for a standard “intermediate” vehicle and seek reimbursement for only the lower amount. If a larger vehicle is required to meet a business need, this need must be documented on the "Business-Education-Travel Reimbursement Authorization" form.
 - b. Limousine service is permitted if it is no more expensive than available alternatives.
 - c. Board members should choose the least expensive available alternative suitable for the purpose and situation.
5. **Lodging** will be reimbursed at the standard private room rate at the selected motel/hotel.
6. **Meals** will be reimbursed at actual cost plus tip (normally 15%). The maximum reimbursement per day is \$95.00. It is the responsibility of the Board member to decide how he/she spends the per day maximum allowable amount for meals. Detailed receipts indicating the items purchased must be submitted.

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[Note: Other than contracted medical directors, this policy shall not apply to reimbursement for meals involving physicians, regardless of whether submitted by a physician or a non-physician employee. Refer to Policy 37.00 for expenses involving physicians.]

7. **Alcohol** will not be reimbursed unless approved by the CEO, CFO or Board Chair. Because approval will only be granted in unusual circumstances, it is recommended that Board members request approval in advance of the expenditure. The maximum reimbursement of \$95.00 per day includes any approved expenses for alcohol.
 8. **Telephone calls and Internet Service**, during travel, required for necessary Hospital business will be reimbursed at cost. These expenses should be itemized on the statement. The Hospital will also reimburse expenses for a personal telephone call home each day while on Hospital business. The conversation should be kept to a reasonable length and will be reimbursed at cost.
- D. The Hospital will not advance or reimburse for the following:
1. Any expenses of a spouse or other individual who accompanies the Board member on travel.
 2. Any additional expenses for travel by business or first class, or any charges for special boarding privileges or seats.
 3. Lodging amenities such as subscription television, valet service, cleaning/pressing of clothes (if the function is greater than one week, this service is allowed), concierge, etc. In-room meal service is subject to the normal meal reimbursement rates detailed in D.2.f above.
 4. If an offsite event is within a reasonable radius of the Board member's home or usual place of business and the function is starting after 7:30 a.m. and/or will be ending before 11:30 p.m., the Hospital will not pay for overnight accommodations, as it is expected that the Board member will commute that distance to and from the function within that business day.
 5. Car rental fees on an individual basis where there is the opportunity to share a rental car for a group of participants.
 6. Additional per mileage charge or gasoline expense by a car rental agency for personal pleasure driving.

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7. Any entertainment such as theater, tours, nightclubs, etc.
 8. Discretionary expenses for another Board member or Hospital staff, such as a birthday, holiday (e.g. Christmas), weddings, child birth, special days (i.e. Administrative Day, or some life event).
 9. Professional memberships are generally not reimbursable.
- E. Travel Reservations: When booking accommodations and/or air travel, the following points should be noted:
1. If a deposit is required to be made by the Hospital, prior approval of the travel request must be received in sufficient time for Accounting to process the request and ensure that the payment reaches its destination by the required date.
 2. When booking air travel utilizing a travel agency, the Hospital's current travel agency must be used. Board members may book airfares over the Internet using the employee's personal credit card. The Board member must then seek reimbursement from the Hospital.
 3. In most cases, air travel should be booked as a non-refundable fare. The much-lower cost of these non-refundable fares is normally so great that the extra cost, should a trip be re-scheduled, is still much less than paying a full-price fare.
- F. Expense Account Reporting
1. Expense account reporting must be in conformity with minimum IRS standards and all expenses of \$25.00 or greater must be supported by detailed receipts. Expense reports must indicate as a minimum all of the following:
 - a. Business purpose
 - b. Date and location
 - c. Name and position
 2. Noncompliance with the above requirements could cause the reimbursement to be considered as additional compensation to the Board member and thus would become taxable (via a W-2 or Form 1099). To avoid this potential problem, the employee must complete the "Business-Education-Travel Reimbursement Authorization" form and attach all supporting documentation.
- G. Procedure for Completing Form

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TITLE:	El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure
CATEGORY:	Administration
LAST APPROVAL:	May 10, 2017 <u>May 10, 2017 (Revisions Effective July 1, 2017)</u>

1. All Board members must complete the "Business-Education-Travel Reimbursement Authorization" form (Form 2085). Local business mileage reimbursement may be requested via the use of the Mileage Reimbursement form (form #54.00a).
 2. Form #2085 is self-explanatory, but listed below are key points to remember.
 - a. All supporting documents must be attached to the request form. Examples of supporting documents include
 - i. Copy of registration form
 - ii. Lodging receipts
 - iii. *Detailed* meal receipts
 - iv. Car rental receipts
 - v. Parking fee receipts
 - b. In circumstances where a receipt is not obtainable (or lost), the Board member must attach a statement detailing the expense as to date, place, reason for expense, and amount. All reports with missing receipts require approval by the CFO or CEO.
 - c. Where receipts are given that include non-reimbursable expenses, these expenses must be marked in some fashion and deducted from the total so that only eligible expenses are reimbursed.
 3. When travel advances are provided, the recipient must submit a final accounting of his/her expenses on the Business, Education, and Travel Expense form and return any excess advance, no later than 120 days from the date of the event. If this is not done, disciplinary action may be taken. In addition, any undocumented advance will be considered additional income to the recipient and reported as a W-2 or Form 1099 transaction.
 4. Signature Authority (approval) for the completed form, as well as travel agency invoices, is as follows:
 - a. Department Manager/Director - up to \$5,000.00 per activity.
 - b. Department Line Vice President - up to \$50,000.00 per activity.
 - c. CEO - amounts greater than \$50,000.00 per activity.
 5. A Board Member cannot approve her/his own reimbursement of funds.
- H. Exceptions: Because it is impossible to foresee every possible situation, it is recognized that exceptions may sometimes be appropriate. As a result, expenses which are not generally reimbursed under this policy may be reimbursed by the Hospital upon determination of the appropriateness and reasonableness of the

NOTE: Printed copies of this document are uncontrolled. In the case of a conflict between printed and electronic versions of this document, the electronic version prevails.

TITLE:	El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure
CATEGORY:	Administration
LAST APPROVAL:	May/June 10, 2017 5 <u>(Revisions Effective July 1, 2017)</u>

expenses by the CEO or CFO. Any such exception, including the justification for the exception, shall be attached to the request for reimbursement.

VII. APPROVAL:

APPROVING COMMITTEES AND AUTHORIZING BODY	APPROVAL DATES
Originating Committee or UPC Committee	N/A
(name of) Medical Committee (if applicable):	N/A
ePolicy Committee:	N/A
Pharmacy and Therapeutics (if applicable):	N/A
Medical Executive Committee:	N/A
Board of Directors:	5/6/10/17 ⁵
Historical Approvals:	2/12/14, 6/10/15 (applicable to covered events occurring after 1/8/14)

VIII. ATTACHMENTS (if applicable):

N/A

TITLE:	El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure
CATEGORY:	Administration
LAST APPROVAL:	May 10, 2017 (Revisions Effective July 1, 2017)

TYPE:	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Protocol <input type="checkbox"/> Scope of Service/ADT <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Standardized Process/Procedure
SUB-CATEGORY:	Board
OFFICE OF ORIGIN:	Administration
ORIGINAL DATE:	February 12, 2014 (applicable to events after 1/8/14)

- I. **COVERAGE:** All Members of the El Camino Hospital Board of Directors with the exception of the Chief Executive Officer.
- II. **PURPOSE:**
- A. To define the events for which Board Directors other than the CEO shall receive compensation and reimbursement.
 - B. To define the amount of compensation Board Directors shall receive.
 - C. To define the procedures necessary to implement this policy.
- III. **POLICY STATEMENT:**
- A. El Camino Hospital shall pay its Board Chairperson an annual stipend in the amount of \$12,000, payable during the third month of each quarter of the fiscal year.
 - B. El Camino Hospital shall pay members of its Board of Directors, with the exception of the Board Chairperson, a stipend for in person attendance at each of the events listed below, not to exceed seven events per month. However, one of the compensable events per month may be attended by teleconference. Members of the Board of Directors who do not wish to receive such payments may notify the Board Liaison and the CEO by submitting a “Board of Directors’ Compensation Op-Out” form. Any member not receiving compensation may request to receive such compensation for attendance at future events by notifying the Board Liaison and the CEO. Notwithstanding the above, a stipend shall be paid for participation in the event described in Section C(3)(e) for either in person or telephonic attendance.
 - C. Events which are subject to compensation include:
 - 1. Board members shall be paid \$200 for attendance at Regular, Special and Emergency Meetings of the El Camino Hospital Board of Directors.

TITLE:	El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure
CATEGORY:	Administration
LAST APPROVAL:	May 10, 2017 (Revisions Effective July 1, 2017)

2. Board members shall be paid \$100 for attendance at meetings of the Standing Board Advisory Committees of which the Director is a member or an alternate.
 3. In addition to the foregoing meetings, the Board, by adoption of this policy, declares that the following events constitute performance of official duties by a member of the Board of Directors for which Board members shall be paid \$100 for attending:
 - a. Meetings of the Board's Ad Hoc Committee established by the Board of which the Director is a member.
 - b. Meetings of the El Camino Hospital Foundation, when the Director is then serving as an ex-officio member of the Foundation Board.
 - c. Meetings of the Community Benefit Advisory Council ("CBAC") if the Director has been appointed to the CBAC by the El Camino Hospital Board of Directors.
 - d. Meetings of the PAMF/ECH Joint Operating Council if the Director has been appointed as the Board's liaison to the Council.
 - e. Advisory Committee Meeting agenda setting meetings, in person or telephonic, if the Director is the Chair of the Committee.
- D. El Camino Hospital shall also pay to members of its Board of Directors, including the Board Chairperson, (who request such payment reimbursement and submit the required form) an amount equal to his or her actual necessary travel and incidental expenses, including but not limited to travel, lodging and meals incurred (1) as a result of attending events specified in Section B above and (2) as a result of attending educational events funded by El Camino Hospital.
- E. Board members who reside within the El Camino Healthcare District shall not be eligible for reimbursement for mileage to events at El Camino Hospital.
- F. Board members are expected to use prudent judgment in selecting their travel accommodations and otherwise incurring expenses which will be reimbursed by the Hospital.
- G. This policy shall be implemented in accordance with the procedures described in Section VI below.

TITLE:	El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure
CATEGORY:	Administration
LAST APPROVAL:	May 10, 2017 (Revisions Effective July 1, 2017)

IV. DEFINITIONS (if applicable):

N/A

V. REFERENCES:

N/A

VI. PROCEDURE:

A. Stipends

1. Hospital staff will track Board members' attendance at meetings and, on a monthly basis, provide Board members who have not opted out of the policy with a "Meeting Attendance Report Confirmation" Form for signature.
2. Upon receipt of the signed Meeting Attendance Report Confirmation and following approval of the Board Chair, (or the Vice Chair, in the case of the Chair's compensation) Hospital staff will forward the document to accounting.
3. Stipends paid to Directors are IRS Form 1099 – Miscellaneous reportable. Directors who have not opted out of participation (See, Section III A) and are accepting stipend payments must submit IRS FORM W-9 to ECH Accounting before receiving payment. Annually, ECH will provide IRS Form 1099-Miscellaneous to Directors receiving stipend compensation in excess of \$600.00 in a calendar year.

B. Use of Personal Vehicle for attendance at meetings or educational events.

1. The Hospital will pay the current IRS mileage rate for miles actually traveled, but not more than, from the Board member's home or usual place of business within California to events as defined in Section III B and to educational events funded by the Hospital. Board members who reside within the El Camino Healthcare District shall not be eligible for reimbursement for mileage traveled to events at El Camino Hospital.
2. To be reimbursed, the Board member must complete the Mileage Reimbursement form provided by the Board Liaison. The form must be signed by the Board Chair (or the Vice Chair in the case of the Chair's reimbursement) and sent to accounting (OAK200) for processing.

TITLE:	El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure
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- C. Educational seminars, conferences, events etc. attended for the benefit of the Hospital and in accordance with the Board and Committee Education Policy.
1. **Seminar/conference fees** will be reimbursed in full or at a pro-rated amount in accordance with the Board and Committee Education Policy.
 2. **Air travel** will be reimbursed at “coach” airfare rates. No reimbursement should be claimed for personal convenience fees such as those associated with priority boarding or seating upgrades.
 3. **Ground travel** to a seminar or a meeting using the Board member's personal vehicle will be reimbursed as noted in item D.1., at the current IRS mileage rate per mile. Board members should consider use of a rental car in cases where the expenses are expected to be less than the reimbursement for a personal vehicle.
 4. **Taxi, bus, rail, limo or rental car service**, if required at the destination, may be reimbursed by the Hospital if necessary for business purposes, as follows:
 - a. Reimbursement for car rental expenses incurred by the Board member will be limited to the amount charged for a standard “intermediate” car unless there is a business need for a larger vehicle (multiple travelers with luggage, for example). If the requester requests a larger automobile than is necessary to meet the business need, he/she is to have the rental agency document what the price would have been for a standard “intermediate” vehicle and seek reimbursement for only the lower amount. If a larger vehicle is required to meet a business need, this need must be documented on the "Business-Education-Travel Reimbursement Authorization" form.
 - b. Limousine service is permitted if it is no more expensive than available alternatives.
 - c. Board members should choose the least expensive available alternative suitable for the purpose and situation.
 5. **Lodging** will be reimbursed at the standard private room rate at the selected motel/hotel.
 6. **Meals** will be reimbursed at actual cost plus tip (normally 15%). The maximum reimbursement per day is \$95.00. It is the responsibility of the Board member to decide how he/she spends the per day maximum allowable amount for meals. Detailed receipts indicating the items purchased must be submitted.

TITLE:	El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure
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LAST APPROVAL:	May 10, 2017 (Revisions Effective July 1, 2017)

[Note: Other than contracted medical directors, this policy shall not apply to reimbursement for meals involving physicians, regardless of whether submitted by a physician or a non-physician employee. Refer to Policy 37.00 for expenses involving physicians.]

7. **Alcohol** will not be reimbursed unless approved by the CEO, CFO or Board Chair. Because approval will only be granted in unusual circumstances, it is recommended that Board members request approval in advance of the expenditure. The maximum reimbursement of \$95.00 per day includes any approved expenses for alcohol.
 8. **Telephone calls and Internet Service**, during travel, required for necessary Hospital business will be reimbursed at cost. These expenses should be itemized on the statement. The Hospital will also reimburse expenses for a personal telephone call home each day while on Hospital business. The conversation should be kept to a reasonable length and will be reimbursed at cost.
- D. The Hospital will not advance or reimburse for the following:
1. Any expenses of a spouse or other individual who accompanies the Board member on travel.
 2. Any additional expenses for travel by business or first class, or any charges for special boarding privileges or seats.
 3. Lodging amenities such as subscription television, valet service, cleaning/pressing of clothes (if the function is greater than one week, this service is allowed), concierge, etc. In-room meal service is subject to the normal meal reimbursement rates detailed in D.2.f above.
 4. If an offsite event is within a reasonable radius of the Board member's home or usual place of business and the function is starting after 7:30 a.m. and/or will be ending before 11:30 p.m., the Hospital will not pay for overnight accommodations, as it is expected that the Board member will commute that distance to and from the function within that business day.
 5. Car rental fees on an individual basis where there is the opportunity to share a rental car for a group of participants.

TITLE:	El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure
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6. Additional per mileage charge or gasoline expense by a car rental agency for personal pleasure driving.
 7. Any entertainment such as theater, tours, nightclubs, etc.
 8. Discretionary expenses for another Board member or Hospital staff, such as a birthday, holiday (e.g. Christmas), weddings, child birth, special days (i.e. Administrative Day, or some life event).
 9. Professional memberships are generally not reimbursable.
- E. Travel Reservations: When booking accommodations and/or air travel, the following points should be noted:
1. If a deposit is required to be made by the Hospital, prior approval of the travel request must be received in sufficient time for Accounting to process the request and ensure that the payment reaches its destination by the required date.
 2. When booking air travel utilizing a travel agency, the Hospital's current travel agency must be used. Board members may book airfares over the Internet using the employee's personal credit card. The Board member must then seek reimbursement from the Hospital.
 3. In most cases, air travel should be booked as a non-refundable fare. The much-lower cost of these non-refundable fares is normally so great that the extra cost, should a trip be re-scheduled, is still much less than paying a full-price fare.
- F. Expense Account Reporting
1. Expense account reporting must be in conformity with minimum IRS standards and all expenses of \$25.00 or greater must be supported by detailed receipts. Expense reports must indicate as a minimum all of the following:
 - a. Business purpose
 - b. Date and location
 - c. Name and position
 2. Noncompliance with the above requirements could cause the reimbursement to be considered as additional compensation to the Board member and thus would become taxable (via a W-2 or Form 1099). To avoid this potential problem, the employee must complete the "Business-Education-Travel Reimbursement Authorization" form and attach all supporting documentation.

TITLE:	El Camino Hospital Board Director Compensation and Reimbursement Policy and Procedure
CATEGORY:	Administration
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G. Procedure for Completing Form

1. All Board members must complete the "Business-Education-Travel Reimbursement Authorization" form (Form 2085). Local business mileage reimbursement may be requested via the use of the Mileage Reimbursement form (form #54.00a).
2. Form #2085 is self-explanatory, but listed below are key points to remember.
 - a. All supporting documents must be attached to the request form. Examples of supporting documents include
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 - iii. *Detailed* meal receipts
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 - v. Parking fee receipts
 - b. In circumstances where a receipt is not obtainable (or lost), the Board member must attach a statement detailing the expense as to date, place, reason for expense, and amount. All reports with missing receipts require approval by the CFO or CEO.
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 - b. Department Line Vice President - up to \$50,000.00 per activity.
 - c. CEO - amounts greater than \$50,000.00 per activity.
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- H. Exceptions: Because it is impossible to foresee every possible situation, it is recognized that exceptions may sometimes be appropriate. As a result, expenses

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which are not generally reimbursed under this policy may be reimbursed by the Hospital upon determination of the appropriateness and reasonableness of the expenses by the CEO or CFO. Any such exception, including the justification for the exception, shall be attached to the request for reimbursement.

VII. APPROVAL:

APPROVING COMMITTEES AND AUTHORIZING BODY	APPROVAL DATES
Originating Committee or UPC Committee	N/A
(name of) Medical Committee (if applicable):	N/A
ePolicy Committee:	N/A
Pharmacy and Therapeutics (if applicable):	N/A
Medical Executive Committee:	N/A
Board of Directors:	5/10/17
Historical Approvals:	2/12/1, 6/10/15 (applicable to covered events occurring after 1/8/14)

VIII. ATTACHMENTS (if applicable):

N/A

April 11, 2017

After careful consideration by the Nominating Committee, following is the proposed slate of Nominees for the 2017-2018 Board of Directors of the El Camino Hospital Auxiliary:

President	Carol Carey
EVP President Elect	TBD
Vice President-Director of Services MV	Elaine Yamani
Vice President-Director of Services LG	Laurie Talevich
Vice President-Director Sr. Membership MV	Ron Voss
Vice President-Director Sr. Membership LG	Linda Johnson
Vice President-Director Jr. Membership MV	Janice Smith
Vice President-Director Jr. Membership LG	Julie Thomas
Secretary	Christine Courtoy
Treasurer	Ken Jablinskey
Associate Treasurer	George Ringer
Parliamentarian	Judy Van Dyck

Respectfully,
2016-2017 ECHA Nominating Committee

Board of Directors Open Session – May 10, 2017

To: El Camino Hospital Board of Directors

From: Rebecca Fazilat, MD, Chief of Staff MV
J. Augusto Bastidas, MD, Chief of Staff LG

Date: April 27, 2017

RE: REPORT FROM THE MEDICAL STAFF EXECUTIVE COMMITTEE

This report is based upon the Medical Staff Executive Committee meeting of April 27, 2017.

Request Approval of the Following:

Patient Care Policies & Procedures – Policy Summaries (pp. 2-3)

- New Policies (attached)
 - TABLED - Scheduling of Robotic Procedures
- Policies with Major Revisions
 - Code Grey-Emergency Response to Violent or Assaultive Behavior
- Policies with Minor Revisions/No Revisions
 - None at this time

Medical Staff

- Radiation Staff Job Descriptions (pp.4-182)

SUMMARY OF POLICIES/PROTOCOLS FOR REVIEW AND APPROVAL - MEC

NEW POLICIES/PROCEDURES			
Document Name	Department	Date	Summary of Policy Changes
Scheduling of Robotic Procedures	OR	3/17	New procedure on how to schedule robotic procedures and requires an assistant
POLICIES WITH MAJOR REVISIONS			
Document Name	Department	Review or Revised Date	Summary of Policy Changes
Code Gray - Emergency Response to Violent or Assaultive Behavior	Security	3/17	Update to policy to more precisely state expected responses Specified NCI as the approved training for Code Gray responses.- Clarify that Code Gray team is expected to respond to incidents in Behavioral Health.- Specify how to approach patients in a Code Gray response. - Details requirements for use of manual (hands-on) and/or mechanical restraints.
POLICIES WITH MINOR REVISIONS			
Document Name	Department	Review or Revised Date	Summary of Policy Changes
Security Services Department Statement of Authority	Security	3/17	Addition of Marijuana to list of items not allowed on campus
Patient Belongings - Safe Deposits and Withdrawals	Security	3/17	Clarification and update of prohibited items that will not be stored by security
Dopamine Mgmt of 3B, 3C Tele and PCU, pt receiving	Patient Care	3/17	1.Updated unit locations to be more descriptive. 2. Added cardiac monitoring instructions into Administration and Assessment sections 3. Removed reference to Dopamine Extravasation protocol (no longer available) and redirected to LexiComp.

POLICIES WITH NO REVISIONS

Document Name	Department	Review or Revised Date	



COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____

Job Title: CT Technologist

Job Code: 814

Department: Imaging Services

FLSA: N

Reports To: Imaging Services Supervisor/ Manager

Dept. Director/Manager signature: Howard Sanford 12/9/14
Date

Human Resources Manager signature: Shelley Specht 12/17/14
Date

EL CAMINO HOSPITAL MISSION

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well being of our community.

BASIC PURPOSE

Collaborates with other members of the healthcare team to promote optimum imaging procedures. Provides imaging services as defined by Title 17 (Radiologic Health Branch) and Title 22 (Department of Health Services) for the State of California. Applying the principles in assessing, planning, implementing, evaluating and modifying patient imaging care as an active, continuous process. Schedule requires rotation for weekend, holiday and call coverage and may include occasional rotation to other campus.

For the Los Gatos campus only: Because the hospital is recognized by the Santa Clara County EMS Stroke Care System as a Designated Primary Stroke Center (PSC), and at the Los Gatos Campus only the CT Tech cannot be relieved of all duty during a 30 minute meal period, the meal period shall be considered an “on duty” meal period and counted as time worked. An “on duty” meal period shall be permitted only when the nature of the work prevents an employee from being relieved of all duty and when by written agreement between the parties an on-the-job paid meal period is agreed to. The written agreement shall state that the employee may, in writing, revoke the agreement at any time.

QUALIFICATIONS:

- Graduate of an accredited Radiologic Technology program.
- Registered by the American Registry of Radiologic Technologist in Radiography ARRT(R) and in upon hire or within 4 months of hire registered in Computed Tomography ARRT (CT).
- Current California CRT Certificate.
- Current California Fluoroscopy Certificate.
- Continues to perform Diagnostic X-ray based on departmental needs.
- BLS
- California Certification in Venipuncture

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of pediatric/adolescent adult and geriatric patients.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- Role Specific

Please check here if *Supplemental Information Sheet*¹ is attached

Job Title: CT Technologist (814)		Department: 7680 & 7680L
Reviewed by: Howard Sanford		Shift: <input type="checkbox"/> (1) Days <input type="checkbox"/> (2) PM's <input type="checkbox"/> (3) Nights
Title: Operations Manager	Date Reviewed: 12/9/2014	Duration: <input type="checkbox"/> <8 <input type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12

Functional Requirements

Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	80%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	50-75%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Lifting 15 - 25 lbs.	25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	5-20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	<5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	15%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	<5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	60%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: 20/20 vision, patient observation, VMT, verifying name			
6. Walking	15%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
7. Standing	50%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
8. Bending	<5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	<5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Good hearing, answer phones, hear audio alarm			
10. Climbing	- with arms/legs	<5%	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
	- stairs	<5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	70%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. Speech/Communication requirement. Please specify: Speak, read English, reading/writing rx, oral reading to be able to understand info from others.			
12. Other use of hands/fingers	90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify (e.g. gripping, grasping, twisting):							
13. Pushing and/or pulling	50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	22. Other requirement. Please specify: Able to understand written command. <u>Break periods will be according to state standards and the MOU At the Los Gatos Campus only the CT Tech will have an "on duty" meal period because the nature of the work prevents an employee from being relieved of all duty.</u>			
14. Reaching above shoulder	25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors

Yes	No	Task	Yes	No	Task
<input type="checkbox"/>	<input type="checkbox"/>	23. Driving cars, trucks, forklifts, or other moving equipment. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Expected exposure to infectious agents.
<input type="checkbox"/>	<input type="checkbox"/>	24. Working near hazardous equipment and machinery. Please describe: CT Unit Radiation Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Expected exposure to blood or body fluids
<input type="checkbox"/>	<input type="checkbox"/>	25. Expected exposure to hazardous dust, gas, fumes, radioactive materials, or other hazardous agents. Please describe: Radiation: Body Fluids, x-ray chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Expected exposure to TB.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. Working alone
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Working closely with others or in a small space
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. Constant interruptions.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. Walking on uneven/slippery surface.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. Patient lifting, repositioning and transfer tasks
Other: Practice Infection Control with PPE, Safe Patient Handling using lift equipment					

PLEASE NOTE: If you need additional space, please attach the **FUNCTIONAL AND ENVIRONMENTAL EVALUATION SUPPLEMENTAL INFORMATION SHEET** and be sure to indicate which of the above item nos. you are referring to.

¹ **PLEASE NOTE:** If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

JOB-SPECIFIC COMPETENCIES

Job Knowledge	MS	DNMS*	OTHER
1. Image Quality: Capable of using computed and digital radiography and able to integrate CT studies into PACS. Consistently produces quality images within department's quality control initiatives and ACR standards (i.e. patient safety, repeat rate, exam protocols, dose reporting, etc.)			
2. Verification: Assures patient identification with double identifiers, verifies pregnancy status on all female patients also verifies information in history and contrast forms with all CT patients.			
3. Documentation: Accurately completes documentation according to hospital and department policies and protocols, including exam performed, rationale for exam, tech notes, physician order, consent forms (contrast or safety), patient demographics, billing, image demographics, RIS SYNGO order entry, etc. Technologist validates images in PACS and accurately edits patient information, demonstrates the ability to troubleshoot when necessary. Performs other clerical duties as necessary (duplicating imaging studies on CD, DVD, etc.)			
4. Radiation Safety: Follows ALARA and safe radiation practices			
5. Clinical Information: Assures there is a written order prior to perform a procedure and obtains patient clinical information which may affect diagnostic testing including allergy history, pregnancy, etc. Documents and communicates this information to the appropriate clinical and professional staff. Reconfirms physician requests and documents using CT notes in RIS. Assures that clinical reason for CT study or procedure aligns with physician's order.			
6. Competency/Training: Maintains clinical competency assuming responsibility for upgrading skills through participation in in-service education and other continuing education activities. Participates in the training of departmental clinical and nonclinical staff members along with students.			
7. Contributes to department objectives: Coordinates the activities of the daily schedule in collaboration with co-workers and hospital personnel. Consistently supports department objectives. Identifies and communicates suggestion for improvement, and contributes to the greater good of the organization.			
8. Job Knowledge: The CT Technologist must be able to demonstrate knowledge and skills necessary to provide care appropriate to the age of the patients served. Operates multi-slice scanner and other Radiographic/support equipment with skill and safety. Able to perform all emergent CT exams according to protocol while providing appropriate patient care.			
9. Infection Control: Assists MD and other staff in preparing for and performing procedures consistently following sterile technique and infection control follows hospital and departmental policies and procedures along with departmental protocols while being accountable for TJC NPSG and CMS standards for infection control.			

10. Work Flow: Evaluates personal and department work volume and flow to insure efficient departmental patient care. Prioritizes work according to urgency and resources. Responds effectively in emergency situations. May act as CT lead or charge tech in absence of CT Lead Tech.			
11. Quality Control/Quality Improvement: Understands and knows how to implement department quality control/quality improvement plans performing QC/QI activities as assigned. (i.e. Crash Cart location and checklist, ACR's QC protocol)			
12. Workplace Safety: Understands and demonstrates knowledge of hospital and departmental safety guidelines, including "Emergency Code" designations and reporting criteria. Uses appropriate body mechanics and lifting devices, as needed. Knows how to respond to potentially hazardous situations and engages appropriate staff and/or management resources as appropriate to ensure the safety of patients, coworkers and self.			
13. Communication: Interacts and communicates with patients, families, visitors, medical staff, hospital and department staff in a professional manner. Maintains a working relationship with outside departments as well as intradepartmental staff and physicians in a professional manner.			
14. Provides care appropriate for and specific to patient's age. This staff member provides care for the following ages (circle all that apply): <i>Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)</i>			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES (<i>Must have "MS" on 90% of applicable competencies to have overall "MS" rating.</i>)			
<i>Areas for Growth/Comments (optional)</i>			

*Must Comment

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Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have "MS" on at least 3 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		
3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. <i>(Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)</i>		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

5.	Seeks feedback, accepts feedback, and shows efforts to apply it. (Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good working relationships.)		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. (Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)		

*Must Comment

Key

MS - Meets Standards

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9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. (Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)		
OVERALL RATING FOR WORK HABITS (Must have "MS" on at least 8 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Initiative		MS	DNMS*
1.	Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. (Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)		
2.	Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. (Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)		
3.	Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). (Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)		
OVERALL RATING FOR INITIATIVE (Must have "MS" on at least 2 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Safety/Infection Control		MS	DNMS*
1.	Responds according to policy to all emergency response codes. (Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)		
2.	Wears personal protective equipment (PPE) as required by the job task. (Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)		
3.	Implements standard precautions for all patient contact and complies with all posted transmission precautions. (Examples: washes hands before and after patient contact, wears gloves,		

*Must Comment

Key

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	<i>wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4.	Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5.	Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

REVIEW OF PRIOR ANNUAL GOALS AND OBJECTIVES
(If Applicable)

Statement of Goals and Objectives	Goal Met	Continue Goal	Goal Discontinued
1.			
2.			
3.			
4.			
5.			

EXTRAORDINARY CONTRIBUTIONS (optional)

EMPLOYEE COMMENTS (optional)

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING
--

MEETS EL CAMINO STANDARDS _____ (Must have overall "MS" for each performance category.)

DOES NOT MEET EL CAMINO STANDARDS _____ (Developmental Action Plan Attached)

I have reviewed my job description and this evaluation with my manager.

Signature: _____
Employee

_____ Date

_____ Reviewer

_____ Date

GOALS AND OBJECTIVES FOR NEXT PERFORMANCE YEAR

(Optional)

Statement of Goals

<i>Comments</i>

COMPETENCY: Provides care appropriate for and specific to patient’s age.

This staff member provides care for the following ages. (circle all that apply)

Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Infant (0-1yr)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Maintains safe environment, does not turn away from baby on table in order to prevent falling.				
Interprets non-verbal communication.				
Child (1-12 yrs)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Recognizes child may view a painful procedure as punishment.				
Approaches child in a calm manner; uses direct approach with child.				
Uses praise as a reward for positive attitude and behavior. Uses touch as a form of comfort, as appropriate to child’s needs and reactions.				
Explains procedures in advance using correct terminology. Uses visual aids, toys or games to help child understand. Gives child some control by offering “choices” or allowing him/her to “help” where possible.				
Encourages parent to stay with child as much as possible for comfort and security.				
Interprets non-verbal communication.				
Prepares room to minimize safety hazards. Keeps small objects out of reach.				
Recognizes that toddlers are accident-prone.				

Remediation Plan:

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Adolescent (13-17 yrs)				
Provides education and involves patient in planning and/or decision making to provide sense of control. Avoids authoritarian approach. Treats patient as a young adult.				
Explains all treatments, test and procedures thoroughly to patient before they are performed. Does not use condescending language.				
Allows time for and encourages questions.				
Recognizes adolescents may hide their fear, reassures as needed.				
Adult (18-64)				
Involves patient in care, treatments and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Recognizes concerns over work, family and finances when communicating.				
Older Adult (65+)				
Maintains safe environment related to equipment, bed rails, fall precautions, mobility needs, aspiration potential and mental status.				
Involves patient in care, treatments, and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Allows for possible hearing and/or vision loss, speaking in lower, louder tones as necessary; provides additional or brighter lighting, larger print, etc.				

Remediation Plan:

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____

Job Title: Diagnostic Tech I

Job Code: 753

Department: Imaging Services

FLSA: N

Reports To: Imaging Services Supervisor/Manager

Dept. Director/Manager signature: Howard Sanford 12/17/14
Date

Human Resources Manager signature: Shelley Specht 12/17/14
Date

EL CAMINO HOSPITAL MISSION

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well being of our community.

BASIC PURPOSE

Collaborates with other members of the healthcare team to promote optimum imaging procedures. Provides imaging services as defined by Title 17 (Radiologic Health Branch) and Title 22 (Department of Health Services) for the State of California. Applying the principles in assessing, planning, implementing, evaluating and modifying patient imaging care as an active, continuous process. Schedule requires rotation for weekend, holiday and call coverage and may included occasional rotation to other campus.

QUALIFICATIONS

Graduate of an accredited Radiologic Technology program.
Registered by the American Registry of Radiologic Technologist in Radiography ARRT(R)
Current California CRT Certificate
Current California Fluoroscopy Certificate
BLS Certificate

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of pediatric/adolescent (except Mammography section), adult and geriatric patients.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Imaging Services 1*

Please check here if **Supplemental Information Sheet*** is attached

Job Title: CT, Diagnostic, Sonographer, EKG, NucMed, Multimodality, MRI, EEG/EKG Techs		Department: Imaging	
Reviewed by: Laurie Holderman		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Manager Imaging Services	Date Reviewed: 2/9/15	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12	

Functional Requirements

Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	70-90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	15-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	5-20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	10-15%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	40-60%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	50-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	60-75%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
8. Bending	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.			
10. Climbing	- with arms/legs	5%	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
	- stairs	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	70-80%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	80-90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting mouse, medical equipment, etc.				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing.			
13. Pushing and/or pulling	30-50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	15-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors

23. <input checked="" type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> Driving cars, trucks, forklifts, or other moving equipment. Please describe:	26. <input checked="" type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> Expected exposure to infectious agents.
	27. <input checked="" type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> Expected exposure to blood or body fluids
	28. <input checked="" type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> Expected exposure to TB.
24. <input checked="" type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	29. <input checked="" type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> Working alone
	30. <input checked="" type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> Working closely with others or in a small space
	31. <input checked="" type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> Constant interruptions.
25. <input checked="" type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe:	32. <input checked="" type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> Walking on uneven/slippery surface.
	33. <input checked="" type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> Patient lifting, repositioning and transfer tasks
Other: Note- All Imaging Techs except Mammo	

* **PLEASE NOTE:** If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

JOB-SPECIFIC COMPETENCIES

Job Knowledge	MS	DNMS*	OTHER
1. Image Quality: Understands the criteria of and knows how to consistently produce quality exam images that comply with established departmental standards (i.e. repeat rate, exam protocols, etc.)			
2. Verification: Assures patient identification with double identifiers and verifies pregnancy status on all female patients.			
3. Documentation: Accurately completes required documentation in compliance with hospital and department guidelines, including exam performed, rationale for exam, tech notes, physician order, consent forms (contrast or safety), patient demographics, etc. Able to perform other clerical and related workflow responsibilities as necessary (order entry, produce CD exam copies, PHI sign-out, downtime procedures etc.)			
4. Radiation Safety: Follows ALARA and safe radiation practices.			
5. Clinical Information: Obtains patient clinical information which may influence the performance of an exam, including pertinent history. Documents and archives the information appropriately into the RIS. Correlates the history with the physician's written request and consults with Radiologist when necessary to optimize the diagnostic information of the exam.			
6. Competency/Training: Maintains clinical competency assuming responsibility for upgrading skills and knowledge through participation in in-service education and other continuing education activities. Acquires CEUs necessary to maintain ARRT registration and CDPH/RHB licensing required for the position. Understands the responsibility of participating in the training of new departmental personnel and students (if applicable).			
7. Job Knowledge: Understands diagnostic procedures using digital radiography. Able to instruct and prepares patients based on age, size or disorder of patient for radiographic or fluoroscopy examinations to assure patient cooperation and facilitate proper examinations. Using knowledge of correct radiographic positions and anatomy based on age, size or disorder of patient, positions patient and equipment so as to obtain a clear and undistorted view of the area being examined			
8. Infection Control: Demonstrates knowledge of Sterile Technique in setting up minor procedure trays and assists Radiologist/authorized physician in the performance of the exam, while incorporating these criteria. Understands and utilizes universal precautions in the performance of exams, including those on isolated patients.			
9. Work Flow: Engages proactively in the performance of patient exams, by observing department exam volume and collaborating with other coworkers, to provide effective patient care and exam turn around. Prioritizes work according to clinical urgency. Responds effectively in emergency situations. Can function independently if necessary, incorporating effective decisions to ensure patient safety, consistent quality and exam outcomes.			

10. Quality Control/Quality Improvement: Understands and knows how to implement department quality control/quality improvement plans, performing QC/QI processes as assigned on a consistent basis.			
11. Workplace Safety: Understands and demonstrates knowledge of hospital and departmental safety guidelines, including “Emergency Code” designations and reporting criteria. Uses appropriate body mechanics and lifting devices, as needed. Knows how to respond to potentially hazardous situations and engages appropriate staff and/or management resources as appropriate to ensure the safety of patients, coworkers and self.			
12. Communication: Interacts and communicates with patients, families, visitors, medical staff, hospital and department staff in a professional manner. Maintains a working relationship with outside departments as well as intradepartmental staff and physicians in a professional manner.			
13. Provides care appropriate for and specific to patient’s age. This staff member provides care for the following ages (circle all that apply): <i>Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)</i>			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES <i>(Must have “MS” on 90% of applicable competencies to have overall “MS” rating.)</i>			
<i>Areas for Growth/Comments (optional)</i>			

*Must Comment

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Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have “MS” on at least 3 for overall “MS” rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		
3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. <i>(Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)</i>		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

5.	Seeks feedback, accepts feedback, and shows efforts to apply it. (Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good working relationships.)		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. (Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. (Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)		
OVERALL RATING FOR WORK HABITS (Must have "MS" on at least 8 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Initiative		MS	DNMS*
1.	Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. (Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)		
2.	Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. (Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)		
3.	Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). (Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)		
OVERALL RATING FOR INITIATIVE (Must have "MS" on at least 2 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Safety/Infection Control		MS	DNMS*
1.	Responds according to policy to all emergency response codes. (Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)		
2.	Wears personal protective equipment (PPE) as required by the job task. (Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)		
3.	Implements standard precautions for all patient contact and complies with all posted transmission precautions. (Examples: washes hands before and after patient contact, wears gloves,		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

	<i>wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4.	Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5.	Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING

MEETS EL CAMINO STANDARDS _____ **(Must have overall “MS” for each performance category.)**

DOES NOT MEET EL CAMINO STANDARDS _____ **(Developmental Action Plan Attached)**

I have reviewed my job description and this evaluation with my manager.

Signature:

Employee

Date

Reviewer

Date

03/19/02

COMPETENCY: Provides care appropriate for and specific to patient’s age.

This staff member provides care for the following ages. (circle all that apply)

Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Infant (0-1yr)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Maintains safe environment, does not turn away from baby on table in order to prevent falling.				
Interprets non-verbal communication.				
Child (1-12 yrs)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Recognizes child may view a painful procedure as punishment.				
Approaches child in a calm manner; uses direct approach with child.				
Uses praise as a reward for positive attitude and behavior. Uses touch as a form of comfort, as appropriate to child’s needs and reactions.				
Explains procedures in advance using correct terminology. Uses visual aids, toys or games to help child understand. Gives child some control by offering “choices” or allowing him/her to “help” where possible.				
Encourages parent to stay with child as much as possible for comfort and security.				
Interprets non-verbal communication.				
Prepares room to minimize safety hazards. Keeps small objects out of reach.				
Recognizes that toddlers are accident-prone.				

Remediation Plan:

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Adolescent (13-17 yrs)				
Provides education and involves patient in planning and/or decision making to provide sense of control. Avoids authoritarian approach. Treats patient as a young adult.				
Explains all treatments, test and procedures thoroughly to patient before they are performed. Does not use condescending language.				
Allows time for and encourages questions.				
Recognizes adolescents may hide their fear, reassures as needed.				
Adult (18-64)				
Involves patient in care, treatments and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Recognizes concerns over work, family and finances when communicating.				
Older Adult (65+)				
Maintains safe environment related to equipment, bed rails, fall precautions, mobility needs, aspiration potential and mental status.				
Involves patient in care, treatments, and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Allows for possible hearing and/or vision loss, speaking in lower, louder tones as necessary; provides additional or brighter lighting, larger print, etc.				

Remediation Plan:

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards



COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____

Job Title: Diagnostic Tech II Job Code: 813

Department: Imaging Services FLSA: N

Reports To: Imaging Services Supervisor/Manager

Dept. Director/Manager signature: Howard Sanford 12/17/14
Date

Human Resources Manager signature: Shelley Specht 12/17/14
Date

EL CAMINO HOSPITAL MISSION

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well being of our community.

BASIC PURPOSE

Collaborates with other members of the healthcare team to promote optimum imaging procedures. Provides imaging services as defined by Title 17 (Radiologic Health Branch) and Title 22 (Department of Health Services) for the State of California. Applying the principles in assessing, planning, implementing, evaluating and modifying patient imaging care as an active, continuous process. Schedule requires rotation for weekend, holiday and call coverage and may include occasional rotation to other campus.

QUALIFICATIONS

Graduate of an accredited Radiologic Technology program.
Registered by the American Registry of Radiologic Technologist in Radiography ARRT(R)
Current California CRT Certificate
Current California Fluoroscopy Certificate
BLS Certificate
Operating Room Specialist: 3 years experience and demonstrated proficiency in the OR for all exams types, physician protocols and equipment.

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of pediatric/adolescent (except Mammography section), adult and geriatric patients.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Imaging Services 1*

Please check here if **Supplemental Information Sheet¹** is attached

Job Title: CT, Diagnostic, Sonographer, EKG, NucMed, Multimodality, MRI, EEG/EKG Techs		Department: Imaging	
Reviewed by: Laurie Holderman		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Manager Imaging Services	Date Reviewed: 2/9/15	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12	

Functional Requirements

Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	70-90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	15-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	5-20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	10-15%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	40-60%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	50-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	60-75%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
8. Bending	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
10. Climbing	- with arms/legs	5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.		
	- stairs	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	70-80%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	80-90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting mouse, medical equipment, etc.				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing.			
13. Pushing and/or pulling	30-50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	15-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors

Yes	No	Task	Yes	No	Task
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Driving cars, trucks, forklifts, or other moving equipment. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Expected exposure to infectious agents.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Expected exposure to blood or body fluids
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Expected exposure to TB.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. Working alone
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Working closely with others or in a small space
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. Constant interruptions.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. Walking on uneven/slippery surface.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. Patient lifting, repositioning and transfer tasks

¹ PLEASE NOTE: If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

	Other: Note- All Imaging Techs except Mammo
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JOB-SPECIFIC COMPETENCIES

Job Knowledge	MS	DNMS*	OTHER
<p>1. Image Quality: Understands the criteria of and knows how to consistently produce quality exam images that comply with established departmental standards (i.e. repeat rate, exam protocols, etc.). Can identify and correct inconsistencies so that standards are maintained.</p>			
<p>2. Verification: Assures patient identification with double identifiers and verifies pregnancy status on all female patients.</p>			
<p>3. Documentation: Accurately completes required documentation in compliance with hospital and department guidelines, including exam performed, rationale for exam, tech notes, physician order, patient demographics, etc. Able to perform other clerical and related workflow responsibilities as necessary (order entry, produce CD exam copies, PHI sign-out, downtime procedures etc.). Knows how to initiate appropriate action to resolve potential system issues.</p>			
<p>4. Radiation Safety: Follows ALARA and safe radiation practices.</p>			
<p>5. Clinical Information: Obtains patient clinical information which may influence the performance of an exam, including pertinent history. Documents and archives the information appropriately into the RIS. Correlates the history with the physician's written request and consults with Radiologist when necessary to optimize the diagnostic information of the exam.</p>			
<p>6. Competency/Training: Maintains clinical competency assuming responsibility for upgrading skills and knowledge through participation in in-service education and other continuing education activities. Acquires CEUs necessary to maintain ARRT registration and CDPH/RHB licensing required for the position. Understands the responsibility of participating in the training of new departmental personnel and students (if applicable). Can effectively assume the role of "preceptor" and validate competencies.</p>			
<p>7. Job Knowledge: Understands diagnostic procedures using digital radiography. Able to instruct and prepares patients based on age, size or disorder of patient for radiographic or fluoroscopy examinations to assure patient cooperation and facilitate proper examinations. Using knowledge of correct radiographic positions and anatomy based on age, size or disorder of patient, positions patient and equipment so as to obtain a clear and undistorted view of the area being examined</p>			
<p>8. Infection Control: Demonstrates knowledge of Sterile Technique in setting up minor procedure trays and assists Radiologist/authorized physician in the performance of the exam, while incorporating these criteria. Understands and utilizes universal precautions in the performance of exams, including those on isolated patients.</p>			
<p>9. Work Flow: Engages proactively in the performance of patient exams, by observing department exam volume and collaborating with other coworkers, to provide effective patient care and exam turn around. Prioritizes work according to clinical urgency. Responds effectively in emergency situations. Can function independently if necessary,</p>			

incorporating effective decisions to ensure patient safety, consistent quality and exam outcomes. Can effectively assume a supervisory role as needed to ensure effective work flow.			
10. Quality Control/Quality Improvement: Understands and knows how to implement department quality control/quality improvement plans, performing QC/QI processes as assigned on a consistent basis.			
11. Workplace Safety: Understands and demonstrates knowledge of hospital and departmental safety guidelines, including “Emergency Code” designations and reporting criteria. Uses appropriate body mechanics and lifting devices, as needed. Knows how to respond to potentially hazardous situations and engages appropriate staff and/or management resources as appropriate to ensure the safety of patients, coworkers and self. Identifies opportunities for potential improvement of processes and/or equipment.			
12. Provides care appropriate for and specific to patient’s age. This staff member provides care for the following ages (circle all that apply): <i>Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)</i>			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES <i>(Must have “MS” on 90% of applicable competencies to have overall “MS” rating.)</i>			
<i>Areas for Growth/Comments (optional)</i>			

*Must Comment

Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have "MS" on at least 3 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		
3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. <i>(Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)</i>		
5.	Seeks feedback, accepts feedback, and shows efforts to apply it. <i>(Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good</i>		

	<i>working relationships.)</i>		
6.	Demonstrates ability to adapt communication style and format to different audiences. <i>(Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)</i>		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS <i>(Must have "MS" on at least 5 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. <i>(Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)</i>		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. <i>(Examples: receives passing score, completes modules on time, with minimal reminders).</i>		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. <i>(Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)</i>		
4.	Adheres to the dress code policy. <i>(Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)</i>		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. <i>(Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)</i>		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. <i>(Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)</i>		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. <i>(Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)</i>		
9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. <i>(Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)</i>		

OVERALL RATING FOR WORK HABITS <i>(Must have "MS" on at least 8 for overall "MS" rating.)</i>		
Areas for Growth/Comments (optional)		

Initiative	MS	DNMS*
1. Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. <i>(Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)</i>		
2. Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. <i>(Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)</i>		
3. Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). <i>(Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)</i>		
OVERALL RATING FOR INITIATIVE <i>(Must have "MS" on at least 2 for overall "MS" rating.)</i>		
Areas for Growth/Comments (optional)		

Safety/Infection Control	MS	DNMS*
1. Responds according to policy to all emergency response codes. <i>(Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)</i>		
2. Wears personal protective equipment (PPE) as required by the job task. <i>(Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)</i>		
3. Implements standard precautions for all patient contact and complies with all posted transmission precautions. <i>(Examples: washes hands before and after patient contact, wears gloves, wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4. Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5. Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are</i>		

*.

	<i>contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
<i>Areas for Growth/Comments (optional)</i>			

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING

MEETS EL CAMINO STANDARDS _____ **(Must have overall “MS” for each performance category.)**

DOES NOT MEET EL CAMINO STANDARDS _____ **(Developmental Action Plan Attached)**

I have reviewed my job description and this evaluation with my manager.

Signature:

Employee

Date

Reviewer

Date

COMPETENCY: Provides care appropriate for and specific to patient’s age.

This staff member provides care for the following ages. (circle all that apply)

Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Infant (0-1yr)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Maintains safe environment, does not turn away from baby on table in order to prevent falling.				
Interprets non-verbal communication.				
Child (1-12 yrs)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Recognizes child may view a painful procedure as punishment.				
Approaches child in a calm manner; uses direct approach with child.				
Uses praise as a reward for positive attitude and behavior. Uses touch as a form of comfort, as appropriate to child’s needs and reactions.				
Explains procedures in advance using correct terminology. Uses visual aids, toys or games to help child understand. Gives child some control by offering “choices” or allowing him/her to “help” where possible.				
Encourages parent to stay with child as much as possible for comfort and security.				
Interprets non-verbal communication.				
Prepares room to minimize safety hazards. Keeps small objects out of reach.				
Recognizes that toddlers are accident-prone.				

Remediation Plan:

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other

Adolescent (13-17 yrs)				
Provides education and involves patient in planning and/or decision making to provide sense of control. Avoids authoritarian approach. Treats patient as a young adult.				
Explains all treatments, test and procedures thoroughly to patient before they are performed. Does not use condescending language.				
Allows time for and encourages questions.				
Recognizes adolescents may hide their fear, reassures as needed.				
Adult (18-64)				
Involves patient in care, treatments and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Recognizes concerns over work, family and finances when communicating.				
Older Adult (65+)				
Maintains safe environment related to equipment, bed rails, fall precautions, mobility needs, aspiration potential and mental status.				
Involves patient in care, treatments, and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Allows for possible hearing and/or vision loss, speaking in lower, louder tones as necessary; provides additional or brighter lighting, larger print, etc.				

Remediation Plan:

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

Competency Based Job Description/Performance Evaluation Approval Sheet

Job Title: EEG/EKG Technician **Job Code:** 256

Department: EEG/EKG **FLSA:** N

Reports To: VP Clinical & Supp Svcs

Dept. Director/Manager signature: _____
Date

Human Resources Manager signature: _____
Date



COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____

Job Title: EEG/EKG Technician Dept.: EEG/EKG

Reports To: VP Clinical & Supp Svcs

EL CAMINO HOSPITAL MISSION

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well being of our community.

BASIC PURPOSE

Following established ECH guidelines, the EEG/EKG Technician records electrocardiograms and sets up Holter Monitors for both in and out patients, as ordered by the attending physician and performs EEGs as ordered by the physician.

QUALIFICATIONS

1. 2 years of college or enrollment in an accredited Medical technology program.
2. Certified EEG Technician (ASET or equivalent) preferred.
3. 1 year clinical experience in EEG preferred.
4. EKG experience preferred and/or willingness for cross-training.
5. Excellent communication skills.
6. Basic CPR certification.
7. Computer and/or typing skills preferred.

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of all age groups.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.



Functional and Environmental Evaluation

Please check here if **Supplemental Information Sheet** is attached

JOB DESCRIPTION TITLE	REVIEW DATE	SHIFT			
EKG Tech I, II, & EEG/EKG Technician	07/28/2006	<input type="checkbox"/> <8	<input checked="" type="checkbox"/> 8	<input type="checkbox"/> 10	<input type="checkbox"/> 12 Hours
DEPARTMENT	REVIEWED BY	<input checked="" type="checkbox"/> Days	<input checked="" type="checkbox"/> PMs	<input type="checkbox"/> Nights	
EEG/EKG	Don Stovall				

FUNCTIONAL REQUIREMENTS

	<u>Frequency per unit of time</u>	<u>Continuous or Intermittent</u>		<u>Frequency per unit of time</u>	<u>Continuous or Intermittent</u>
1. Lifting over 45 lbs.	____ / ____	_____	15. Use of computer keyboard	<u>2 hrs / day</u>	____ ____
2. Lifting 26 - 45 lbs.	____ / ____	_____	16. Other use of hands/fingers	<u>30x / day</u>	____ ____
3. Lifting 15 - 25 lbs.	<u>4x / day</u>	____ ____	(Please specify. E.g., gripping, grasping, twisting, turning.)		
4. Lifting under 15 lbs.	<u>4x / day</u>	____ ____	17. Pushing and/or pulling	<u>30x / day</u>	____ ____
		Distance	18. Reaching above shoulder	<u>10x / day</u>	____ ____
5. Carrying over 45 lbs.	____ / ____	_____	19. Visual requirements (vehicle operation, reading fine print, colors, etc.)	<u>Able to read fine print, computer screen, equipment displays, colored monitor and alarm displays.</u>	
6. Carrying 26 - 45 lbs.	____ / ____	_____	(Please specify)		
7. Carrying 15 - 25 lbs.	____ / ____	_____	20. Hearing requirement	<u>Able to hear on telephone, Vocera, pagers & overhead pages and alarms; able to hear blood pressures using stethoscope.</u>	
8. Carrying under 15 lbs.	<u>4x / day</u>	____ ____	(Please specify)		
		Continuous or Intermittent	21. Speech/Communication requirement	<u>Fluent English for communications with patients, physicians, and other staff.</u>	
9. Sitting	<u>2 hrs / day</u>	____ ____	(Please specify)		
10. Walking	<u>3 hrs / day</u>	____ ____	22. Other requirement	<u>Fine motor skills to allow data entry of patient information into department equipment.</u>	
11. Standing	<u>3 hrs / day</u>	____ ____	(Please specify)		
12. Bending	<u>25x / day</u>	____ ____			
13. Kneeling/Squatting	<u>15x / day</u>	____ ____			
14. Climbing - with arms/legs	____ / ____	_____			
- stairs	<u>occ / wk</u>	____ ____			

ENVIRONMENTAL FACTORS

YES	NO		YES	NO	
23. <input type="checkbox"/>	<input checked="" type="checkbox"/>	Driving cars, trucks, forklifts, or other moving equipment.	27. <input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to infectious agents.
		(Please describe)	28. <input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to blood or body fluids.
24. <input type="checkbox"/>	<input checked="" type="checkbox"/>	Working near hazardous equipment and machinery.	29. <input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to TB.
25. <input checked="" type="checkbox"/>	<input type="checkbox"/>	Walking on uneven/slippery surface.	30. <input checked="" type="checkbox"/>	<input type="checkbox"/>	Working alone.
26. <input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to hazardous dust, gas, fumes, radioactive materials, or other hazardous agents.	31. <input checked="" type="checkbox"/>	<input type="checkbox"/>	Working closely with others or in a small space.
		(Please describe)	32. <input checked="" type="checkbox"/>	<input type="checkbox"/>	Constant interruptions.

PLEASE NOTE: If you need additional space, please attach the **FUNCTIONAL AND ENVIRONMENTAL EVALUATION SUPPLEMENTAL INFORMATION SHEET** and be sure to indicate which of the above item nos. you are referring to.

JOB-SPECIFIC COMPETENCIES

Job Knowledge	MS	DNMS*	OTHER
1. Perform 12 lead EKG.			
2. Holter Monitor hook up.			
3. Perform Signal Average studies.			
4. Perform EEG studies as required (Routine, Sleep deprived, CS and Neonatal).			
5. Completes administrative tasks included in Departmental Administrative Task competency.			
6. Provides care appropriate for age.			
Other Competencies			
7. Perform Treadmill Stress Tests (Routine, Myoview, Dipyridamole, CP stress).			
8. Edit Holter Monitor studies.			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES (<i>Must have "MS" on 90% of applicable competencies to have overall "MS" rating.</i>)			
Areas for Growth/Comments (optional)			

*Must Comment

Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have “MS” on at least 3 for overall “MS” rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		
3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. <i>(Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)</i>		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

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5.	Seeks feedback, accepts feedback, and shows efforts to apply it. (Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good working relationships.)		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. (Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

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9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. (Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)		
OVERALL RATING FOR WORK HABITS (Must have "MS" on at least 8 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Initiative		MS	DNMS*
1.	Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. (Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)		
2.	Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. (Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)		
3.	Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). (Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. Willingly volunteers to share information gained at educational events with other staff.)		
OVERALL RATING FOR INITIATIVE (Must have "MS" on at least 2 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Safety/Infection Control		MS	DNMS*
1.	Responds according to policy to all emergency response codes. (Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code Yellow, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Pink/Purple, can state where to find Emergency/Disaster information on the unit/dept.)		
2.	Wears personal protective equipment (PPE) as required by the job task. (Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)		
3.	Implements standard precautions for all patient contact and complies with all posted transmission precautions. (Examples: washes hands before and after patient contact, wears gloves,		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

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	<i>wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4.	Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5.	Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of bio-hazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

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REVIEW OF PRIOR ANNUAL GOALS AND OBJECTIVES
(If Applicable)

Statement of Goals and Objectives	Goal Met	Continue Goal	Goal Discontinued
1.			
2.			
3.			
4.			
5.			

EXTRAORDINARY CONTRIBUTIONS (optional)

EMPLOYEE COMMENTS (optional)

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING

MEETS EL CAMINO STANDARDS _____ (Must have overall "MS" for each performance category.)

DOES NOT MEET EL CAMINO STANDARDS _____ (Developmental Action Plan Attached)

I have reviewed my job description and this evaluation with my manager.

Signature: _____
Employee

Date

Reviewer

Date

*Must Comment
Key
MS - Meets Standards
DNMS - Does Not Meet Standards
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GOALS AND OBJECTIVES FOR NEXT PERFORMANCE YEAR
(optional)

Statement of Goals

<i>Comments</i>

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*Must Comment
Key
MS - Meets Standards
DNMS – Does Not Meet Standards
601A/9-12-00

Competency Based Job Description/Performance Evaluation Approval Sheet

Job Title: EEG/EKG Technician **Job Code:** 256

Department: EEG/EKG **FLSA:** N

Reports To: VP Clinical & Supp Svcs

Dept. Director/Manager signature: _____
Date

Human Resources Manager signature: _____
Date



COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____

Job Title: EEG/EKG Technician Dept.: EEG/EKG

Reports To: VP Clinical & Supp Svcs

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QUALIFICATIONS

1. 2 years of college or enrollment in an accredited Medical technology program.
2. Certified EEG Technician (ASET or equivalent) preferred.
3. 1 year clinical experience in EEG preferred.
4. EKG experience preferred and/or willingness for cross-training.
5. Excellent communication skills.
6. Basic CPR certification.
7. Computer and/or typing skills preferred.

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of all age groups.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.



Functional and Environmental Evaluation

Please check here if **Supplemental Information Sheet** is attached

JOB DESCRIPTION TITLE	REVIEW DATE	SHIFT			
EKG Tech I, II, & EEG/EKG Technician	07/28/2006	<input type="checkbox"/> <8	<input checked="" type="checkbox"/> 8	<input type="checkbox"/> 10	<input type="checkbox"/> 12 Hours
DEPARTMENT	REVIEWED BY	<input checked="" type="checkbox"/> Days	<input checked="" type="checkbox"/> PMs	<input type="checkbox"/> Nights	
EEG/EKG	Don Stovall				

FUNCTIONAL REQUIREMENTS

	<u>Frequency per unit of time</u>	<u>Continuous or Intermittent</u>		<u>Frequency per unit of time</u>	<u>Continuous or Intermittent</u>
1. Lifting over 45 lbs.	____ / ____	_____	15. Use of computer keyboard	<u>2 hrs / day</u>	____ ____
2. Lifting 26 - 45 lbs.	____ / ____	_____	16. Other use of hands/fingers	<u>30x / day</u>	____ ____
3. Lifting 15 - 25 lbs.	<u>4x / day</u>	____ ____	(Please specify. E.g., gripping, grasping, twisting, turning.)		
4. Lifting under 15 lbs.	<u>4x / day</u>	____ ____	17. Pushing and/or pulling	<u>30x / day</u>	____ ____
		Distance	18. Reaching above shoulder	<u>10x / day</u>	____ ____
5. Carrying over 45 lbs.	____ / ____	_____	19. Visual requirements (vehicle operation, reading fine print, colors, etc.)	<u>Able to read fine print, computer screen, equipment displays, colored monitor and alarm displays.</u>	
6. Carrying 26 - 45 lbs.	____ / ____	_____	(Please specify)		
7. Carrying 15 - 25 lbs.	____ / ____	_____	20. Hearing requirement	<u>Able to hear on telephone, Vocera, pagers & overhead pages and alarms; able to hear blood pressures using stethoscope.</u>	
8. Carrying under 15 lbs.	<u>4x / day</u>	____ ____	(Please specify)		
		Continuous or Intermittent	21. Speech/Communication requirement	<u>Fluent English for communications with patients, physicians, and other staff.</u>	
9. Sitting	<u>2 hrs / day</u>	____ ____	(Please specify)		
10. Walking	<u>3 hrs / day</u>	____ ____	22. Other requirement	<u>Fine motor skills to allow data entry of patient information into department equipment.</u>	
11. Standing	<u>3 hrs / day</u>	____ ____	(Please specify)		
12. Bending	<u>25x / day</u>	____ ____			
13. Kneeling/Squatting	<u>15x / day</u>	____ ____			
14. Climbing - with arms/legs	____ / ____	_____			
- stairs	<u>occ / wk</u>	____ ____			

ENVIRONMENTAL FACTORS

YES	NO		YES	NO			
23.	<input type="checkbox"/>	x	Driving cars, trucks, forklifts, or other moving equipment.	27.	x	<input type="checkbox"/>	Expected exposure to infectious agents.
			(Please describe)	28.	x	<input type="checkbox"/>	Expected exposure to blood or body fluids.
24.	<input type="checkbox"/>	x	Working near hazardous equipment and machinery.	29.	x	<input type="checkbox"/>	Expected exposure to TB.
25.	x	<input type="checkbox"/>	Walking on uneven/slippery surface.	30.	x	<input type="checkbox"/>	Working alone.
26.	x	<input type="checkbox"/>	Expected exposure to hazardous dust, gas, fumes, radioactive materials, or other hazardous agents.	31.	x	<input type="checkbox"/>	Working closely with others or in a small space.
			(Please describe)	32.	x	<input type="checkbox"/>	Constant interruptions.

PLEASE NOTE: If you need additional space, please attach the **FUNCTIONAL AND ENVIRONMENTAL EVALUATION SUPPLEMENTAL INFORMATION SHEET** and be sure to indicate which of the above item nos. you are referring to.

JOB-SPECIFIC COMPETENCIES

Job Knowledge	MS	DNMS*	OTHER
1. Perform 12 lead EKG.			
2. Holter Monitor hook up.			
3. Perform Signal Average studies.			
4. Perform EEG studies as required (Routine, Sleep deprived, CS and Neonatal).			
5. Completes administrative tasks included in Departmental Administrative Task competency.			
6. Provides care appropriate for age.			
Other Competencies			
7. Perform Treadmill Stress Tests (Routine, Myoview, Dipyridamole, CP stress).			
8. Edit Holter Monitor studies.			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES (<i>Must have "MS" on 90% of applicable competencies to have overall "MS" rating.</i>)			
Areas for Growth/Comments (optional)			

*Must Comment

Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have “MS” on at least 3 for overall “MS” rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		
3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. <i>(Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)</i>		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

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5.	Seeks feedback, accepts feedback, and shows efforts to apply it. (Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good working relationships.)		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. (Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

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9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. (Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)		
OVERALL RATING FOR WORK HABITS (Must have "MS" on at least 8 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Initiative		MS	DNMS*
1.	Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. (Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)		
2.	Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. (Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)		
3.	Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). (Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. Willingly volunteers to share information gained at educational events with other staff.)		
OVERALL RATING FOR INITIATIVE (Must have "MS" on at least 2 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Safety/Infection Control		MS	DNMS*
1.	Responds according to policy to all emergency response codes. (Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code Yellow, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Pink/Purple, can state where to find Emergency/Disaster information on the unit/dept.)		
2.	Wears personal protective equipment (PPE) as required by the job task. (Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)		
3.	Implements standard precautions for all patient contact and complies with all posted transmission precautions. (Examples: washes hands before and after patient contact, wears gloves,		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

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	<i>wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4.	Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5.	Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of bio-hazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

601A/9-12-00

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REVIEW OF PRIOR ANNUAL GOALS AND OBJECTIVES
(If Applicable)

Statement of Goals and Objectives	Goal Met	Continue Goal	Goal Discontinued
1.			
2.			
3.			
4.			
5.			

EXTRAORDINARY CONTRIBUTIONS (optional)

EMPLOYEE COMMENTS (optional)

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING

MEETS EL CAMINO STANDARDS _____ (Must have overall "MS" for each performance category.)

DOES NOT MEET EL CAMINO STANDARDS _____ (Developmental Action Plan Attached)

I have reviewed my job description and this evaluation with my manager.

Signature: _____
Employee

Date

Reviewer

Date

*Must Comment

Key

MS - Meets Standards

DNMS - Does Not Meet Standards

601A/9-12-00

GOALS AND OBJECTIVES FOR NEXT PERFORMANCE YEAR
(optional)

Statement of Goals

Comments

F:\PUBLIC\MSWord\Pols HR\BOD 120303\0601 Comp Attachment A Comp Based Job Descrip Perf Eval.doc
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*Must Comment
Key
MS - Meets Standards
DNMS – Does Not Meet Standards
601A/9-12-00



COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____

Job Title: EKG Technician II Job Code: 257

Department: EEG/EKG FLSA: N

Reports To: Director Heart and Vascular Institute

Dept. Director/Manager signature: Laurie Holderman-Bishop 12/17/14
Date

Human Resources Manager signature: Shelley Specht 12/17/14
Date

EL CAMINO HOSPITAL MISSION

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well being of our community.

BASIC PURPOSE

Following established ECH guidelines, the EKG Technician II records electrocardiograms and sets up Holter Monitors for both in and out patients, as ordered by the attending physician. Performs treadmill stress tests and designated administrative tasks.

QUALIFICATIONS

1. 2 years of college or enrollment in an accredited Medical technology program
2. Minimum one (1) year experience in EKG and/or an EKG externship certification
3. Experience with Holter monitor and Signal Average preferred.
4. Experience with performing Treadmills in a clinical/office setting preferred.
5. Basic EKG interpretation class certification.
6. Excellent communication skills.
7. Basic CPR certification.
8. Computer and/or typing skills preferred.

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of all age groups.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Imaging Services 1*

Please check here if **Supplemental Information Sheet¹** is attached

Job Title: Diagnostic, Sonographer, EKG, NucMed, Multimodality, MRI, EEG/EKG Techs		Department: Imaging	
Reviewed by: Laurie Holderman		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Manager Imaging Services	Date Reviewed: 2/9/15	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12	

Functional Requirements

Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	70-90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	15-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	5-20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	10-15%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	40-60%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	50-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	60-75%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
8. Bending	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.			
10. Climbing	- with arms/legs	5%	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
	- stairs	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	70-80%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	80-90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting mouse, medical equipment, etc.				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing.			
13. Pushing and/or pulling	30-50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	15-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors

Yes	No	Task	Yes	No	Task
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Driving cars, trucks, forklifts, or other moving equipment. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Expected exposure to infectious agents.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Expected exposure to blood or body fluids
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Expected exposure to TB.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. Working alone
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Working closely with others or in a small space
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. Constant interruptions.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. Walking on uneven/slippery surface.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. Patient lifting, repositioning and transfer tasks
Other: Note- All Imaging Techs except Mammo and CT					

¹ **PLEASE NOTE:** If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

JOB-SPECIFIC COMPETENCIES

Baseline Job Knowledge	MS	DNMS*	OTHER
1. Perform 12 ld. EKG			
2. Holter Monitor hook-up			
3. Perform Signal Average study			
4. Perform all Treadmill Stress Tests (Routine, Myoview, Dipyridamole, CP stress)			
5. Completes administrative tasks included in Departmental Administrative Task competency			
6. Provides care appropriate for age			
Other Competencies			
6. Edits Holter monitor studies			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES <i>(Must have "MS" on 90% of applicable competencies to have overall "MS" rating.)</i>			
<i>Areas for Growth/Comments (optional)</i>			

*Must Comment

F:\Job Descriptions\Current\EKG Tech II_257_ECG_121714.Docx

Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have "MS" on at least 3 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		
3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. <i>(Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)</i>		
5.	Seeks feedback, accepts feedback, and shows efforts to apply it. <i>(Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good</i>		

	<i>working relationships.)</i>		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. (Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)		
9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. (Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)		

OVERALL RATING FOR WORK HABITS <i>(Must have "MS" on at least 8 for overall "MS" rating.)</i>		
Areas for Growth/Comments (optional)		

Initiative	MS	DNMS*
1. Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. <i>(Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)</i>		
2. Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. <i>(Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)</i>		
3. Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). <i>(Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)</i>		
OVERALL RATING FOR INITIATIVE <i>(Must have "MS" on at least 2 for overall "MS" rating.)</i>		
Areas for Growth/Comments (optional)		

Safety/Infection Control	MS	DNMS*
1. Responds according to policy to all emergency response codes. <i>(Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)</i>		
2. Wears personal protective equipment (PPE) as required by the job task. <i>(Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)</i>		
3. Implements standard precautions for all patient contact and complies with all posted transmission precautions. <i>(Examples: washes hands before and after patient contact, wears gloves, wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4. Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5. Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are</i>		

	<i>contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
<i>Areas for Growth/Comments (optional)</i>			

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING

MEETS EL CAMINO STANDARDS _____ **(Must have overall “MS” for each performance category.)**

DOES NOT MEET EL CAMINO STANDARDS _____ **(Developmental Action Plan Attached)**

I have reviewed my job description and this evaluation with my manager.

Signature: _____
Employee

Date

Reviewer

Date

Job Title: Interventional Tech I	Department: Interventional Services
Reports to: Manager Interventional Services	Job Code: 773 FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt

Department Approval	Human Resources Approval
Name: Shelly Reynolds	Name: Shelley Specht
Title: Dir Periop & Interventnl Svcs	Title: Compensation Manager
Approval Date: 7/27/16	Approval Date: 7/27/16

El Camino Hospital Mission

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well-being of our community.

Basic Purpose¹

Performs radiographic diagnostic and interventional procedures in the interventional service line, upon the order of a licensed practitioner. Provides for optimal patient care applying departmental standards and protocols. Exercises professional judgement in performance of IIS services. Provides appropriate patient care and recognized patient conditions essential for successful completion of the procedure.

Qualifications

1. Graduate of an accredited educational program in Radiologic Technology.
2. Less than one year of experience required
3. Entry level experience in Radiology Special Procedures or Cath Lab
4. Basic competency in scrubbing on Level I Procedures.

License/Certification/Registration Requirements

1. Current California Certified Radiologic Technologist (CRT).
2. Current American Registry of Radiologic Technologists (ARRT).
3. Current Fluoroscopy Certificate.
4. BLS/ACLS required.

Ages of Patients Served

This position is responsible for the assessment, treatment and care of adult and geriatric patients.

¹ This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Position Specific*

 Please check here if **Supplemental Information Sheet[†]** is attached

Job Title: Interventional Tech, I, II, III, Lead		Department: Interventional Svcs	
Reviewed by: Shelly Reynolds		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Dir Periop & Interventnl Svcs	Date Reviewed: 7/27/16	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 12	

Functional Requirements							
Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	rarely	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	Up to 90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	Up to 90%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
8. Bending	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.			
10. Climbing	- with arms/legs	<1%	<input type="checkbox"/>				
	- stairs	2%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	10-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	Up to 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting (i.e., mouse, medical equipment, sharps, etc.)				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing. may stand for continuous 20 minute intervals			
13. Pushing and/or pulling	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors							
23. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Driving cars, trucks, forklifts, or other moving equipment. Please describe:	26. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to infectious agents.						
	27. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to blood or body fluids						
	28. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to TB.						
24. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	29. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Working alone						
	30. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Working closely with others or in a small space						
	31. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Constant interruptions.						
25. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe: <u>Radiation</u> , <u>chemo</u> .	32. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Walking on uneven/slippy surface.						
	33. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Patient lifting, repositioning and transfer tasks						
	Other:						

[†] **PLEASE NOTE:** If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

Job Knowledge
1. Demonstrates ability to operate the generator control panel.
2. Able to read and clear fluoro time, silence fluor alarm, change camera speed.
3. Demonstrate the ability to operate the digital imaging system for all procedures.
4. Demonstrate the ability to operate and position the C-Arm.
5. Demonstrate an understanding of the policies and procedures regarding radiation safety and protections.
6. Able to recognize basic cardiac rhythms.
7. Demonstrate ability to recognize arterial and left ventricular waveforms.
8. Demonstrate ability to set-up pressure manifold and transducers.
9. Demonstrate proper care of pressure transducers.
10. Demonstrates awareness of potential or actual risks in dealing with patients.
11. Operates Ultrasound equipment for Angiography Procedures.
12. Demonstrates Post Processing proficiency.
13. Scrubs and Circulates Level I procedures.
14. Demonstrates proficiency with OEC-C-Arm.
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES (Must have "MS" on 90% of applicable competencies to have overall "MS" rating.)
Key: • MS – Meets Standards • DNMS – Does Not Meet Standards • Other: NA – Not applicable

Areas for Growth / Comments (optional)

Document1

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have "MS" on at least 3 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		

3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. (Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)		
5.	Seeks feedback, accepts feedback, and shows efforts to apply it. (Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good working relationships.)		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex.		

	<i>disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)</i>		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. <i>(Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)</i>		
9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. <i>(Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)</i>		
OVERALL RATING FOR WORK HABITS <i>(Must have "MS" on at least 8 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Initiative		MS	DNMS*
1.	Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. <i>(Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)</i>		
2.	Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. <i>(Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)</i>		
3.	Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). <i>(Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)</i>		
OVERALL RATING FOR INITIATIVE <i>(Must have "MS" on at least 2 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Safety/Infection Control		MS	DNMS*
1.	Responds according to policy to all emergency response codes. <i>(Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)</i>		
2.	Wears personal protective equipment (PPE) as required by the job task. <i>(Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)</i>		
3.	Implements standard precautions for all patient contact and complies with all posted transmission precautions. <i>(Examples: washes hands before and after patient contact, wears gloves, wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4.	Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5.	Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Job Title: Interventional Tech II	Department: Interventional Services
Reports to: Manager Interventional Services	Job Code: 774
	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt

Department Approval	Human Resources Approval
Name: Shelly Reynolds	Name: Shelley Specht
Title: Dir Periop & Interventnl Svcs	Title: Compensation Manager
Approval Date: 7/27/16	Approval Date: 7/27/16

El Camino Hospital Mission

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well-being of our community.

Basic Purpose¹

Performs radiographic diagnostic and interventional procedures in the interventional service line, upon the order of a licensed practitioner. Provides for optimal patient care applying departmental standards and protocols. Exercises professional judgment in performance of IIS services. Provides appropriate patient care and recognized patient conditions essential for successful completion of the procedure.

Qualifications

1. Graduate of an accredited educational program in Radiologic Technology.
2. Minimum 2 years of experience in Radiology Special Procedures or Cath Lab preferred
3. Competency scrubbing on Level I and II Procedures.
4. Ability to participate in on-call schedule on a regular basis for special procedures.

License/Certification/Registration Requirements

1. Current California Certified Radiologic Technologist (CRT).
2. Current American Registry of Radiologic Technologists (ARRT).
3. Current valid RCIS (Registered Cardiovascular Invasive Specialist) or RCES (Registered Cardiac Electrophysiology Specialist) certificate preferred.
4. Current Fluoroscopy Certificate.
5. BLS required
6. ACLS required.

Ages of Patients Served

This position is responsible for the assessment, treatment and care of adult and geriatric patients.

¹ This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Position Specific*

 Please check here if **Supplemental Information Sheet[†]** is attached

Job Title: Interventional Tech, I, II, III, Lead		Department: Interventional Svcs	
Reviewed by: Shelly Reynolds		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Dir Periop & Interventnl Svcs	Date Reviewed: 7/27/16	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 12	

Functional Requirements							
Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	rarely	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	Up to 90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	Up to 90%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
8. Bending	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.			
10. Climbing	- with arms/legs	<1%	<input type="checkbox"/>				<input checked="" type="checkbox"/>
	- stairs	2%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	10-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	Up to 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting (i.e., mouse, medical equipment, sharps, etc.)				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing. may stand for continuous 20 minute intervals			
13. Pushing and/or pulling	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors							
23. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Driving cars, trucks, forklifts, or other moving equipment. Please describe:	26. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to infectious agents.						
	27. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to blood or body fluids						
	28. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to TB.						
24. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	29. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Working alone						
	30. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Working closely with others or in a small space						
	31. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Constant interruptions.						
25. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe: <u>Radiation</u> , <u>chemo</u> .	32. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Walking on uneven/slippy surface.						
	33. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Patient lifting, repositioning and transfer tasks						
Other:							

[†] **PLEASE NOTE:** If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

Job Knowledge
1. Demonstrates ability to operate the generator control panel.
2. Able to read and clear fluoro time, silence fluor alarm, change camera speed.
3. Demonstrate the ability to operate the digital imaging system for all procedures.
4. Demonstrate the ability to operate and position the C-Arm.
5. Demonstrate an understanding of the policies and procedures regarding radiation safety and protections.
6. Able to recognize basic cardiac rhythms.
7. Demonstrate ability to recognize arterial and left ventricular waveforms.
8. Demonstrate ability to set-up pressure manifold and transducers.
9. Demonstrate proper care of pressure transducers.
10. Demonstrates awareness of potential or actual risks in dealing with patients.
11. Operates Ultrasound equipment for Angiography Procedures.
12. Demonstrates Post Processing proficiency.
13. Scrubs Level I and II procedures.
14. Demonstrates proficiency with OEC-C-Arm.
15. Demonstrates Hemodynamic Pressures Measurements on Monitoring System.
16. Can precept Level I and II procedures.
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES <i>(Must have "MS" on 90% of applicable competencies to have overall "MS" rating.)</i>
Key: • MS – Meets Standards • DNMS – Does Not Meet Standards • Other: NA – Not applicable

Areas for Growth / Comments (optional)

Document1

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have "MS" on at least 3 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		

3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. (Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)		
5.	Seeks feedback, accepts feedback, and shows efforts to apply it. (Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good working relationships.)		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
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7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex.		

	<i>disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)</i>		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. <i>(Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)</i>		
9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. <i>(Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)</i>		
OVERALL RATING FOR WORK HABITS <i>(Must have "MS" on at least 8 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Initiative		MS	DNMS*
1.	Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. <i>(Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)</i>		
2.	Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. <i>(Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)</i>		
3.	Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). <i>(Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)</i>		
OVERALL RATING FOR INITIATIVE <i>(Must have "MS" on at least 2 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Safety/Infection Control		MS	DNMS*
1.	Responds according to policy to all emergency response codes. <i>(Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)</i>		
2.	Wears personal protective equipment (PPE) as required by the job task. <i>(Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)</i>		
3.	Implements standard precautions for all patient contact and complies with all posted transmission precautions. <i>(Examples: washes hands before and after patient contact, wears gloves, wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4.	Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5.	Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Job Title: Interventional Tech II	Department: Interventional Services
Reports to: Manager Interventional Services	Job Code: 774
	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt

Department Approval	Human Resources Approval
Name: Shelly Reynolds	Name: Shelley Specht
Title: Dir Periop & Interventnl Svcs	Title: Compensation Manager
Approval Date: 7/27/16	Approval Date: 7/27/16

El Camino Hospital Mission

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well-being of our community.

Basic Purpose¹

Performs radiographic diagnostic and interventional procedures in the interventional service line, upon the order of a licensed practitioner. Provides for optimal patient care applying departmental standards and protocols. Exercises professional judgment in performance of IIS services. Provides appropriate patient care and recognized patient conditions essential for successful completion of the procedure.

Qualifications

1. Graduate of an accredited educational program in Radiologic Technology.
2. Minimum 2 years of experience in Radiology Special Procedures or Cath Lab preferred
3. Competency scrubbing on Level I and II Procedures.
4. Ability to participate in on-call schedule on a regular basis for special procedures.

License/Certification/Registration Requirements

1. Current California Certified Radiologic Technologist (CRT).
2. Current American Registry of Radiologic Technologists (ARRT).
3. Current valid RCIS (Registered Cardiovascular Invasive Specialist) or RCES (Registered Cardiac Electrophysiology Specialist) certificate preferred.
4. Current Fluoroscopy Certificate.
5. BLS required
6. ACLS required.

Ages of Patients Served

This position is responsible for the assessment, treatment and care of adult and geriatric patients.

¹ This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Position Specific*

 Please check here if **Supplemental Information Sheet[†]** is attached

Job Title: Interventional Tech, I, II, III, Lead		Department: Interventional Svcs	
Reviewed by: Shelly Reynolds		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Dir Periop & Interventnl Svcs	Date Reviewed: 7/27/16	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 12	

Functional Requirements							
Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	rarely	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	Up to 90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	Up to 90%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
8. Bending	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.			
10. Climbing	- with arms/legs	<1%	<input type="checkbox"/>				
	- stairs	2%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	10-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	Up to 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting (i.e., mouse, medical equipment, sharps, etc.)				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing. may stand for continuous 20 minute intervals			
13. Pushing and/or pulling	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors							
23. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Driving cars, trucks, forklifts, or other moving equipment. Please describe:	26. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Expected exposure to infectious agents.				
	27. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Expected exposure to blood or body fluids				
	28. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Expected exposure to TB.				
24. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	29. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Working alone				
	30. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Working closely with others or in a small space				
	31. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Constant interruptions.				
25. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe: <u>Radiation</u> , <u>chemo</u> .	32. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Walking on uneven/slippery surface.				
	33. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Patient lifting, repositioning and transfer tasks				
Other:							

[†] **PLEASE NOTE:** If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

Job Knowledge
1. Demonstrates ability to operate the generator control panel.
2. Able to read and clear fluoro time, silence fluor alarm, change camera speed.
3. Demonstrate the ability to operate the digital imaging system for all procedures.
4. Demonstrate the ability to operate and position the C-Arm.
5. Demonstrate an understanding of the policies and procedures regarding radiation safety and protections.
6. Able to recognize basic cardiac rhythms.
7. Demonstrate ability to recognize arterial and left ventricular waveforms.
8. Demonstrate ability to set-up pressure manifold and transducers.
9. Demonstrate proper care of pressure transducers.
10. Demonstrates awareness of potential or actual risks in dealing with patients.
11. Operates Ultrasound equipment for Angiography Procedures.
12. Demonstrates Post Processing proficiency.
13. Scrubs Level I and II procedures.
14. Demonstrates proficiency with OEC-C-Arm.
15. Demonstrates Hemodynamic Pressures Measurements on Monitoring System.
16. Can precept Level I and II procedures.
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES <i>(Must have "MS" on 90% of applicable competencies to have overall "MS" rating.)</i>
Key: • MS – Meets Standards • DNMS – Does Not Meet Standards • Other: NA – Not applicable

Areas for Growth / Comments (optional)

Document1

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have "MS" on at least 3 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		

3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. (Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)		
5.	Seeks feedback, accepts feedback, and shows efforts to apply it. (Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good working relationships.)		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex.		

	<i>disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)</i>		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. <i>(Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)</i>		
9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. <i>(Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)</i>		
OVERALL RATING FOR WORK HABITS <i>(Must have "MS" on at least 8 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Initiative		MS	DNMS*
1.	Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. <i>(Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)</i>		
2.	Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. <i>(Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)</i>		
3.	Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). <i>(Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)</i>		
OVERALL RATING FOR INITIATIVE <i>(Must have "MS" on at least 2 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Safety/Infection Control		MS	DNMS*
1.	Responds according to policy to all emergency response codes. <i>(Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)</i>		
2.	Wears personal protective equipment (PPE) as required by the job task. <i>(Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)</i>		
3.	Implements standard precautions for all patient contact and complies with all posted transmission precautions. <i>(Examples: washes hands before and after patient contact, wears gloves, wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4.	Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5.	Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Job Title: Lead Interventional Tech	Department: Interventional Services
Reports to: Manager Interventional Services	Job Code: 880
	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt

Department Approval	Human Resources Approval
Name: Shelly Reynolds	Name: Shelley Specht
Title: Dir Periop & Interventnl Svcs	Title: Compensation Manager
Approval Date: 7/27/16	Approval Date: 7/27/16

El Camino Hospital Mission

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well-being of our community.

Basic Purpose¹

Performs radiographic diagnostic and interventional procedures in the interventional service line, upon the order of a licensed practitioner. Provides for optimal patient care applying departmental standards and protocols. Exercises professional judgement in performance of IIS services. Provides appropriate patient care and recognized patient conditions essential for successful completion of the procedure.

The Lead Interventional Tech will have lead responsibility including scheduling, training, and mentoring staff.

Qualifications

1. Graduate of an accredited educational program in Radiologic Technology.
2. Minimum 3 years of experience in Radiology Special Procedures or Cath Lab.
3. Competency scrubbing on Level I, II and III Procedures.
4. Supervisory, training, or project management experience preferred.
5. Ability to participate in on-call schedule on a regular basis.

License/Certification/Registration Requirements

1. Current California Certified Radiologic Technologist (CRT).
2. Current American Registry of Radiologic Technologists (ARRT).
3. Current valid RCIS (Registered Cardiovascular Invasive Specialist) or RCES (Registered Cardiac Electrophysiology Specialist) certificate required.
4. Current Fluoroscopy Certificate.
5. BLS required
6. ACLS required.

Ages of Patients Served

This position is responsible for the assessment, treatment and care of adult and geriatric patients.

¹ This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Position Specific*

 Please check here if **Supplemental Information Sheet[†]** is attached

Job Title: Interventional Tech, I, II, III, Lead		Department: Interventional Svcs	
Reviewed by: Shelly Reynolds		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Dir Periop & Interventnl Svcs	Date Reviewed: 7/27/16	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 12	

Functional Requirements

Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	rarely	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	Up to 90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	Up to 90%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
8. Bending	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	1-5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.			
10. Climbing	- with arms/legs	<1%	<input type="checkbox"/>				
	- stairs	2%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	10-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	Up to 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting (i.e., mouse, medical equipment, sharps, etc.)				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing. may stand for continuous 20 minute intervals			
13. Pushing and/or pulling	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors

23. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Driving cars, trucks, forklifts, or other moving equipment. Please describe:	26. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to infectious agents.
	27. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to blood or body fluids
24. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	28. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to TB.
	29. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Working alone
	30. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Working closely with others or in a small space
25. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe: <u>Radiation</u> , <u>chemo</u> .	31. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Constant interruptions.
	32. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Walking on uneven/slippery surface.
	33. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Patient lifting, repositioning and transfer tasks
	Other:

[†] **PLEASE NOTE:** If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

Job Knowledge
1. Demonstrates ability to operate the generator control panel.
2. Able to read and clear fluoro time, silence fluor alarm, change camera speed.
3. Demonstrate the ability to operate the digital imaging system for all procedures.
4. Demonstrate the ability to operate and position the C-Arm.
5. Demonstrate an understanding of the policies and procedures regarding radiation safety and protections.
6. Able to recognize basic cardiac rhythms.
7. Demonstrate ability to recognize arterial and left ventricular waveforms.
8. Demonstrate ability to set-up pressure manifold and transducers.
9. Demonstrate proper care of pressure transducers.
10. Demonstrates awareness of potential or actual risks in dealing with patients.
11. Operates Ultrasound equipment for Angiography Procedures.
12. Demonstrates Post Processing proficiency.
13. Scrubs Level I, II and III procedures.
14. Demonstrates proficiency with OEC-C-Arm.
15. Proficient on Hemodynamic Monitoring Equipment.
16. Precepts Level I, II and III procedures.
17. Advanced – Fully competent in at least one
a. Structural Heart (TAVR), mitral clip, watchman
b. Peripheral vascular
c. EP ablations
d. Chemo/radio embolization (IR)
18. Demonstrates leadership through scheduling, training, and mentoring staff
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES (Must have "MS" on 90% of applicable competencies to have overall "MS" rating.)

Key: • MS – Meets Standards • DNMS – Does Not Meet Standards • Other: NA – Not applicable

<i>Areas for Growth / Comments (optional)</i>

Document1

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have "MS" on at least 3 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		

3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. (Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)		
5.	Seeks feedback, accepts feedback, and shows efforts to apply it. (Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good working relationships.)		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex.		

	<i>disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)</i>		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. <i>(Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)</i>		
9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. <i>(Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)</i>		
OVERALL RATING FOR WORK HABITS <i>(Must have "MS" on at least 8 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Initiative		MS	DNMS*
1.	Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. <i>(Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)</i>		
2.	Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. <i>(Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)</i>		
3.	Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). <i>(Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)</i>		
OVERALL RATING FOR INITIATIVE <i>(Must have "MS" on at least 2 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Safety/Infection Control		MS	DNMS*
1.	Responds according to policy to all emergency response codes. <i>(Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)</i>		
2.	Wears personal protective equipment (PPE) as required by the job task. <i>(Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)</i>		
3.	Implements standard precautions for all patient contact and complies with all posted transmission precautions. <i>(Examples: washes hands before and after patient contact, wears gloves, wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4.	Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5.	Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			



COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____

Job Title: Mammography Tech I Job Code: 861

Department: Imaging Services FLSA: N

Reports To: Manager Imaging Services

Dept. Director/Manager signature: Laurie Bishop-Holderman 12/17/14
Date

Human Resources Manager signature: Shelley Specht 12/17/14
Date

EL CAMINO HOSPITAL MISSION

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well being of our community.

BASIC PURPOSE

Collaborates with other members of the healthcare team to promote optimum imaging procedures. Provides imaging services as defined by Title 17 (Radiologic Health Branch) and Title 22 (Department of Health Services) for the State of California. Applying the principles in assessing, planning, implementing, evaluating and modifying patient imaging care as an active, continuous process.

QUALIFICATIONS

1. Current California Certified Radiologic Technologist (CRT) certificate.
2. Current American Registry of Radiologic Technologists-Mammography Certification (ARRT (M)).
3. Graduate of an accredited educational program in radiologic technology.
4. BLS certificate.
5. Meets initial and continuing qualifications for CME and CE under the MQSA.
6. Performs DEXA scans within 3 months of hire.

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of adult and geriatric patients.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Imaging Services - Mammo*

Please check here if **Supplemental Information Sheet¹** is attached

Job Title: Mammo Techs		Department: Imaging	
Reviewed by: Laurie Holderman		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Manager Imaging Services	Date Reviewed: 2/9/15	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12	

Functional Requirements

Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	790%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	85%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	35%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	35%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	<1%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
8. Bending	40%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
10. Climbing	- with arms/legs	0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	- stairs	10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting mouse, medical equipment, etc.				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing.			
13. Pushing and/or pulling	30-50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	15-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors

#	Yes	No	Description	#	Yes	No	Description
23.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Driving cars, trucks, forklifts, or other moving equipment. Please describe:	26.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to infectious agents.
24.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	27.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to blood or body fluids
				28.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to TB.
				29.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working alone
25.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe:	30.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working closely with others or in a small space
				31.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Constant interruptions.
				32.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walking on uneven/slippery surface.
				33.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patient lifting, repositioning and transfer tasks
				Other:			

¹ **PLEASE NOTE:** If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

JOB-SPECIFIC COMPETENCIES

Job Knowledge	MS	DNMS*	OTHER
1. Image Quality: Understands the criteria of and knows how to consistently produce quality exam images that comply with established departmental standards (i.e. repeat rate, exam protocols, etc.)			
2. Verification: Assures patient identification with double identifiers and verifies pregnancy status on all female patients.			
3. Documentation: Accurately completes required documentation in compliance with hospital and department guidelines, including exam performed, rationale for exam, tech notes, physician order, consent forms (contrast or safety), patient demographics, etc. Able to perform other clerical and related workflow responsibilities as necessary (order entry, produce CD exam copies, PHI sign-out, downtime procedures etc.)			
4. Radiation Safety: Follows ALARA and safe radiation practices.			
5. Clinical Information: Obtains patient clinical information which may influence the performance of an exam, including pertinent history. Documents and archives the information appropriately into the RIS. Correlates the history with the physician's written request and consults with Radiologist when necessary to optimize the diagnostic information of the exam.			
6. Competency/Training: Maintains clinical competency assuming responsibility for upgrading skills and knowledge through participation in in-service education and other continuing education activities. Acquires CEUs necessary to maintain ARRT registration and CDPH/RHB licensing required for the position. Understands the responsibility of participating in the training of new departmental personnel and students (if applicable).			
7. Customer focus/satisfaction (i.e., is kind and courteous, speaks clearly when giving patients instructions and education. Introduces self, giving title Mammography Tech. Explains thoroughly what their MD has ordered. Imparts patient confidentiality, ensures appropriate gowning of patient by keeping gowns covering patient, and sees that patient has a robe, assists patients in identifying exit.).			
8. Performs Screening and Diagnostic Mammograms, Needle localization procedures, and Bone Densitometry (i.e., reviews pertinent medical information from MD order and/or medical record. Introduces self to patient, explains reasons for imaging procedure, takes a pertinent medical history and reason for procedure, chooses correct imaging procedure based on MD order, patient diagnosis, symptoms and prognosis. Performs thorough assessment, obtaining radiologist's input as necessary. Escorts patients to locker or waiting area. Consistently instructs patient if and when they can leave department and/or gives instructions on lay letter and diagnostic report availability).			
9. Operates Mammography equipment (i.e., locates and manipulates on/off equipment switch (for warm-up). Selects appropriate setting for pre-programmed technique based on body habitus. Selects appropriate setting for manual techniques, if required. Manipulates compression device with care and efficiency. Reports any mammography equipment issues to Lead Mammography Technologist or In Charge Mammography Technologist. Consults with a Radiologist for imaging as required.			
10. Performs computer functions (i.e., navigates RIS/MIS screens. Locates on-line help. Performs functions of Tracking, image QC, charging and online documentation as required. Re-prints forms, reset printers, change paper and labels. Adheres to computer policies and procedures specific to job duties.).			
11. Performs Mammography Technologist duties (i.e., works directly with Lead on patient throughput for efficiency and limited overtime. Maintains knowledge of all Mammography protocols. Performs daily work assignment with 100% efficiency. Takes note of and reports diminishing supplies. Maintains clean work environment. Takes responsibility for self-development in Mammography).			
12. Performs bone densitometry (DEXA) Takes pertinent patient history, uses appropriate positioning techniques and correctly analysis the bone density scan.			

13. Provides care appropriate for and specific to patient's age. This staff member Provides care for the following ages (circle all that apply): <i>Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.)</i> <i>Adult (18- 64) Older Adult (65+)</i>			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES <i>(Must have "MS" on 90% of applicable competencies to have overall "MS" rating.)</i>			
<i>Areas for Growth/Comments (optional)</i>			

*Must Comment

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Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have "MS" on at least 3 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		
3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. <i>(Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)</i>		
5.	Seeks feedback, accepts feedback, and shows efforts to apply it. <i>(Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good</i>		

	<i>working relationships.)</i>		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
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7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. (Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)		
9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. (Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)		

OVERALL RATING FOR WORK HABITS (Must have “MS” on at least 8 for overall “MS” rating.)		
Areas for Growth/Comments (optional)		

Initiative	MS	DNMS*
1. Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. (Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)		
2. Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. (Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)		
3. Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). (Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)		
OVERALL RATING FOR INITIATIVE (Must have “MS” on at least 2 for overall “MS” rating.)		
Areas for Growth/Comments (optional)		

Safety/Infection Control	MS	DNMS*
1. Responds according to policy to all emergency response codes. (Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)		
2. Wears personal protective equipment (PPE) as required by the job task. (Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)		
3. Implements standard precautions for all patient contact and complies with all posted transmission precautions. (Examples: washes hands before and after patient contact, wears gloves, wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)		
4. Uses ergonomic principles to lift and transfer patients and materials. (Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)		
5. Uses safety engineered sharp devices unless contraindicated. (Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are		

	<i>contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
<i>Areas for Growth/Comments (optional)</i>			

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING

MEETS EL CAMINO STANDARDS _____ **(Must have overall “MS” for each performance category.)**

DOES NOT MEET EL CAMINO STANDARDS _____ **(Developmental Action Plan Attached)**

I have reviewed my job description and this evaluation with my manager.

Signature:

Employee

Date

Reviewer

Date

COMPETENCY: Provides care appropriate for and specific to patient’s age.

This staff member provides care for the following ages. (circle all that apply)

Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Infant (0-1yr)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Maintains safe environment, does not turn away from baby on table in order to prevent falling.				
Interprets non-verbal communication.				
Child (1-12 yrs)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Recognizes child may view a painful procedure as punishment.				
Approaches child in a calm manner; uses direct approach with child.				
Uses praise as a reward for positive attitude and behavior. Uses touch as a form of comfort, as appropriate to child’s needs and reactions.				
Explains procedures in advance using correct terminology. Uses visual aids, toys or games to help child understand. Gives child some control by offering “choices” or allowing him/her to “help” where possible.				
Encourages parent to stay with child as much as possible for comfort and security.				
Interprets non-verbal communication.				
Prepares room to minimize safety hazards. Keeps small objects out of reach.				
Recognizes that toddlers are accident-prone.				

Remediation Plan:

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Adolescent (13-17 yrs)				
Provides education and involves patient in planning and/or decision making to provide sense of control. Avoids authoritarian approach. Treats patient as a young adult.				
Explains all treatments, test and procedures thoroughly to patient before they are performed. Does not use condescending language.				
Allows time for and encourages questions.				
Recognizes adolescents may hide their fear, reassures as needed.				
Adult (18-64)				
Involves patient in care, treatments and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Recognizes concerns over work, family and finances when communicating.				
Older Adult (65+)				
Maintains safe environment related to equipment, bed rails, fall precautions, mobility needs, aspiration potential and mental status.				
Involves patient in care, treatments, and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Allows for possible hearing and/or vision loss, speaking in lower, louder tones as necessary; provides additional or brighter lighting, larger print, etc.				

Remediation Plan:

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____

Job Title: Mammography Tech II **Job Code:** 862

Department: Imaging Services **FLSA:** N

Reports To: Manager Imaging Services

Dept. Director/Manager signature: Laurie Bishop-Holderman 12/17/14
Date

Human Resources Manager signature: Shelley Specht 12/17/14

EL CAMINO HOSPITAL MISSION

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well being of our community.

BASIC PURPOSE

Collaborates with other members of the healthcare team to promote optimum imaging procedures. Provides imaging services as defined by Title 17 (Radiologic Health Branch) and Title 22 (Department of Health Services) for the State of California. Applying the principles in assessing, planning, implementing, evaluating and modifying patient imaging care as an active, continuous process.

QUALIFICATIONS

1. Current California Certified Radiologic Technologist (CRT) certificate.
2. Current American Registry of Radiologic Technologists-Mammography Certification (ARRT (M)).
3. Graduate of an accredited educational program in radiologic technology.
4. BLS certificate.
5. Meets initial and continuing qualifications for CME and CE under the MQSA.
6. Performs Dexa scans.
7. Demonstrated proficiency in assisting the physician in all invasive breast procedures including needle localizations, breast ultrasound, MRI and stereotactic breast biopsies. Performs specimen radiography.

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of adult and geriatric patients.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Imaging Services - Mammo*

Please check here if **Supplemental Information Sheet¹** is attached

Job Title: Mammo Techs		Department: Imaging and Radiology	
Reviewed by: Laurie Holderman		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Manager Imaging Services	Date Reviewed: 2/9/15	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12	

Functional Requirements

Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	85%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	35%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	35%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	<1%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
8. Bending	40%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
10. Climbing	- with arms/legs	0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	- stairs	10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting mouse, medical equipment, etc.				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing.			
13. Pushing and/or pulling	30-50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	15-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors

Yes	No	Task	Yes	No	Task
<input type="checkbox"/>	<input checked="" type="checkbox"/>	23. Driving cars, trucks, forklifts, or other moving equipment. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Expected exposure to infectious agents.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Expected exposure to blood or body fluids
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Expected exposure to TB.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. Working alone
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Working closely with others or in a small space
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. Constant interruptions.
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	32. Walking on uneven/slippery surface.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. Patient lifting, repositioning and transfer tasks
			Other:		

¹ **PLEASE NOTE:** If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

JOB-SPECIFIC COMPETENCIES

Job Knowledge	MS	DNMS*	OTHER
1. Image Quality: Understands the criteria of and knows how to consistently produce quality exam images that comply with established departmental standards (i.e. repeat rate, exam protocols, etc.)			
2. Verification: Assures patient identification with double identifiers and verifies pregnancy status on all female patients.			
3. Documentation: Accurately completes required documentation in compliance with hospital and department guidelines, including exam performed, rationale for exam, tech notes, physician order, consent forms (contrast or safety), patient demographics, etc. Able to perform other clerical and related workflow responsibilities as necessary (order entry, produce CD exam copies, PHI sign-out, downtime procedures etc.)			
4. Radiation Safety: Follows ALARA and safe radiation practices.			
5. Clinical Information: Obtains patient clinical information which may influence the performance of an exam, including pertinent history. Documents and archives the information appropriately into the RIS. Correlates the history with the physician's written request and consults with Radiologist when necessary to optimize the diagnostic information of the exam.			
6. Competency/Training: Maintains clinical competency assuming responsibility for upgrading skills and knowledge through participation in in-service education and other continuing education activities. Acquires CEUs necessary to maintain ARRT registration and CDPH/RHB licensing required for the position. Understands the responsibility of participating in the training of new departmental personnel and students (if applicable).			
7. Customer focus/satisfaction (i.e., is kind and courteous, speaks clearly when giving patients instructions and education. Introduces self, giving title Mammography Tech. Explains thoroughly what their MD has ordered. Imparts patient confidentiality, ensures appropriate gowning of patient by keeping gowns covering patient, and sees that patient has a robe, assists patients in identifying exit.).			
8. Performs Screening and Diagnostic Mammograms, Needle localization procedures, and Bone Densitometry (i.e., reviews pertinent medical information from MD order and/or medical record. Introduces self to patient, explains reasons for imaging procedure, takes a pertinent medical history and reason for procedure, chooses correct imaging procedure based on MD order, patient diagnosis, symptoms and prognosis. Performs thorough assessment, often times utilizing a radiologist. Escorts patients to locker or waiting area. Consistently instructs patient if and when they can leave department and/or gives instructions on lay letter and diagnostic report availability).			
9. Operates Mammography equipment (i.e., locates and manipulates on/off equipment switch (for warm-up). Selects appropriate setting for pre-programmed technique based on body habitus. Selects appropriate setting for manual techniques, if required. Manipulates compression device with care and efficiency. Reports any mammography equipment issues to Lead Mammography Technologist or In Charge Mammography Technologist. Consults with Radiologist for imaging as required.			
10. Performs computer functions (i.e., navigates RIS/MIS screens. Locates on-line help. Performs functions of Tracking, image QC, charging and online documentation as required. Re-prints forms, reset printers, change paper and labels. Adheres to computer policies and procedures specific to job duties.).			
11. Performs Mammography Technologist duties (i.e., works directly with Lead on patient throughput for efficiency, high productivity, and limited overtime. Maintains knowledge of all Mammography protocols. Performs daily work assignment with 100% efficiency. Takes note of and reports diminishing supplies. Maintains clean work environment. Takes responsibility for self-development in Mammography.			
12. Performs Breast Ultrasound and all Breast Interventional procedures (i.e., In addition to items listed in #2 above, provides appropriate documentation for each			

procedure, adding procedures and charges as needed, follows breast specimen protocol).			
13. Performs QC / MQSA (i.e. QC Checklist, Crossover Procedures, weekly phantoms as requested by Lead Mammography Technologist. Assists as needed to maintain all FDA, ACR and California state certifications, etc.).			
14. Performs bone densitometry. Takes pertinent patient history, uses appropriate positioning techniques and correctly analysis the bone density scan.			
15. Provides care appropriate for and specific to patient's age. This staff member provides care for the following ages (circle all that apply): Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.)Adult (18-64)Older Adult (65+)			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES (<i>Must have "MS" on 90% of applicable competencies to have overall "MS" rating.</i>)			
<i>Areas for Growth/Comments (optional)</i>			

*Must Comment

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Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have "MS" on at least 3 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		
3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. <i>(Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)</i>		
5.	Seeks feedback, accepts feedback, and shows efforts to apply it. <i>(Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good</i>		

	<i>working relationships.)</i>		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. (Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)		
9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. (Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)		

OVERALL RATING FOR WORK HABITS <i>(Must have “MS” on at least 8 for overall “MS” rating.)</i>		
Areas for Growth/Comments (optional)		

Initiative	MS	DNMS*
1. Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. <i>(Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)</i>		
2. Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. <i>(Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)</i>		
3. Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). <i>(Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)</i>		

OVERALL RATING FOR INITIATIVE <i>(Must have “MS” on at least 2 for overall “MS” rating.)</i>		
Areas for Growth/Comments (optional)		

Safety/Infection Control	MS	DNMS*
1. Responds according to policy to all emergency response codes. <i>(Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)</i>		
2. Wears personal protective equipment (PPE) as required by the job task. <i>(Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)</i>		
3. Implements standard precautions for all patient contact and complies with all posted transmission precautions. <i>(Examples: washes hands before and after patient contact, wears gloves, wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4. Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5. Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are</i>		

	<i>contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
	OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>		
<i>Areas for Growth/Comments (optional)</i>			

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING

MEETS EL CAMINO STANDARDS _____ **(Must have overall “MS” for each performance category.)**

DOES NOT MEET EL CAMINO STANDARDS _____ **(Developmental Action Plan Attached)**

I have reviewed my job description and this evaluation with my manager.

Signature:

Employee

Date

Reviewer

Date

COMPETENCY: Provides care appropriate for and specific to patient's age.

This staff member provides care for the following ages. (circle all that apply)

Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Infant (0-1yr)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Maintains safe environment, does not turn away from baby on table in order to prevent falling.				
Interprets non-verbal communication.				
Child (1-12 yrs)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Recognizes child may view a painful procedure as punishment.				
Approaches child in a calm manner; uses direct approach with child.				
Uses praise as a reward for positive attitude and behavior. Uses touch as a form of comfort, as appropriate to child's needs and reactions.				
Explains procedures in advance using correct terminology. Uses visual aids, toys or games to help child understand. Gives child some control by offering "choices" or allowing him/her to "help" where possible.				
Encourages parent to stay with child as much as possible for comfort and security.				
Interprets non-verbal communication.				
Prepares room to minimize safety hazards. Keeps small objects out of reach.				
Recognizes that toddlers are accident-prone.				

Remediation Plan:

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other

Adolescent (13-17 yrs)				
Provides education and involves patient in planning and/or decision making to provide sense of control. Avoids authoritarian approach. Treats patient as a young adult.				
Explains all treatments, test and procedures thoroughly to patient before they are performed. Does not use condescending language.				
Allows time for and encourages questions.				
Recognizes adolescents may hide their fear, reassures as needed.				
Adult (18-64)				
Involves patient in care, treatments and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Recognizes concerns over work, family and finances when communicating.				
Older Adult (65+)				
Maintains safe environment related to equipment, bed rails, fall precautions, mobility needs, aspiration potential and mental status.				
Involves patient in care, treatments, and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Allows for possible hearing and/or vision loss, speaking in lower, louder tones as necessary; provides additional or brighter lighting, larger print, etc.				

Remediation Plan:

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards



COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____

Job Title: MRI Technologist **Job Code:** 863

Department: Imaging Services **FLSA:** N

Reports To: Imaging Services Supervisor/Manager

Dept. Director/Manager signature: Howard Sanford **12/17/14**
Date

Human Resources Manager signature: Shelley Specht **12/17/14**
Date

EL CAMINO HOSPITAL MISSION

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well being of our community.

BASIC PURPOSE

Collaborates with other members of the healthcare team to promote optimum imaging procedures. Provides imaging services as defined by Title 17 (Radiologic Health Branch) and Title 22 (Department of Health Services) for the State of California. Applying the principles in assessing, planning, implementing, evaluating and modifying patient imaging care as an active, continuous process.

QUALIFICATIONS

Graduate of an accredited Radiologic Technology or MRI program. Registered by the American Registry of Radiologic Technologist in Radiology ARRT(R) and upon hire or within 4 months of hire, registered in MRI, ARRT (MR)
BLS Certification
California Certification in Venipuncture

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of pediatric/adolescent (except Mammography section), adult and geriatric patients.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Imaging Services 1*

Please check here if **Supplemental Information Sheet¹** is attached

Job Title: Diagnostic, Sonographer, EKG, NucMed, Multimodality, MRI, EEG/EKG Techs		Department: Imaging	
Reviewed by: Laurie Holderman		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Manager Imaging Services	Date Reviewed: 2/9/15	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12	

Functional Requirements

Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	70-90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	15-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	5-20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	10-15%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	40-60%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	50-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	60-75%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
8. Bending	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.			
10. Climbing	- with arms/legs	5%	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
	- stairs	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	70-80%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	80-90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting mouse, medical equipment, etc.				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing.			
13. Pushing and/or pulling	30-50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	15-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors

Yes	No	Task	Yes	No	Task
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Driving cars, trucks, forklifts, or other moving equipment. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Expected exposure to infectious agents.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Expected exposure to blood or body fluids
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Expected exposure to TB.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. Working alone
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Working closely with others or in a small space
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. Constant interruptions.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. Walking on uneven/slippery surface.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. Patient lifting, repositioning and transfer tasks
Other: Note- All Imaging Techs except Mammo and CT					

¹ **PLEASE NOTE:** If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

JOB-SPECIFIC COMPETENCIES

Job Knowledge	MS	DNMS*	OTHER
1. Image Quality: Capable of integrating MRI studies with PACS. Consistently produces quality images within department's quality control initiatives and ACR standards (i.e. patient safety, exam protocols, etc.)			
2. Verification: Assures patient identification with double identifiers, verifies pregnancy status on all female patients also verifies information in MRI safety sheet and contrast forms with all MRI patients.			
3. Documentation: Accurately completes documentation according to hospital and department guidelines, including exam performed, rationale for exam, tech notes, safety sheet, physician order, consent forms (contrast or safety), image demographics, etc. Able to perform other clerical and related workflow responsibilities as necessary (order entry, duplicating MRI studies, etc.)			
4. Clinical Information: Obtains patient clinical information which may affect MRI study including allergy history, pregnancy, foreign objects that may contain ferrous objects etc. Documents and communicates this information to the appropriate clinical staff. Confirms physician requests and documents MRI notes in RIS.			
5. Competency/Training: Maintains clinical competency assuming responsibility for upgrading skills through participation in in-service education and other continuing education activities. Continued Education must be documented for ARRT and State of California licensing. Participates in the training of departmental clinical and nonclinical staff members along with students for clinical applications and MRI safety.			
6. Job Knowledge: Skills with selecting imaging parameters and software options to help adjust a MRI machine, viewing images obtained during an imaging session and keeping records of the results. Selection and implementation of MRI coil and RF sequences according to protocol.			
7. Infection Control: Assists (Radiologist or authorized physician) and other staff in preparing for and performing procedures consistently following hospital and departmental policies and procedures along with departmental protocols while being accountable for TJC NPSG and CMS standards for infection control.			
8. Work Flow: Evaluates personal and department work volume and flow to insure efficient departmental patient care. Prioritizes work according to urgency and resources. Responds effectively in emergency situations. May act as "In-Charge" MRI Technologist in absence of MRI Lead Technologist.			
9. Quality Control/Quality Improvement: Understands and knows how to implement department quality control/quality improvement plans performing QC/QI activities as assigned. (i.e. Crash Cart location and			

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

checklist, ACR's QC protocol)			
10. Workplace Safety: Is aware of and works within hospital and departmental safety guidelines, including reporting potential hazards and hazardous behavior. Uses appropriate body mechanics and lifting devices, as needed. Screens all objects and personal for metal detection or any ferrous related devices, reviews MR Safety sheet and assures no unauthorized personnel are allowed in Zone III or Zone IV.			
11. Communication: Interacts and communicates with patients, families, visitors, medical staff, hospital and department staff in a professional manner. Maintains a working relationship with outside departments as well as intradepartmental staff and physicians in a professional manner.			
12. Provides care appropriate for and specific to patient's age. This staff member provides care for the following ages (circle all that apply): <i>Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)</i>			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES <i>(Must have "MS" on 90% of applicable competencies to have overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

*Must Comment

F:\Job Descriptions\Current\MRI Tech_863_Imaging-MRI_121714.Docx

Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have "MS" on at least 3 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		
3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. <i>(Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)</i>		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

5.	Seeks feedback, accepts feedback, and shows efforts to apply it. (Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good working relationships.)		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. (Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. (Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)		
OVERALL RATING FOR WORK HABITS (Must have "MS" on at least 8 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Initiative		MS	DNMS*
1.	Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. (Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)		
2.	Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. (Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)		
3.	Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). (Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)		
OVERALL RATING FOR INITIATIVE (Must have "MS" on at least 2 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Safety/Infection Control		MS	DNMS*
1.	Responds according to policy to all emergency response codes. (Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)		
2.	Wears personal protective equipment (PPE) as required by the job task. (Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)		
3.	Implements standard precautions for all patient contact and complies with all posted transmission precautions. (Examples: washes hands before and after patient contact, wears gloves,		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

	<i>wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4.	Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5.	Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have “MS” on all for overall “MS” rating.)</i>			
Areas for Growth/Comments (optional)			

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

REVIEW OF PRIOR ANNUAL GOALS AND OBJECTIVES
(If Applicable)

Statement of Goals and Objectives	Goal Met	Continue Goal	Goal Discontinued
1.			
2.			
3.			
4.			
5.			

EXTRAORDINARY CONTRIBUTIONS (optional)

EMPLOYEE COMMENTS (optional)

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING
--

MEETS EL CAMINO STANDARDS _____ (Must have overall "MS" for each performance category.)

DOES NOT MEET EL CAMINO STANDARDS _____ (Developmental Action Plan Attached)

I have reviewed my job description and this evaluation with my manager.

Signature: _____
Employee

_____ Date

_____ Reviewer

_____ Date

GOALS AND OBJECTIVES FOR NEXT PERFORMANCE YEAR

(optional)

Statement of Goals

Comments

COMPETENCY: Provides care appropriate for and specific to patient’s age.

This staff member provides care for the following ages. (circle all that apply)

Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Infant (0-1yr)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Maintains safe environment, does not turn away from baby on table in order to prevent falling.				
Interprets non-verbal communication.				
Child (1-12 yrs)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Recognizes child may view a painful procedure as punishment.				
Approaches child in a calm manner; uses direct approach with child.				
Uses praise as a reward for positive attitude and behavior. Uses touch as a form of comfort, as appropriate to child’s needs and reactions.				
Explains procedures in advance using correct terminology. Uses visual aids, toys or games to help child understand. Gives child some control by offering “choices” or allowing him/her to “help” where possible.				
Encourages parent to stay with child as much as possible for comfort and security.				
Interprets non-verbal communication.				
Prepares room to minimize safety hazards. Keeps small objects out of reach.				
Recognizes that toddlers are accident-prone.				

Remediation Plan:

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Adolescent (13-17 yrs)				
Provides education and involves patient in planning and/or decision making to provide sense of control. Avoids authoritarian approach. Treats patient as a young adult.				
Explains all treatments, test and procedures thoroughly to patient before they are performed. Does not use condescending language.				
Allows time for and encourages questions.				
Recognizes adolescents may hide their fear, reassures as needed.				
Adult (18-64)				
Involves patient in care, treatments and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Recognizes concerns over work, family and finances when communicating.				
Older Adult (65+)				
Maintains safe environment related to equipment, bed rails, fall precautions, mobility needs, aspiration potential and mental status.				
Involves patient in care, treatments, and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Allows for possible hearing and/or vision loss, speaking in lower, louder tones as necessary; provides additional or brighter lighting, larger print, etc.				

Remediation Plan:

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards



COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____ Job Code: 864

Job Title: Multimodality Radiologic Technologist Dept.: Imaging Services

Reports To: Imaging Services Supervisor/ Manager FLSA: Non-Exempt

Dept. Director/Manager signature: Patty Smith 1/17/2014
Date

Human Resources Manager signature: Julie Johnston 2/7/2014
Date

EL CAMINO HOSPITAL MISSION

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well being of our community.

BASIC PURPOSE

The Multimodality Radiologic Technologist collaborates with other members of the healthcare team to promote optimum imaging procedures. Ensures all federal, state and department regulations, policies, procedures and protocols are followed. The technologist provides imaging services as defined by Title 17 (Radiologic Health Branch) and Title 22 (Department of Health Services) for the State of California. Applies the principles in assessing, planning, implementing, evaluating and modifying patient imaging care as an active, continuous process.

Schedule requires team member to be available for rotation in diagnostic x-ray and other imaging modalities qualified for during each pay period. Schedule may include weekend, holiday and call coverage and rotation between hospital locations.

QUALIFICATIONS

1. Graduate of an accredited Radiologic Technology program. Registered by the American Registry of Radiologic Technologist in Radiography ARRT(R)
2. Must have the following:
 - a. Current registry in two of the modalities listed below:
 - (N) Nuclear Medicine
 - (MR) MRI
 - (M) Mammography
 - (CT) Computed tomography
 - (BD) Bone Density
 - (VI) Vascular Interventional Radiography
 - (CV) Cardiovascular Interventional Radiography
 - non ARRT registries such as CNMT
 - RCIS (Registered Cardiovascular Invasive Specialist)
 - b. Or, current registry in one of the modalities listed above, plus qualified and registered within 120 days of hire in one of the modalities below:
 - VI) Vascular Interventional Radiography

- (CV) Cardiovascular Interventional Radiography
- RCIS (Registered Cardiovascular Invasive Specialist)

3. Current California CRT Certificate
4. Current California Fluoroscopy Certificate
5. Current BLS certification.
6. California Certification in Venipuncture
7. Valid California driver license and proof of auto insurance

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of pediatric/adolescent adult and geriatric patients.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Imaging Services 1*

Please check here if *Supplemental Information Sheet*¹ is attached

Job Title: Diagnostic, Sonographer, EKG, NucMed, Multimodality, MRI, EEG/EKG Techs	Department: Imaging
Reviewed by: Laurie Holderman	Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights
Title: Manager Imaging Services	Date Reviewed: 2/9/15
	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12

Functional Requirements

Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	70-90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	15-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	5-20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	10-15%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	40-60%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	50-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	60-75%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
8. Bending	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
10. Climbing	- with arms/legs	5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.		
	- stairs	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	70-80%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	80-90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting mouse, medical equipment, etc.				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing.			
13. Pushing and/or pulling	30-50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	15-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors

<p>23. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Driving cars, trucks, forklifts, or other moving equipment. Please describe:</p>	<p>26. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to infectious agents.</p>
<p>24. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps</p>	<p>27. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to blood or body fluids</p>
	<p>28. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to TB.</p>
	<p>29. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Working alone</p>
<p>25. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe:</p>	<p>30. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Working closely with others or in a small space</p>
	<p>31. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Constant interruptions.</p>
	<p>32. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Walking on uneven/slippery surface.</p>
	<p>33. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Patient lifting, repositioning and transfer tasks</p>
<p>Other: Note- All Imaging Techs except Mammo</p>	

¹ PLEASE NOTE: If you need additional space, please attach the *Functional & Environmental Evaluation Supplemental Information Sheet* and be sure to indicate which of the above item numbers you are referring to.

JOB-SPECIFIC COMPETENCIES
Multimodality Radiologic Technologist

Job Knowledge	MS	DNMS*	OTHER
1. Image Quality: Capable of using computed and digital radiography and able to integrate studies into PACS. Consistently produces quality images within department's quality control initiatives and ACR standards (i.e. patient safety, repeat rate, exam protocols, dose reporting, etc.)			
2. Verification: Assures patient identification with double identifiers, verifies pregnancy status on all female patients also verifies information related to patient history.			
3. Documentation: Accurately completes documentation according to hospital and department policies and protocols, including exam performed, rationale for exam, tech notes, physician order, consent forms (contrast or safety), patient demographics, billing, image demographics, RIS SYNGO order entry, etc. Technologist validates images in PACS and accurately edits patient information, demonstrates the ability to troubleshoot when necessary. Performs other clerical duties as necessary (duplicating imaging studies on CD, DVD, etc.)			
4. Radiation Safety: Follows ALARA and safe radiation practices			
5. Clinical Information: Assures there is a written order prior to perform a procedure and obtains patient clinical information which may affect diagnostic testing including allergy history, pregnancy, etc. Documents and communicates this information to the appropriate clinical and professional staff. Reconfirms physician requests and documents using notes in RIS. Assures that clinical reason for procedure aligns with physician's order.			
6. Competency/Training: Maintains clinical competency in all areas of registry assuming responsibility for upgrading skills through participation in in-service education and other continuing education activities. Participates in the training of departmental clinical and nonclinical staff members along with students.			
7. Contributes to department objectives: Coordinates the activities of the daily schedule in collaboration with co-workers and hospital personnel. Consistently supports department objectives. Identifies and communicates suggestion for improvement, and contributes to the greater good of the organization.			
8. Job Knowledge: (i.e. provides care appropriate to the age of the patients served. Operates Radiographic/support equipment with skill and safety. Performs all emergent exams according to protocol while providing appropriate patient care.)			
9. Infection Control: Assists MD and other staff in preparing for and performing procedures consistently following sterile technique and infection control follows hospital and departmental policies and procedures along with departmental protocols while being accountable for TJC NPSG and CMS standards for infection control.			
10. Work Flow: Evaluates personal and department work volume and flow to insure efficient departmental patient care. Prioritizes work according to urgency and resources. Responds effectively in emergency situations.			
11. Quality Control/Quality Improvement: Understands and knows how to implement department quality control/quality improvement plans performing QC/QI activities as assigned. (i.e. Crash Cart location and checklist, ACR's QC protocol)			
12. Workplace Safety: Understands and demonstrates knowledge of hospital and departmental safety guidelines, including "Emergency Code" designations and reporting criteria. Uses appropriate body mechanics and lifting devices, as needed. Knows how to respond to potentially hazardous situations and engages appropriate staff and/or management resources as appropriate to ensure the safety of patients, coworkers and self.			
13. Communication: Interacts and communicates with patients, families, visitors, medical staff, hospital and department staff in a professional manner. Maintains a working relationship with outside departments as well as intradepartmental staff and physicians in a professional manner.			
14. Provides care appropriate for and specific to patient's age. This staff member provides care for the following ages (circle all that apply): <i>Infant (0-12 mo.) Child (1-12 yrs.)</i>			

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

<i>Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)</i>			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES <i>(Must have “MS” on 90% of applicable competencies to have overall “MS” rating.)</i>			
<i>Areas for Growth/Comments (optional)</i>			

*Must Comment

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Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

ORGANIZATIONAL COMPETENCIES

Critical Thinking	MS	DNMS *
1. Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2. Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3. Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4. Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have “MS” on at least 3 for overall “MS” rating.)</i>		
Areas for Growth/Comments (optional)		

Interpersonal Relationship Skills	MS	DNMS*
1. Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
2. Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		
3. Works effectively as a team member, offering assistance to other staff when own tasks are completed.		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

4.	Recognizes and celebrates the accomplishments and contributions of others. (Examples: promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)		
5.	Seeks feedback, accepts feedback, and shows efforts to apply it. (Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good working relationships.)		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

<i>front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)</i>		
8. Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. (Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)		
9. Adheres to the Standards of Conduct as outlined in the hospital’s Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10. Uses ergonomic principles and good body mechanics at workstation. (Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)		
OVERALL RATING FOR WORK HABITS (Must have “MS” on at least 8 for overall “MS” rating.)		
Areas for Growth/Comments (optional)		

Initiative	MS	DNMS*
1. Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. (Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)		
2. Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. (Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)		
3. Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). (Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)		
OVERALL RATING FOR INITIATIVE (Must have “MS” on at least 2 for overall “MS” rating.)		
Areas for Growth/Comments (optional)		

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

Safety/Infection Control		MS	DNMS*
1.	Responds according to policy to all emergency response codes. (Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)		
2.	Wears personal protective equipment (PPE) as required by the job task. (Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)		
3.	Implements standard precautions for all patient contact and complies with all posted transmission precautions. (Examples: washes hands before and after patient contact, wears gloves, wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)		
4.	Uses ergonomic principles to lift and transfer patients and materials. (Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)		
5.	Uses safety engineered sharp devices unless contraindicated. (Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are contraindicated.)		
6.	Handles hazardous materials according to policy and procedure. (Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)		
7.	Follows policy regarding employee accidents, incidents and injuries. (Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)		
OVERALL RATING FOR SAFETY/INFECTION CONTROL (Must have "MS" on all for overall "MS" rating.)			
<i>Areas for Growth/Comments (optional)</i>			

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING

MEETS EL CAMINO STANDARDS _____ (Must have overall "MS" for each performance category.)

DOES NOT MEET EL CAMINO STANDARDS _____ (Developmental Action Plan Attached)

I have reviewed my job description and this evaluation with my manager.

Signature: _____ Date _____

Employee

_____ Date _____

Reviewer

*Must Comment
Key
 MS - Meets Standards
 DNMS – Does Not Meet Standards



COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____

Job Title: Nuclear Med Tech I Job Code: 755

Department: Imaging or Nuclear Medicine FLSA: N

Reports To: Director Diagnostic Imaging/Lead Nuclear Med Tech

Dept. Director/Manager signature: Laurie Bishop-Holderman 12/17/14
Date

Human Resources Manager signature: Shelley Specht 12/17/14
Date

EL CAMINO HOSPITAL MISSION

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well being of our community.

BASIC PURPOSE

Performs nuclear medicine procedures under general supervision of the lead technologist. Ensures all federal, state and department regulations, policies, procedures and protocols are followed. Responsible for meeting timelines that are assigned by the Lead and maintaining an efficient workflow.

QUALIFICATIONS

1. Graduate of an accredited Nuclear Medicine Technology Program.
2. Valid license from the State of California as Certified Technologist Nuclear Medicine.
3. Technologists graduating after 2007 must also be registered by the ARRT (NM) or the NMT(CB).
4. Act independently to perform most procedures in NM.
5. Prior experience in acute care hospital setting preferred.

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of patients of adolescent, adult and geriatric patients.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Functional & Environmental Evaluation- *Imaging Services 1*

Please check here if **Supplemental Information Sheet¹** is attached

Job Title: Diagnostic, Sonographer, EKG, NucMed, Multimodality, MRI, EEG/EKG Techs		Department: Imaging	
Reviewed by: Laurie Holderman		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Manager Imaging Services	Date Reviewed: 2/9/15	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12	

Functional Requirements

Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	70-90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	15-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	5-20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	10-15%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	40-60%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	50-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	60-75%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
8. Bending	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
10. Climbing	- with arms/legs	5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.		
	- stairs	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	70-80%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	80-90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting mouse, medical equipment, etc.				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing.			
13. Pushing and/or pulling	30-50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	15-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors

Yes	No	Task	Yes	No	Task
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Driving cars, trucks, forklifts, or other moving equipment. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Expected exposure to infectious agents.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Expected exposure to blood or body fluids
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Expected exposure to TB.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. Working alone
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Working closely with others or in a small space
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. Constant interruptions.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. Walking on uneven/slippery surface.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. Patient lifting, repositioning and transfer tasks
Other: Note- All Imaging Techs except Mammo and CT					

¹ PLEASE NOTE: If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

JOB-SPECIFIC COMPETENCIES
Nuclear Med Tech I

Job Knowledge	MS	DNMS*	OTHER
1. Customer focus/satisfaction (i.e., is kind and courteous, speaks clearly when giving patients instructions and education. Introduces self, giving title, NM Tech. Explains thoroughly what their MD has ordered. Imparts patient confidentiality, ensures appropriate gowning of patient by keeping gowns covering patient, and sees that patient has “footsies”, assists patients in identifying exit.).			
2. Performs Nuclear Medicine procedure (i.e., reviews pertinent medical information from MD order and/or medical record. Introduces self to patient, explains reasons for imaging procedure, takes a pertinent medical history and reason for procedure, chooses correct imaging procedure based on MD order, patient diagnosis, symptoms and prognosis. Performs thorough assessment, often times utilizing a radiologist. Escorts patients to locker or waiting area. Consistently instructs patient if and when they can leave patient department and/or gives instructions in calling MD for follow-up appointment.).			
3. Performs Nuclear Medicine QC (i.e. properly identifies imaging by name, date, time, and (R) versus (L) markers. Assesses image quality by technique or imaging density (too light or too dark), motion, artifact, and pertinent information (structure or body part) contained on image. Documents other requests for film quality [e.g., radiologists request for a report, patient condition, etc.].).			
4. Operates nuclear medicine equipment (i.e., locates and manipulates on/off equipment switch (for warm-up). Selects appropriate setting for pre-programmed technique based on body habitus. Selects appropriate setting for manual techniques, if required. Manipulates table operations. Uses Pb shielding methods. Maintains and documents Nuclear Medicine equipment repairs. Maintains and documents radioisotope records as required. Consults with RSO and Radiologist for safety to patient and personnel.).			
5. Performs computer functions (i.e., navigates DecRad (RIS)/MIS screens. Locates on-line help. Performs functions of screen elements and important keys. Performs patient and dictionary look-ups. Creates user commands (hot keys). Re-prints forms, reset printers, change paper and ribbons. Adheres to computer policies and procedures specific to job duties. Documents annual in-service.).			
6. Performs NM Technologist duties (i.e., works directly with Lead on patient through-put for efficiency and decrease overtime. Works directly with professional on new Nuclear Medicine protocols. Performs daily work assignment with 100% efficiency. Takes responsibility for self development in Nuclear Medicine.).			
7. Provides care appropriate for and specific to patient’s age. This staff member provides care for the following ages (circle all that apply): Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+).			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES (Must have “MS” on 90% of applicable competencies to have overall “MS” rating.)			
Areas for Growth/Comments (optional)			

*Must Comment

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Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have “MS” on at least 3 for overall “MS” rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of <u>all</u> team members.)</i>		
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3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. <i>(Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)</i>		
5.	Seeks feedback, accepts feedback, and shows efforts to apply it. <i>(Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person’s point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good</i>		

	<i>working relationships.)</i>		
6.	Demonstrates ability to adapt communication style and format to different audiences. (Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age, cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have "MS" on at least 5 for overall "MS" rating.)			
Areas for Growth/Comments (optional)			

Work Habits		MS	DNMS*
1.	Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2.	Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders).		
3.	Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4.	Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5.	Follows hospital safety procedures and standard precautions.		
6.	Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7.	Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)		
8.	Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. (Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)		
9.	Adheres to the Standards of Conduct as outlined in the hospital's Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10.	Uses ergonomic principles and good body mechanics at workstation. (Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)		

OVERALL RATING FOR WORK HABITS <i>(Must have "MS" on at least 8 for overall "MS" rating.)</i>		
Areas for Growth/Comments (optional)		

Initiative	MS	DNMS*
1. Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. <i>(Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)</i>		
2. Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. <i>(Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)</i>		
3. Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). <i>(Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)</i>		
OVERALL RATING FOR INITIATIVE <i>(Must have "MS" on at least 2 for overall "MS" rating.)</i>		
Areas for Growth/Comments (optional)		

Safety/Infection Control	MS	DNMS*
1. Responds according to policy to all emergency response codes. <i>(Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code 33X, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Adam One, can state where to find Emergency/Disaster information on the unit/dept.)</i>		
2. Wears personal protective equipment (PPE) as required by the job task. <i>(Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)</i>		
3. Implements standard precautions for all patient contact and complies with all posted transmission precautions. <i>(Examples: washes hands before and after patient contact, wears gloves, wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)</i>		
4. Uses ergonomic principles to lift and transfer patients and materials. <i>(Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)</i>		
5. Uses safety engineered sharp devices unless contraindicated. <i>(Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are</i>		

	<i>contraindicated.)</i>		
6.	Handles hazardous materials according to policy and procedure. <i>(Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)</i>		
7.	Follows policy regarding employee accidents, incidents and injuries. <i>(Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)</i>		
OVERALL RATING FOR SAFETY/INFECTION CONTROL <i>(Must have "MS" on all for overall "MS" rating.)</i>			
<i>Areas for Growth/Comments (optional)</i>			

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING

MEETS EL CAMINO STANDARDS _____ **(Must have overall “MS” for each performance category.)**

DOES NOT MEET EL CAMINO STANDARDS _____ **(Developmental Action Plan Attached)**

I have reviewed my job description and this evaluation with my manager.

Signature:

Employee

Date

Reviewer

Date

COMPETENCY: Provides care appropriate for and specific to patient’s age.

This staff member provides care for the following ages. (circle all that apply)

Infant (0-12 mo.) Child (1-12 yrs.) Adolescent (13-17 yrs.) Adult (18-64) Older Adult (65+)

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Infant (0-1yr)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Maintains safe environment, does not turn away from baby on table in order to prevent falling.				
Interprets non-verbal communication.				
Child (1-12 yrs)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Recognizes child may view a painful procedure as punishment.				
Approaches child in a calm manner; uses direct approach with child.				
Uses praise as a reward for positive attitude and behavior. Uses touch as a form of comfort, as appropriate to child’s needs and reactions.				
Explains procedures in advance using correct terminology. Uses visual aids, toys or games to help child understand. Gives child some control by offering “choices” or allowing him/her to “help” where possible.				
Encourages parent to stay with child as much as possible for comfort and security.				
Interprets non-verbal communication.				
Prepares room to minimize safety hazards. Keeps small objects out of reach.				
Recognizes that toddlers are accident-prone.				

Remediation Plan:

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards

CRITERIA	Preceptor Validation			
	Date/ Initials	Meets	Does Not Meet	Other
Adolescent (13-17 yrs)				
Provides education and involves patient in planning and/or decision making to provide sense of control. Avoids authoritarian approach. Treats patient as a young adult.				
Explains all treatments, test and procedures thoroughly to patient before they are performed. Does not use condescending language.				
Allows time for and encourages questions.				
Recognizes adolescents may hide their fear, reassures as needed.				
Adult (18-64)				
Involves patient in care, treatments and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Recognizes concerns over work, family and finances when communicating.				
Older Adult (65+)				
Maintains safe environment related to equipment, bed rails, fall precautions, mobility needs, aspiration potential and mental status.				
Involves patient in care, treatments, and procedures. Allows patient to maintain control; involves patient in decision-making and planning of care, as appropriate to condition and situation.				
Encourages participation in care, provides education, as appropriate to procedure and processes.				
Allows for possible hearing and/or vision loss, speaking in lower, louder tones as necessary; provides additional or brighter lighting, larger print, etc.				

Remediation Plan:

*Must Comment

Key

MS - Meets Standards

DNMS – Does Not Meet Standards



COMPETENCY BASED JOB DESCRIPTION/PERFORMANCE EVALUATION

Employee Name: _____

Job Title: Nuclear Medicine Technologist/PET II Job Code: 258

Department: Imaging or Nuclear Medicine FLSA: N

Reports To: Director Imaging Services/Lead Nuclear Med Technologist

Dept. Director/Manager signature: Laurie Bishop-Holderman 12/17/14
Date

Human Resources Manager signature: Shelley Specht 12/17/14
Date

EL CAMINO HOSPITAL MISSION

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well being of our community.

BASIC PURPOSE

Performs nuclear medicine and PET procedures under general supervision of the lead technologist and radiologist. Ensures all federal, state and department regulations, policies, procedures and protocols are followed. Responsible for meeting timelines that are assigned by the Lead and maintaining an efficient workflow.

QUALIFICATIONS

1. Graduate of an accredited Nuclear Medicine Technology Program.
2. Valid license from the State of California as Certified Technologist Nuclear Medicine.
3. Technologists graduating after 2007 must also be registered by the ARRT (NM) or the NMT(CB).
4. Fully competent in all NMT and PET modalities.
5. Acts independently to perform all procedures in NM and PET.
6. Prior experience in acute care hospital setting preferred.

AGES OF PATIENTS SERVED

This position is responsible for the assessment, treatment and care of patients of adult adolescent, adult, or geriatric patients.

This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job

Functional & Environmental Evaluation

 Please check here if *Supplemental Information Sheet** is attached

Job Title: Nuclear Med Tech I (755) & II (PET) (258)		Department: 7650 & 7650L
Reviewed by: Laurie Bishop-Holderman		Shift: <input type="checkbox"/> (1) Days <input type="checkbox"/> (2) PM's <input type="checkbox"/> (3) Nights
Title: Operations Manager	Date Reviewed: 12/8/2014	Duration: <input type="checkbox"/> <8 <input type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12

Functional Requirements									
Task		Frequency (%)	(C)	(I)	Task		Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.		10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.		5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.		15%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.		10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.		10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.		5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.		10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.		5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting		20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Able to read fine print, medical diagrams and the like				
6. Walking		20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
7. Standing		50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
8. Bending		5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
9. Kneeling/Squatting		5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify:				
10. Climbing		0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
		5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Fluent English				
- with arms/legs			<input type="checkbox"/>	<input checked="" type="checkbox"/>					
- stairs			<input type="checkbox"/>	<input checked="" type="checkbox"/>					
11. Use of computer keyboard		75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	22. Other requirement. Please specify:				
12. Other use of hands/fingers		90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Please specify (e.g. gripping, grasping, twisting):									
13. Pushing and/or pulling			<input type="checkbox"/>	<input checked="" type="checkbox"/>					
14. Reaching above shoulder			<input type="checkbox"/>	<input checked="" type="checkbox"/>					

Key: (C) – Continuous (I) - Intermittent

Environmental Factors							
Yes		No		Yes		No	
23. <input type="checkbox"/>		<input checked="" type="checkbox"/>		26. <input checked="" type="checkbox"/>		<input type="checkbox"/>	
Driving cars, trucks, forklifts, or other moving equipment. Please describe:				Expected exposure to infectious agents.			
24. <input checked="" type="checkbox"/>		<input type="checkbox"/>		27. <input checked="" type="checkbox"/>		<input type="checkbox"/>	
Working near hazardous equipment and machinery. Please describe:				Expected exposure to blood or body fluids			
25. <input checked="" type="checkbox"/>		<input type="checkbox"/>		28. <input checked="" type="checkbox"/>		<input type="checkbox"/>	
Expected exposure to hazardous dust, gas, fumes, radioactive materials, or other hazardous agents. Please describe: Use and handling of radiopharmaceuticals.				Expected exposure to TB.			
				29. <input checked="" type="checkbox"/>		<input type="checkbox"/>	
				Working alone			
				30. <input checked="" type="checkbox"/>		<input type="checkbox"/>	
				Working closely with others or in a small space			
				31. <input checked="" type="checkbox"/>		<input type="checkbox"/>	
				Constant interruptions.			
				32. <input type="checkbox"/>		<input checked="" type="checkbox"/>	
				Walking on uneven/slippery surface.			
				33. <input checked="" type="checkbox"/>		<input type="checkbox"/>	
				Patient lifting, repositioning and transfer tasks			
Other:							

* **PLEASE NOTE:** If you need additional space, please attach the *Functional & Environmental Evaluation Supplemental Information Sheet* and be sure to indicate which of the above item numbers you are referring to.

EL CAMINO HOSPITAL
 JOB-SPECIFIC COMPETENCIES
Clinical Competencies for Nuclear Medicine Technologist/PET II

NAME: _____

SKILL	Method Assessed				Performance Validation	
	Direct Observati on(1)	# of Cases (2)	Performance Monitor (3)	Direct Readings Quizzes/ ED Manual (4)	Preceptor	Date
TREATMENT DELIVERY						
1. Prepares room and equipment for patient, i.e., perform QC on equipment.						
2. Ascertains patient identification prior to administering injection.						
3. Assembles equipment, such as tourniquet, needles, and disposable containers for needles, gauze, and alcohol on work trays, according to requirements for specified Nuclear Medicine PET tests or procedures.						
4. Prepare and administer PET and other radioactive materials, knows as radiopharmaceuticals.						
5. Perform patient imaging procedures using radiation-detecting/imaging instrumentation.						
- PET Whole Body Imaging with and without contrast.						
- PET Cardiac Imaging						
- PET Brain Imaging						
6. Nuclear Medicine Abscess/Tumor Localization study.						
7. Nuclear Medicine Cardiac Imaging:						
- Myocardial Perfusion Imaging						
- Resting Thallium Imaging						
- Resting Wall Motion (MUGA)						
8. Nuclear Medicine CNS Studies:						
- Cisternogram						
- CFS Leak						
- Shunt Patency						
9. Endocrine:						
- Thyroid Uptake and Scan						
- Total Body (Thyroid CA)						
- Substernal Thyroid Imaging						
10. Gastro-Intestinal Imaging:						
- G.I. Bleed						
- Gastric Emptying						
- Hemangioma						
- Hepatobiliary						
- Leveen Shunt						
- Liver/Spleen						
- Mechel's						

EL CAMINO HOSPITAL
Imaging Services Nuclear Medicine
Clinical Competencies for Nuclear Medicine Technologist/PET II

NAME: _____

SKILL	Method Assessed				Performance Validation	
	Direct Observation (1)	# of Cases (2)	Performance Monitor (3)	Direct Readings Quizzes/ ED Manual (4)	Preceptor	Date
TREATMENT DELIVERY cont'd						
11. Lymphoscintigraphy:						
- Breast						
- Melanoma						
12. Pulmonary:						
- Lung Perfusion						
- Lung Ventilation						
13. Renal:						
- Diff. Function						
- Renal/Lasix						
- Hypertensive						
- VCUG						
- Cortex						
14. Skeletal:						
- Whole Body Bone Imaging						
- Limited Bone Scan						
- 3-Phase Bone Scan						
15. Accomplish computer processing and Image enhancement.						
16. Gains the patient's confidence by obtaining pertinent history, describing the procedure and answering any questions.						
17. Monitors the patient's condition during the course of procedures.						
18. Prepares patients for I.V./Oral administration via intra-cath for PET/Nuclear Medicine procedures.						
19. General knowledge of the Siemens Biograph Trupoint PET CT with the general knowledge to perform:						
- PET Whole Body Imaging						
- PET Brain Imaging						
- PET Cardiac Imaging						
20. Working knowledge of the Stellant (MEDRAD) computer for the administration of IV contrast to the patient during PET examinations.						
21. Working knowledge in the use of the Capintec CRC-25R Dose Calibrator and Capintec Thyroid Probe.						

EL CAMINO HOSPITAL
Imaging Services Nuclear Medicine
Clinical Competencies for Nuclear Medicine Technologist/PET II

NAME: _____

SKILL	Method Assessed				Performance Validation	
	Direct Observation (1)	# of Cases (2)	Performance Monitor (3)	Direct Readings Quizzes/ ED Manual (4)	Preceptor	Date
TREATMENT DELIVERY cont'd						
22. Prepare and administer I-131 Therapy for the treatment of Thyroid Cancer.						
23. General knowledge in the use of the NMIS (Nuclear Medicine Information System).						
24. General knowledge of the Siemens Symbia S and Symbia T Nuclear Medicine acquisition and processing computers.						
25. Prepare to administer Computer Tomography scans in conjunction with PET images.						
26. Knowledge of Hospital Radiology Information System (RIS), PICOM, and PACS.						
27. Be able to administer Blood Sugar Test to patients as well as analyze results.						
28. Willing to travel to Los Gatos Hospital and perform nuclear medicine examinations using Siemens E-CAM Camera.						
29. Completes and maintains all certification/licensure requirements. Completes and maintains all certification/licensure requirements.						
30. Completes all mandatory safety training and safety procedures (TB, HealthStream, Mask Fitting, etc.)						
31. Completes all mandatory departmental training and attends all required department meetings.						
32. Demonstrates understanding of emergency procedures, internal/external disaster plans, and all hazardous materials management.						
33. Reviews patient daily record and laboratory results before imaging.						
34. Explains imaging procedure to each patient prior to initiation of imaging.						

EL CAMINO HOSPITAL
Imaging Services Nuclear Medicine
Clinical Competencies for Nuclear Medicine Technologist/PET II

NAME: _____

SKILL	Method Assessed				Performance Validation	
	Direct Observation (1)	# of Cases (2)	Performance Monitor (3)	Direct Readings Quizzes/ ED Manual (4)	Preceptor	Date
TREATMENT DELIVERY cont'd						
35. Assessed daily, the patient's side effects and reports to RN.						
36. Verifies the accuracy of the patient set-up prior to imaging.						
37. Verifies imaging console readouts and settings prior to initiating imaging and upon completion of procedures.						
38. Maintains visual and/or audible communication with the patient during imaging.						
39. Manages daily imaging schedule for PET/Nuclear Medicine procedures for in/out patients.						
IMAGING AREA						
1. Stocks room supplies and linen.						
2. Assists physician in specialized imaging procedures as needed.						
3. Resolves minor technical problems in daily operation in Symbia S/T and PET Area.						
4. Notifies service representative of machine problems and maintains record of machine faults.						
5. Assesses when to withhold imaging until a physician is contacted.						
6. Determines the course of action for an emergency or problem.						
7. Warms up Symbia S/T machine following established guidelines prior to daily operation.						
8. Tests patient monitoring equipment daily.						
9. Reports abnormal flood analysis reading to Physicist/Siemens maintenance.						
10. Recognizes and reports imaging						

equipment problems.						
11. Identifies and reports computer, network or applications problems to appropriate personnel.						

EL CAMINO HOSPITAL
Imaging Services Nuclear Medicine
Clinical Competencies for Nuclear Medicine Technologist/PET II

NAME: _____

SKILL	Method Assessed				Performance Validation	
	Direct Observation (1)	# of Cases (2)	Performance Monitor (3)	Direct Readings Quizzes/ ED Manual (4)	Preceptor	Date
DAILY OPERATIONS						
IMAGING AREA cont'd						
12. Exercises good judgment in withholding imaging when Symbia T/S and PET Cameras develop mechanical failure.						
QUALITY CHECKS						
1. Verify that calculations have a double check.						
2. Identify site doses carried for prescribed critical structures.						
3. Reports deviations from the standard of planned examinations to appropriate persons.						
4. Maintains documentation of quality assurance activities.						
5. Competent in MIS use and billing procedures.						
6. Completes all mandatory departmental training and attends all required departmental meetings.						
QUALITY ASSURANCE						
1. Confirms electronic chart prescription with treatment plan's data sheets.						
2. Maintains record of daily examinations.						
3. Checks treatment plan data transferred onto treatment plan's data sheets.						
4. Checks that calculations are verified.						
5. Identifies site doses carried for prescribed critical structures.						
6. Reports deviations from the standard or planned treatment to appropriate persons.						
7. Notifies appropriate health provider when immediate clinical response is necessary based on procedural findings and patient condition.						
8. Maintains quality documentation of quality assurance within established guidelines.						
9. Identifies and implements actions based on patient special age and cultural needs.						
10. Notifies appropriate vendor for machine failures.						
11. Participates in weekly cleaning of Hot Lab, including wiping down counters. Changes tacky mat and vacuums with Hepa filtered						

vacuum cleaner.						
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EL CAMINO HOSPITAL
Imaging Services Nuclear Medicine
Clinical Competencies for Nuclear Medicine Technologist/PET II

NAME: _____

SKILL	Method Assessed				Performance Validation	
	Direct Observation (1)	# of Cases (2)	Performance Monitor (3)	Direct Readings Quizzes/ ED Manual (4)	Preceptor	Date
QUALITY ASSURANCE cont'd						
12. Positions patient in the PET/CT scanner.						
13. Provides CT scanner appropriate directions for CT slices.						
14. Warms up Simulator following established procedures prior to daily use.						

EL CAMINO HOSPITAL
Imaging Services Nuclear Medicine
Clinical Competencies for Nuclear Medicine Technologist/PET II

NAME: _____

COMMENTS:

LIST ADDITIONAL COURSE WORK / CEU'S:

Technologist Date

Supervisor/Lead Date

Radiologist/Preceptor Date

JOB-SPECIFIC COMPETENCIES
 Imaging Services Nuclear Medicine
Nuclear Medicine Technologist/PET II

Job Knowledge	MS	DNMS*	OTHER
Completes all daily, weekly and monthly Quality Assurance tasks.			
Verifies that consent is signed.			
Completes appropriate billing for simulation.			
RADIATION SAFETY			
Understands the Scope of Standards, i.e., Standards of Ionizing Protection Against Radiation.			
Able to list types of radioactive sources stored in department Hot Lab.			
Verbalize what the abbreviation A.L.A.R.A. stands for.			
Understands the three major principles to assist with maintaining ALARA.			
Knows the name and how to contact El Camino Hospital's radiation safety officer.			
Knows where the radiation dosimetry reports are displayed.			
Understands the maximum annual occupational dose limit for employees.			
Recognizes the universal symbol/sign for radiation precautions.			
Knows how to mitigate external radiation exposures.			
Wears and displays individual monitoring (film badge during work hours).			
Understands the importance of proper badge etiquette, i.e., not sharing individual monitoring badge with others.			
Demonstrates ability to describe which human cells are most sensitive to ionizing radiation.			
Identifies different types of radiation, i.e., which are alpha versus beta particles.			
Understands and demonstrates "controlled area" versus non-controlled area when dealing with patients, family members and/or visitors.			
OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES <i>(Must have "MS" on 90% of applicable competencies to have overall "MS" rating.)</i>			
<i>Areas for Growth/Comments (optional)</i>			

*Must Comment

F:\Job Descriptions\Current\Nuclear Med Tech PET II_258_Radiology_030212.Doc

Key

MS - Meets Standards

DNMS - Does Not Meet Standards

Other: LME - Limited or No Experience at this time

NA - Not applicable at this time or for this position

JOB-SPECIFIC COMPETENCIES

COMPETENCY: *Provides care appropriate for and specific to patient's age.*

This staff member provides care for the following ages (circle all that apply):

Infant (0-12 mo) Child (1-12 yrs) Adolescent (13-17 yrs) Adult (18-64) Older Adult (65+)

Age Specific Job Competency Criteria	Preceptor Validation			
	Date/Initials	Meets	Does Not Meet	Other
Infant (0-12 mo)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Maintains safe environment, does not turn away from baby on table in order to prevent falling.				
Interprets non-verbal communication.				
Child (1-12 yrs)				
Involves parents/caregivers in procedures/discharge instructions; checks for understanding; encourages parental assistance in provision of care.				
Recognizes child may view a painful procedure as punishment.				
Approaches child in a calm manner; uses direct approach with child.				
Uses praise as a reward for positive attitude and behavior. Uses touch as a form of comfort, as appropriate to child's needs and reactions.				
Explains procedures in advance using correct terminology. Uses visual aids, toys or games to help child understand. Gives child some control by offering "choices" or allowing him/her to "help" where possible.				
Encourages parent to stay with child as much as possible for comfort and security.				
Interprets non-verbal communication.				
Prepares room to minimize safety hazards. Keeps small objects out of reach.				
Recognizes that toddlers are accident prone.				
Adolescent (13-17 yrs)				
Provides education and involves patient in planning and/or decision making to provide sense of control. Avoids authoritarian approach. Treats patient as a young adult.				
Explains all treatments, test and procedures thoroughly to patient before they are performed. Does not use condescending language.				
Allows time for and encourages questions.				
Recognizes adolescents may hide their fear, reassures as needed.				
Adult (18-64)				
Involves patient in care, treatments and procedures. Allows patient to maintain control; involves patient in decision-making process				
Older Adult (65+)				

ORGANIZATIONAL COMPETENCIES

Critical Thinking		MS	DNMS*
1.	Recognizes potential or actual risk to patients, visitors, staff or the organization, and initiates action to correct, reduce or prevent the risk. <i>(Examples: Recognizes data values that have possible negative outcomes for patient or organization, records data and tells those responsible for outcomes. Detects and corrects errors and suggests/implements ways to prevent future errors).</i>		
2.	Considers options and sets and/or changes priorities based on the following: <ul style="list-style-type: none"> • Urgency of the patient (and/or family) need • Urgency of the organizational need • Resource availability. 		
3.	Consistent with El Camino Hospital values, can give reasons for actions taken or decisions made based on one or more of the following: <ul style="list-style-type: none"> • Scientific principles/logic • Standards of practice/protocols • State, Federal or other regulations • Policies and procedures • Successful experience • Economic impact 		
4.	Recognizes strengths and limitations and asks for help when not able to perform effectively, safely or within scope of practice. <i>(Examples: Is honest with others about own strengths and limits. Asks for help as soon as the need is known so tasks are finished on time. Proactively plans for consultation or assistance when need is identified. Recognizes physical tasks where help is needed and finds either equipment or staff to complete the task safely.)</i>		
OVERALL RATING FOR CRITICAL THINKING <i>(Must have "MS" on at least 3 for overall "MS" rating.)</i>			
Areas for Growth/Comments (optional)			

Interpersonal Relationship Skills		MS	DNMS*
1.	Treats patients, visitors, co-workers, physicians, auxiliaries and staff in other departments with dignity, courtesy and respect. <i>(Examples: Makes eye contact (unless not acceptable for cultural reasons) and gives full attention when talking with others. Offers directions (and provides escort, if needed) to anyone who seems to need help. Introduces self by name and role using a pleasant tone of voice. Responds to customer complaints or questions by listening closely and showing concern. Promptly addresses and follows up on expressed concerns. Shows respect by 1) discussing issues/problems in a calm and factual way, 2) avoiding negative labeling of others based on their role or department, 3) recognizing contributions of all team members.)</i>		
2.	Recognizes and responds to age and cultural practices of others in a sensitive way. <i>(Examples: Addresses others by preferred name and title. Chooses words that will be understood by children or by those for whom English is not a primary language. Uses pointing and gestures to communicate with visitors with whom there is no language in common. Finds interpreters as needed, according to ECH procedures. Changes voice volume to communicate effectively with those with hearing difficulties.)</i>		
3.	Works effectively as a team member, offering assistance to other staff when own tasks are completed.		
4.	Recognizes and celebrates the accomplishments and contributions of others. <i>(Examples: Promotes positive outcomes and independence when assigned to train others. Recognizes hospital or department celebrations.)</i>		
5.	Seeks feedback, accepts feedback, and shows efforts to apply it. <i>(Examples: Responds to requests, etc. from any department in the organization. Listens closely and seeks to understand the other person's point of view when receiving feedback. Responds to reasonable requests to change behavior in order to promote good working relationships.)</i>		
6.	Demonstrates ability to adapt communication style and format to different audiences. <i>(Examples: Conveys information in a way that can be understood by the intended audience taking into consideration age,</i>		

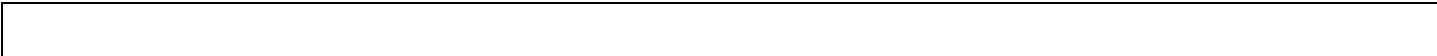
<i>cultural, educational background. Makes sure that message was received and understood. Communication flows through proper channels and to all individuals who need to know. Chooses communication methods (voicemail, email, face-to-face) most likely to be received by the intended audience. Uses telephone or speaks person-to-person to give information (instead of writing) when issues require urgent action. Uses font size in written materials that can be easily read by intended audience)</i>		
OVERALL RATING FOR INTERPERSONAL RELATIONSHIP SKILLS (Must have “MS” on at least 5 for overall “MS” rating.)		
Areas for Growth/Comments (optional)		

Work Habits	MS	DNMS*
1. Maintains up-to-date licensure and registrations, certifications and health records as applicable to position. (Examples: Professional license/certification, CPR certification, ACLS/PALS certification, TB Screening completed on time with minimal reminders.)		
2. Completes required annual mandatory training via computer-based and/or paper training modules. (Examples: receives passing score, completes modules on time, with minimal reminders.)		
3. Adheres to hospital policy and procedure regarding absenteeism and tardiness. (Examples: Is on time, dressed in work attire and begins work at the start of the shift. Plans for vacation and personal time away from work. Follows procedures to request time off. Anticipates and plans for fluctuations in workload. Consults manager regarding scheduling issues in advance or as soon as practicable. Responds to adjustment in schedule with professionalism.)		
4. Adheres to the dress code policy. (Examples: Wears ID badge displayed according to policy. Wears uniform, if applicable.)		
5. Follows hospital safety procedures and standard precautions.		
6. Organizes and completes assigned work within established time frames. (Examples: Performs routine work without being told/reminded/directed. Produces a quality work product within the deadline or negotiates a new deadline in a timely fashion. Keeps manager informed regarding progress toward goals. Demonstrates flexibility in adjusting personal schedule to complete workload or assist in case of department need. Demonstrates flexibility in responding to changing priorities and refocuses attention/effort to new priorities with professionalism. Ensures other work is accomplished when priorities change. Able to divide attention to work on multiple tasks simultaneously.)		
7. Maintains confidentiality regarding patients, employees, visitors and hospital operations. Uses discretion when discussing sensitive information. (Examples: Talks about confidential information only with those who need and are authorized to know. Uses MIS information only to provide patient care. Discusses confidential information in places where being overheard is unlikely. Avoids these conversations when in elevators, stairwells, the cafeteria or any setting outside the Hospital. Talks about sensitive information (ex. disciplinary actions patient care issues, etc.) in a private setting rather than in front of patients, families or others not directly involved. Uses hospital recycling container to dispose of paperwork about patients, finances or other hospital business rather than in regular trash. Disposes of computerized records by erasing files or destroying floppy disks. Avoids talking about hospital concerns or rumors in front of non-hospital individuals.)		
8. Does not allow personal issues (good or bad) to interfere with completing duties or to disrupt the work setting. (Examples: Uses work time to complete work and uses break time for personal business and/or discussions. Limits personal phone calls using work phone lines during work hours. Asks for a day off to take care of personal business rather than leaving the workplace during the shift. Does not distract coworkers.)		
9. Adheres to the Standards of Conduct as outlined in the hospital’s Corporate Compliance policy and states how to report incidents of suspected non-compliance.		
10. Uses ergonomic principles and good body mechanics at workstation. (Examples: adjusts chair, computer keyboard, telephone and monitor to prevent injury, maintains neutral joint position whenever possible, regularly changes position.)		
OVERALL RATING FOR WORK HABITS (Must have “MS” on at least 8 for overall “MS” rating.)		
Areas for Growth/Comments (optional)		

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Initiative	MS	DNMS*
1. Understands and supports the El Camino Hospital Mission and that each individual contributes to achieving it. (Examples: Can state the Mission in own words. Is able to describe how his/her role contributes to the Mission. Sets example for others by behaving in ways that are consistent with the Mission. Is an active team member in the department who treats co-workers with respect.)		
2. Fosters personal accountability in others by sharing information, resources and knowledge, building trust, and supporting efforts to achieve desired outcomes. (Examples: Maintains good listening skills and responds with appropriate feedback. Demonstrates ability to influence positive outcomes. Works cooperatively to delegate tasks among the workgroup. Shares all relevant information with co-workers.)		
3. Demonstrates a commitment to ongoing personal and professional growth through internal and external learning opportunities. Participates in professional organizations (if applicable). (Examples: Attends education programs needed to maintain competency. Is a member of a professional organization, if applicable. willingly volunteers to share information gained at educational events with other staff.)		
OVERALL RATING FOR INITIATIVE (Must have "MS" on at least 2 for overall "MS" rating.)		
Areas for Growth/Comments (optional)		

Safety/Infection Control	MS	DNMS*
1. Responds according to policy to all emergency response codes. (Examples: describes the location of fire extinguishers and fire alarm pull boxes in own department, describes how to use fire extinguishers, able to define the RACE acronym, evacuates properly based on Situation during Code Red, searches work area during Code Yellow, tells where to find MSDS in event of Code Orange, describes where to find job action sheets in event of Code Triage, secures area and begins search in event of Code Pink/Purple, can state where to find Emergency/Disaster information on the unit/dept.)		
2. Wears personal protective equipment (PPE) as required by the job task. (Examples: gloves, goggles, face shields, barrier gowns, apron, N-95 respirator)		
3. Implements standard precautions for all patient contact and complies with all posted transmission precautions. (Examples: washes hands before and after patient contact, wears gloves, wears other PPE if splashes or spills may occur and/or if patient is coughing/sneezing, can state where to locate information on the unit regarding transmission precautions.)		
4. Uses ergonomic principles to lift and transfer patients and materials. (Examples: uses lift/transfer equipment according to policy, obtains assistance when load is too heavy, uses gait belt, push/pull transfer board for patient and own safety.)		
5. Uses safety engineered sharp devices unless contraindicated. (Examples: can state which products are available, engages safety mechanism immediately after use, disposes of sharp in container designated for that purpose, can state conditions under which safety engineered sharps are contraindicated.)		
6. Handles hazardous materials according to policy and procedure. (Examples: disposes of biohazardous waste in red bags, does not place medication vials in sharps containers, does not dump hazardous materials into drains.)		
7. Follows policy regarding employee accidents, incidents and injuries. (Examples: takes care of self first, notifies manager, reports to Employee Health and completes the proper form.)		
OVERALL RATING FOR SAFETY/INFECTION CONTROL (Must have "MS" on all for overall "MS" rating.)		
Areas for Growth/Comments (optional)		



**REVIEW OF PRIOR ANNUAL GOALS AND OBJECTIVES
(If Applicable)**

Statement of Goals and Objectives	Goal Met	Continue Goal	Goal Discontinued
1.			
2.			
3.			
4.			
5.			

EXTRAORDINARY CONTRIBUTIONS (optional)

EMPLOYEE COMMENTS (optional)

ANNUAL COMPETENCY BASED PERFORMANCE EVALUATION RATING

MEETS EL CAMINO STANDARDS _____ (Must have overall “MS” for each performance category.)

DOES NOT MEET EL CAMINO STANDARDS _____ (Developmental Action Plan Attached)

I have reviewed my job description and this evaluation with my manager.

Signature: _____
Employee

Date

Reviewer

Date

GOALS AND OBJECTIVES FOR NEXT PERFORMANCE YEAR
(optional)

Statement of Goals

<i>Comments</i>

F:\Job Descriptions\Current\Nuclear Med Tech PET II_258_Radiology_030212.Doc

Job Title: Sonographer I	Department: Multiple Imaging Services Depts
Reports to: Operations Manager, Imaging Services	Job Code: 712
	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt

Department Approval	Human Resources Approval
Name: Patty Smith	Name: Shelley Specht
Title: Dir Imaging Services	Title: Compensation Manager
Approval Date: 10/14/14	Approval Date: 1/30/15

El Camino Hospital Mission

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well-being of our community.

Basic Purpose¹

The Sonographer I performs studies on outpatients and inpatients within the Sonographer Scope of Practice and according to incumbent's level of expertise/experience. The sonographer applies the principles of assessing, planning, implementing, evaluating and modifying patient imaging care as an active, continuous process. Assists with invasive procedures and performs basic vascular exams.

Schedule requires possible rotation for weekend, holiday and call coverage and may include rotation to other campus.

Qualifications

1. Graduate of Diagnostic Medical Sonography Program accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP)
2. Holds minimum AA/AS degree
3. Prior experience in acute care hospital setting preferred

License/Certification/Registration Requirements

- Current BLS certification

Medical Sonographer:

1. Registered Diagnostic Medical Sonographer (RDMS) in Abdomen (AB) and Obstetrics and Gynecology (OB/GYN) or registered within 4 months from date of hire
2. RDMS – Breast (BR) or Pediatric (PS) preferred
3. Registered Vascular Technologist (RVT) or (RVS) preferred
4. Experience performing abdominal, obstetrical, gynecological, pediatric, small parts and vascular studies.

OR

Cardiac Sonographer

1. Registered Diagnostic Cardiac Sonographer (RDCS) in Adult Echocardiography (AE) or Registered Cardiac Sonographer (RCS) or registered within 4 months from date of hire
2. RDCS – Fetal (FE) or Pediatric (PE) preferred
3. Registered Vascular Technologist (RVT) or (RVS) preferred.
4. Experience performing Adult Transthoracic, Transesophageal, or Adult Stress Echocardiograms

¹ This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Ages of Patients Served

This position is responsible for the assessment, treatment and care of patients of infant, pediatric, adolescent, adult and geriatric patients.

Functional & Environmental Evaluation- *Imaging Services 1*

 Please check here if **Supplemental Information Sheet[†]** is attached

Job Title: Diagnostic, Sonographer, EKG, NucMed, Multimodality, MRI, EEG/EKG Techs		Department: Imaging	
Reviewed by: Laurie Holderman		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Manager Imaging Services	Date Reviewed: 2/9/15	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12	

Functional Requirements

Task	Frequency (%)	(C)	(I)	Task	Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.	70-90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.	15-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.	5-20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.	15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.	10-15%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.	~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	40-60%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.			
6. Walking	50-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
7. Standing	60-75%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
8. Bending	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Kneeling/Squatting	5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.			
10. Climbing		<input type="checkbox"/>	<input checked="" type="checkbox"/>				
	- with arms/legs	5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	- stairs	5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
11. Use of computer keyboard	70-80%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.			
12. Other use of hands/fingers	80-90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Please specify: Gripping, grasping and twisting mouse, medical equipment, etc.				22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing.			
13. Pushing and/or pulling	30-50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
14. Reaching above shoulder	15-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Key: (C) – Continuous (I) - Intermittent

Environmental Factors

Yes	No	Task	Yes	No	Task
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Driving cars, trucks, forklifts, or other moving equipment. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Expected exposure to infectious agents.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Expected exposure to blood or body fluids
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Expected exposure to TB.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. Working alone
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Working closely with others or in a small space
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. Constant interruptions.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. Walking on uneven/slippery surface.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. Patient lifting, repositioning and transfer tasks
Other: Note- All Imaging Techs except Mammo and CT					

[†] PLEASE NOTE: If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

Job Knowledge
1. Produces Quality Images: Responsible for the independent operation of sonographic equipment; performing and communicating results of diagnostic examinations using sonography. Consistently produces quality images within department's protocol and quality control initiatives in conjunction with ACR/ICAEL standards.
2. Verification: Assures patient identification with double identifiers, verifies pregnancy status on all female patients. Also verifies information in patient's history.
3. Clinical Information: Assures there is a written order prior to performing a exam and obtains patient clinical information which may affect diagnostic testing. Documents and communicates this information to the appropriate clinical and professional staff.
4. Documentation: Accurately completes documentation according to hospital and department policies and protocols, including exam performed, reason for exam, tech notes, physician order, patient demographics, billing, image demographics, RIS SYNGO order entry, etc. Validates images in PACS/CPACS and accurately edits patient information, demonstrates the ability to troubleshoot when necessary. Performs other clerical duties as necessary (duplicating imaging studies on CD, DVD, etc.)
5. Competency/Training: Maintains clinical competency assuming responsibility for upgrading skills through participation in in-service education and other continuing education activities. Maintains a high standard of medical ethics at all times and is self-motivated to increase level of understanding and knowledge of the field, disease, and new procedures as they evolve.
6. Contributes to department objectives: Coordinates the activities of the daily schedule in collaboration with co-workers and hospital personnel. Consistently supports department objectives. Responsible for daily operations of the sonographic laboratory, patient schedule, equipment maintenance, the report of equipment failures, and quality assessment (QA). Identifies and communicates suggestions for improvement, and contributes to the greater good of the organization.
7. Job Knowledge: Performs clinical assessment and diagnostic sonography examinations. Uses cognitive sonographic skills to identify, record, and adapt procedures as appropriate to anatomical, pathological, diagnostic information and images. Uses independent judgment during the sonographic exam to accurately differentiate between normal and pathologic findings. Analyses sonograms, synthesizes sonographic information and medical history, and communicates findings to the appropriate physician. Provides care appropriate to the age of the patients served. Assumes responsibility for the safety, mental and physical comfort of patients while they are in the sonographer's care.
8. Infection Control: Assists MD and other staff in preparing for and performing procedures consistently following sterile technique and infection control follows hospital and departmental policies and procedures along with departmental protocols while being accountable for TJC NPSG and CMS standards for infection control.
9. Work Flow: Evaluates personal and department work volume and flow to insure efficient departmental patient care. Prioritizes work according to urgency and resources. Responds effectively in emergency situations. May act as Charge in absence of the Charge Sonographer.
10. Quality Control/Quality Improvement: Understands and knows how to implement department quality control/quality improvement plans performing QC/QI activities as assigned.
11. Workplace Safety: Understands and demonstrates knowledge of hospital and departmental safety guidelines, including "Emergency Code" designations and reporting criteria. Uses appropriate body mechanics and lifting devices, as needed. Knows how to respond to potentially hazardous situations and engages appropriate staff and/or management resources as appropriate to ensure the safety of patients, coworkers and self. Coordinates with other staff to assure appropriate patient care is provided. Addresses problems of patient care as they arise and makes decisions to appropriately resolve the problems. Assumes responsibility for the safety and well-being of all patients in the sonographic area/department.
12. Communication: Interacts and communicates with patients, families, visitors, medical staff, hospital and department staff in a professional manner. Maintains a working relationship with outside departments as well as intradepartmental staff and physicians in a professional manner.

OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES (*Must have "MS" on 90% of applicable competencies to have overall "MS" rating.*)

Key: • **MS** – Meets Standards • **DNMS** – Does Not Meet Standards • **Other:** NA – Not applicable

Areas for Growth / Comments (optional)

Document1

Job Title: Sonographer II	Department: Multiple Imaging Services Depts
Reports to: Operations Manager, Imaging Services	Job Code: 756
	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt

Department Approval	Human Resources Approval
Name: Patty Smith	Name: Shelley Specht
Title: Dir Imaging Services	Title: Compensation Manager
Approval Date: 10/14/14	Approval Date: 1/30/15

El Camino Hospital Mission

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well-being of our community.

Basic Purpose¹

The Sonographer II performs studies on outpatients and inpatients within the Sonographer Scope of Practice and according to incumbent's level of expertise/experience. The sonographer applies the principles of assessing, planning, implementing, evaluating and modifying patient imaging care as an active, continuous process. Assists with invasive procedures and performs basic and advanced sonographic exams.

Schedule requires possible rotation for weekend, holiday and call coverage and may include rotation to other campus.

Qualifications

1. Graduate of Diagnostic Medical Sonography Program accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP)
2. Holds minimum AA/AS degree
3. Minimum 3 years sonographer experience, preferably in an acute care hospital setting

License/Certification/Registration Requirements

- Current BLS certification

Medical/Vascular Sonographer:

1. Registered Diagnostic Medical Sonographer (RDMS) in Abdomen (AB) and Obstetrics and Gynecology (OB/GYN)
2. Registered Vascular Technologist (ARDMS – RVT) or (CCI-RVS); 1 year of experience (following competency check off), or equivalent outside experience and competency check off at ECH
3. Performs basic vascular exams in the department
4. RDMS – Breast (BR) or Pediatric (PS) preferred
5. Experience performing abdominal, obstetrical, gynecological, pediatric, small parts and vascular studies.

OR

¹ This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

Cardiac/Vascular

1. Registered Diagnostic Cardiac Sonographer (RDCS) in Adult Echocardiography (AE) or Registered Cardiac Sonographer (RCS)
2. RDCS – Fetal (FE) or Pediatric (PE) preferred
3. Experience performing Adult Transthoracic, and assisting in Transesophageal, or Adult Stress Echocardiograms
4. Registered Vascular Technologist (ARDMS – RVT) or (CCI-RVS) 1 year of experience (following competency check off); or equivalent outside experience and competency check off at ECH
5. Performs basic vascular exams in the department

OR

Advanced Cardiac Sonographer

1. Registered Diagnostic Cardiac Sonographer (RDCS) in Adult Echocardiography (AE) or Registered Cardiac Sonographer (RCS)
2. RDCS – Fetal (FE) or Pediatric (PE) preferred
3. Experience performing Adult Transthoracic, and assisting in Transesophageal, or Adult Stress Echocardiograms
4. Advanced Cardiac Sonographer, trained and passed competency in performing hands on Transesophageal Echocardiography scanning under the direct supervision of an anesthesiologist in the Perioperative environment. 1 year of experience (following competency check off); or equivalent outside experience and competency check off at ECH

Ages of Patients Served

This position is responsible for the assessment, treatment and care of patients of infant, pediatric, adolescent, adult and geriatric patients.

Functional & Environmental Evaluation- *Imaging Services 1*

 Please check here if **Supplemental Information Sheet[†]** is attached

Job Title: Diagnostic, Sonographer, EKG, NucMed, Multimodality, MRI, EEG/EKG Techs		Department: Imaging	
Reviewed by: Laurie Holderman		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Manager Imaging Services	Date Reviewed: 2/9/15	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12	

Functional Requirements									
Task		Frequency (%)	(C)	(I)	Task		Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.		70-90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.		15-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.		15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.		5-20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.		15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.		~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.		10-15%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.		~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting		40-60%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.				
6. Walking		50-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
7. Standing		60-75%	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
8. Bending		5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
9. Kneeling/Squatting		5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.				
10. Climbing			<input type="checkbox"/>	<input checked="" type="checkbox"/>					
- with arms/legs		5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.				
- stairs		5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
11. Use of computer keyboard		70-80%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing.				
12. Other use of hands/fingers		80-90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Please specify: Gripping, grasping and twisting mouse, medical equipment, etc.									
13. Pushing and/or pulling		30-50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
14. Reaching above shoulder		15-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

Key: (C) – Continuous (I) - Intermittent

Environmental Factors							
Yes		No		Yes		No	
23.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving cars, trucks, forklifts, or other moving equipment. Please describe:	26.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to infectious agents.
24.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	27.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to blood or body fluids
25.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe:	28.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to TB.
				29.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working alone
				30.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working closely with others or in a small space
				31.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Constant interruptions.
				32.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Walking on uneven/slippery surface.
				33.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patient lifting, repositioning and transfer tasks
				Other: Note- All Imaging Techs except Mammo and CT			

[†] PLEASE NOTE: If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

Job Knowledge
1. Image Quality: Responsible for the independent operation of sonographic equipment; performing and communicating results of diagnostic examinations using sonography. Consistently produces quality images within department's protocol and quality control initiatives in conjunction with ACR/ICAEL standards.
2. Verification: Assures patient identification with double identifiers, verifies pregnancy status on all female patients. Also verifies information in patient's history.
3. Clinical Information: Assures there is a written order prior to performing a exam and obtains patient clinical information which may affect diagnostic testing. Documents and communicates this information to the appropriate clinical and professional staff.
4. Documentation: Accurately completes documentation according to hospital and department policies and protocols, including exam performed, reason for exam, tech notes, physician order, patient demographics, billing, image demographics, RIS SYNGO order entry, etc. Validates images in PACS/CPACS and accurately edits patient information, demonstrates the ability to troubleshoot when necessary. Performs other clerical duties as necessary (duplicating imaging studies on CD, DVD, etc.)
5. Competency/Training: Maintains clinical competency assuming responsibility for upgrading skills through participation in in-service education and other continuing education activities. Maintains a high standard of medical ethics at all times and is self-motivated to increase level of understanding and knowledge of the field, disease, and new procedures as they evolve.
6. Contributes to department objectives: Coordinates the activities of the daily schedule in collaboration with co-workers and hospital personnel. Consistently supports department objectives. Responsible for daily operations of the sonographic laboratory, patient schedule, equipment maintenance, the report of equipment failures, and quality assessment (QA). Identifies and communicates suggestions for improvement, and contributes to the greater good of the organization.
7. Job Knowledge: Performs clinical assessment and diagnostic sonography examinations. Uses cognitive sonographic skills to identify, record, and adapt procedures as appropriate to anatomical, pathological, diagnostic information and images. Uses independent judgment during the sonographic exam to accurately differentiate between normal and pathologic findings. Analyses sonograms, synthesizes sonographic information and medical history, and communicates findings to the appropriate physician. Provides care appropriate to the age of the patients served. Assumes responsibility for the safety, mental and physical comfort of patients while they are in the sonographer's care
8. Infection Control: Assists MD and other staff in preparing for and performing procedures consistently following sterile technique and infection control follows hospital and departmental policies and procedures along with departmental protocols while being accountable for TJC NPSG and CMS standards for infection control.
9. Work Flow: Evaluates personal and department work volume and flow to insure efficient departmental patient care. Prioritizes work according to urgency and resources. Responds effectively in emergency situations. May act as Charge in absence of the Charge Sonographer.
10. Quality Control/Quality Improvement: Understands and knows how to implement department quality control/quality improvement plans performing QC/QI activities as assigned.
11. Workplace Safety: Understands and demonstrates knowledge of hospital and departmental safety guidelines, including "Emergency Code" designations and reporting criteria. Uses appropriate body mechanics and lifting devices, as needed. Knows how to respond to potentially hazardous situations and engages appropriate staff and/or management resources as appropriate to ensure the safety of patients, coworkers and self. Coordinates with other staff to assure appropriate patient care is provided. Addresses problems of patient care as they arise and makes decisions to appropriately resolve the problems. Assumes responsibility for the safety and well-being of all patients in the sonographic area/department.
12. Communication: Interacts and communicates with patients, families, visitors, medical staff, hospital and department staff in a professional manner. Maintains a working relationship with outside departments as well as intradepartmental staff and physicians in a professional manner.

1.

OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES *(Must have "MS" on 90% of applicable competencies to have overall "MS" rating.)*

Key: • MS – Meets Standards • DNMS – Does Not Meet Standards • Other: NA – Not applicable

Areas for Growth / Comments (optional)

Document1

Job Title: Sonographer III	Department: Multiple Imaging Services Depts
Reports to: Operations Manager, Imaging Services	Job Code: 692
	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt

Department Approval	Human Resources Approval
Name: Patty Smith	Name: Shelley Specht
Title: Dir Imaging Services	Title: Compensation Manager
Approval Date: 10/14/14	Approval Date: 1/30/15

El Camino Hospital Mission

To be an innovative, publicly accountable and locally controlled comprehensive healthcare organization which cares for the sick, relieves suffering, and provides quality, cost competitive services to improve the health and well-being of our community.

Basic Purpose¹

Under direct and indirect supervision with technical direction from radiologist(s), performs variety of technical, patient-attending, and clerical duties pertaining to sonography.

Performs sonographic studies on outpatients and inpatients within the Sonographer Scope of Practice (Society of Diagnostic Medical Sonographers). Performs invasive procedures. Able to perform at a high level: abdominal, obstetrical, gynecological, pediatrics, small parts, and vascular studies (basic and advanced). Performs echocardiographic studies on outpatients and inpatients within the Sonographer Scope of Practice (American Society of Echocardiography & Society of Diagnostic Medical Sonographers). Performs Adult Transthoracic Echocardiogram, assists Transesophageal Echocardiogram (machine operation and/or direct TEE scanning), Adult Stress Echocardiogram (pharmacological and exercise), and Intraoperative Echo (machine operation and/or direct scanning).

Applies the principles of assessing, planning, implementing, evaluating and modifying patient imaging care as an active, continuous process. Schedule requires possible rotation for weekend, holiday and call coverage and may include rotation to other campus.

Qualifications

1. Graduate of Diagnostic Medical Sonography Program accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP)
2. Holds minimum AA/AS degree
3. At least five years of sonography experience; preferably in an acute care hospital setting.
4. At least one year experience in all certification specialties following competency check off; or equivalent outside experience and competency check off at ECH.

License/Certification/Registration Requirements

1. Current BLS certification
2. Registered by the American Registry of Diagnostic Medical Sonographers as Diagnostic Medical Sonographer (RDMS) in both ABD and OB/GYN.
3. Registered Vascular Technologist (RVT-ARDMS) or Registered Vascular Sonographer (RVS-CCI) and is performing vascular exams for the department

¹ This is a general description of the nature and level of work performed by people in this classification. It may not include every responsibility, duty and skill required of persons who successfully do this job.

4. Registered by the American Registry of Diagnostic Medical Sonographers as Diagnostic Cardiac Sonographer (RDCS) in Adult Echocardiography (ARDMS) or by the Cardiovascular Credentialing International (CCI) as a Registered Cardiac Sonographer (RCS) and is performing echocardiography exams for the department.

Ages of Patients Served

This position is responsible for the assessment, treatment and care of patients of infant, pediatric, adolescent, adult and geriatric patients.

Functional & Environmental Evaluation- *Imaging Services 1*

Please check here if **Supplemental Information Sheet[†]** is attached

Job Title: Diagnostic, Sonographer, EKG, NucMed, Multimodality, MRI, EEG/EKG Techs		Department: Imaging	
Reviewed by: Laurie Holderman		Shift: <input checked="" type="checkbox"/> (1) Days <input checked="" type="checkbox"/> (2) PM's <input checked="" type="checkbox"/> (3) Nights	
Title: Manager Imaging Services	Date Reviewed: 2/9/15	Duration: <input checked="" type="checkbox"/> <8 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12	

Functional Requirements									
Task		Frequency (%)	(C)	(I)	Task		Frequency (%)	(C)	(I)
1. Lifting < 15 lbs.		70-90%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Carrying < 15 lbs.		15-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Lifting 15 - 25 lbs.		15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Carrying 15 - 25 lbs.		5-20%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Lifting 26 - 35 lbs.		15-25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Carrying 26 - 35 lbs.		~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting > 35 lbs.		10-15%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Carrying > 35 lbs.		~5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting		40-60%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Visual requirements (vehicle operation, reading fine print, colors, etc.). Please specify: Color vision, near normal visual acuity, use of computer monitor, ability to see in dim light.				
6. Walking		50-75%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
7. Standing		60-75%	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
8. Bending		5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
9. Kneeling/Squatting		5-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Hearing requirement. Please specify: Communicate via telephone, Vocera, able to hear BP, monitors, calls, alarms, etc.				
10. Climbing			<input type="checkbox"/>	<input checked="" type="checkbox"/>					
- with arms/legs		5%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Speech/Communication requirement. Please specify: Strong verbal and written English communication skills. Able to speak on telephone, Vocera, understand what is said and give information.				
- stairs		5-10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
11. Use of computer keyboard		70-80%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	22. Other requirement. Handles stressful situations. Works well with patients, physicians, co-workers and supervisors. Able to wear gloves, personal protective equipment. Flexible around breaks. Frequent hand cleansing.				
12. Other use of hands/fingers		80-90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Please specify: Gripping, grasping and twisting mouse, medical equipment, etc.									
13. Pushing and/or pulling		30-50%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
14. Reaching above shoulder		15-30%	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

Key: (C) – Continuous (I) - Intermittent

Environmental Factors							
Yes		No		Yes		No	
23.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving cars, trucks, forklifts, or other moving equipment. Please describe:	26.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to infectious agents.
24.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working near hazardous equipment and machinery. Please describe: Various medical equipment and sharps	27.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to blood or body fluids
25.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to hazardous dust, gas, fumes, radioactive materials, pharmaceuticals, or other bio/hazardous agents. Please describe:	28.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected exposure to TB.
				29.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working alone
				30.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working closely with others or in a small space
				31.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Constant interruptions.
				32.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Walking on uneven/slippery surface.
				33.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patient lifting, repositioning and transfer tasks
Other: Note- All Imaging Techs except Mammo and CT							

[†] **PLEASE NOTE:** If you need additional space, please attach the **Functional & Environmental Evaluation Supplemental Information Sheet** and be sure to indicate which of the above item numbers you are referring to.

Job Knowledge
1. Image Quality: Responsible for the independent operation of sonographic equipment; performing and communicating results of diagnostic examinations using sonography. Consistently produces quality images within department's protocol and quality control initiatives in conjunction with ACR/ICAEL standards.
2. Verification: Assures patient identification with double identifiers, verifies pregnancy status on all female patients. Also verifies information in patient's history.
3. Clinical Information: Assures there is a written order prior to performing a exam and obtains patient clinical information which may affect diagnostic testing. Documents and communicates this information to the appropriate clinical and professional staff.
4. Documentation: Accurately completes documentation according to hospital and department policies and protocols, including exam performed, reason for exam, tech notes, physician order, patient demographics, billing, image demographics, RIS SYNGO order entry, etc. Validates images in PACS/CPACS and accurately edits patient information, demonstrates the ability to troubleshoot when necessary. Performs other clerical duties as necessary (duplicating imaging studies on CD, DVD, etc.)
5. Competency/Training: Maintains clinical competency assuming responsibility for upgrading skills through participation in in-service education and other continuing education activities. Maintains a high standard of medical ethics at all times and is self-motivated to increase level of understanding and knowledge of the field, disease, and new procedures as they evolve.
6. Contributes to department objectives: Coordinates the activities of the daily schedule in collaboration with co-workers and hospital personnel. Consistently supports department objectives. Responsible for daily operations of the sonographic laboratory, patient schedule, equipment maintenance, the report of equipment failures, and quality assessment (QA). Identifies and communicates suggestions for improvement, and contributes to the greater good of the organization.
7. Job Knowledge: Performs clinical assessment and diagnostic sonography examinations. Uses cognitive sonographic skills to identify, record, and adapt procedures as appropriate to anatomical, pathological, diagnostic information and images. Uses independent judgment during the sonographic exam to accurately differentiate between normal and pathologic findings. Analyses sonograms, synthesizes sonographic information and medical history, and communicates findings to the appropriate physician. Provides care appropriate to the age of the patients served. Assumes responsibility for the safety, mental and physical comfort of patients while they are in the sonographer's care.
8. Infection Control: Assists MD and other staff in preparing for and performing procedures consistently following sterile technique and infection control follows hospital and departmental policies and procedures along with departmental protocols while being accountable for TJC NPSG and CMS standards for infection control.
9. Work Flow: Evaluates personal and department work volume and flow to insure efficient departmental patient care. Prioritizes work according to urgency and resources. Responds effectively in emergency situations. May act as Charge in absence of the Charge Sonographer.
10. Quality Control/Quality Improvement: Understands and knows how to implement department quality control/quality improvement plans performing QC/QI activities as assigned.
11. Workplace Safety: Understands and demonstrates knowledge of hospital and departmental safety guidelines, including "Emergency Code" designations and reporting criteria. Uses appropriate body mechanics and lifting devices, as needed. Knows how to respond to potentially hazardous situations and engages appropriate staff and/or management resources as appropriate to ensure the safety of patients, coworkers and self. Coordinates with other staff to assure appropriate patient care is provided. Addresses problems of patient care as they arise and makes decisions to appropriately resolve the problems. Assumes responsibility for the safety and well-being of all patients in the sonographic area/department.
12. Communication: Interacts and communicates with patients, families, visitors, medical staff, hospital and department staff in a professional manner. Maintains a working relationship with outside departments as well as intradepartmental staff and physicians in a professional manner.

1.

OVERALL RATING FOR JOB KNOWLEDGE/COMPETENCIES *(Must have "MS" on 90% of applicable competencies to have overall "MS" rating.)*

Key: • **MS** – Meets Standards • **DNMS** – Does Not Meet Standards • **Other:** NA – Not applicable

Areas for Growth / Comments (optional)

Document1



El Camino Hospital

THE HOSPITAL OF SILICON VALLEY

Summary of Financial Operations

Fiscal Year 2017 – Period 9
7/1/2016 to 3/31/2017

Dashboard - ECH combined as of March 31, 2017

	Annual				Month			YTD		
	2015	2016	2017 Proj.	2017 Bud/Target	PY	CY	Bud/Target	PY	CY	Bud/Target
Volume										
Licensed Beds	443	443	443	443	443	443	443	443	443	443
ADC	246	242	244	245	248	259	256	242	239	245
Adjusted Discharges	22,342	22,499	23,724	22,992	1,843	2,109	1,933	16,559	17,421	17,278
Total Discharges	19,637	19,367	19,993	19,781	1,639	1,728	1,680	14,446	14,670	14,879
Inpatient Cases										
MS Discharges	13,114	13,344	13,793	13,499	1,096	1,225	1,146	9,813	10,126	10,149
Deliveries	5,067	4,717	4,756	4,810	414	398	408	3,548	3,507	3,617
BHS	901	806	910	901	83	65	77	709	681	684
Rehab	555	500	534	570	46	40	48	376	356	429
Outpatient Cases										
ED	49,106	48,609	49,608	51,258	4,244	4,378	4,337	36,710	36,171	38,414
Procedural Cases										
OP Surg	6,488	6,070	7,113	6,427	524	676	527	4,611	5,042	4,670
Endo	2,520	2,324	2,209	2,479	223	214	202	1,759	1,648	1,788
Interventional	1,998	2,021	2,043	2,323	174	197	194	1,525	1,529	1,715
All Other	67,998	80,911	86,997	84,566	7,536	7,951	6,901	60,385	64,538	61,115
Financial Perf.										
Net Revenues	746,645	772,020	831,501	789,585	67,320	73,587	68,130	566,926	610,114	586,264
Operating Expenses	689,631	743,044	756,093	764,828	63,210	66,465	64,727	554,001	553,994	566,833
Operating Income \$	78,120	52,613	100,742	49,817	6,508	8,704	5,491	31,396	74,932	38,217
Operating Margin	10.2%	6.6%	11.8%	6.1%	9.3%	11.6%	7.8%	5.4%	11.9%	6.3%
EBITDA \$	128,002	108,554	154,663	109,890	11,333	12,910	10,549	71,627	114,792	81,579
EBITDA %	16.7%	13.6%	18.1%	13.5%	16.3%	17.2%	15.0%	12.2%	18.3%	13.5%
IP Margin ¹	-3.9%	-8.7%	-5.8%	-6.1%	-6.9%	-5.1%	-6.1%	-11.1%	-5.8%	-6.1%
OP Margin ¹	26.7%	26.7%	34.1%	26.4%	26.0%	34.7%	26.4%	25.4%	34.1%	26.4%
Payor Mix										
Medicare	46.2%	46.6%	47.7%	46.4%	49.1%	48.9%	46.4%	46.0%	47.7%	46.4%
Medi-Cal	6.6%	7.4%	7.3%	6.5%	6.4%	6.8%	6.5%	7.4%	7.3%	6.5%
Commercial IP	24.2%	23.2%	22.3%	24.0%	24.4%	20.8%	24.0%	24.3%	22.3%	24.0%
Commercial OP	18.7%	18.7%	20.2%	19.0%	18.6%	20.7%	19.0%	19.5%	20.2%	18.6%
Total Commercial	42.9%	41.9%	42.5%	43.0%	43.0%	41.5%	43.0%	43.8%	42.5%	42.6%
Other	4.3%	4.1%	2.5%	4.1%	1.5%	2.8%	4.1%	2.8%	2.5%	4.1%
Cost										
Employees	2,452.4	2,542.8	2,491.7	2,554.9	2,564.6	2,549.6	2,542.8	2,604.7	2,491.7	2,554.9
Hrs/APD	30.45	30.35	29.61	29.48	31.32	28.47	28.28	31.18	29.61	29.48
Balance Sheet										
Net Days in AR	43.6	53.7	47.7	48.0	53.7	47.7	48.0	53.7	47.7	48.0
Days Cash	401	361	418	266	361	418	266	361	418	266
Affiliates - Net Income (\$000s)										
Hosp	94,787	43,043	171,492	67,032	22,161	18,926	6,220	9,965	114,328	44,777
Concern	1,202	1,823	1,581	2,604	(123)	51	221	1,465	1,054	1,918
ECSC	(41)	(282)	(108)	0	(327)	(12)	0	(314)	(72)	0
Foundation	710	982	3,134	(450)	690	43	(4)	371	2,089	(318)
SVMD	106	156	177	0	(23)	(43)	(1)	(36)	118	(2)

Green - Equal to or better than budget; Yellow - Unfav by up to 5%; Red - Greater than 5% unfav
 FY2017 budget presented excludes 2016 and 2017 bonds cost of issuance and interest expense

Inpatient Volume:

- March inpatient discharges exceed budget by 2.9% and 5.4% from PY; YTD discharge is lower than budget by 1.4%. With strong OP revenue, YTD adj. discharges are now ahead of budget.
- Delivery, BHS and Rehab volume all lagging from budget but we see a volume increase in HVI (5%, particularly cardiac surgery cases), Spine surgeries (9%), and GYN cases (11%).

Outpatient Volume:

- OP volume posted a strong month in March with a 10.3% higher than budget. YTD overall OP volume ahead of budget by 1.1%
- We observed a significant increase in OP surgery at both campus in March (28%) as well as YTD (7.9%).
- Endo cases (5.9%), Cancer Center, Infusion Center case volume also posted an all time high volume in March which result a significant increase in gross charges.

Payor Mix:

- Commercial mix improved from from February from 40.4% to 41.5% as respiratory cases eased with the warm weather. YTD PM is still under budget due to higher Medicare.

Balance Sheet:

- Net days in AR are ahead of target and improved further in March. Total cash on hand is still at an all time high of 418 days in March.

Budget Variances

(in thousands)	Month to Date (MTD)			Year to Date (YTD)		
	Detail	Net Income Impact	% Net Revenue	Detail	Net Income Impact	% Net Revenue
Budgeted Hospital Operations FY2017		5,491	7.8%		38,217	6.3%
Net Revenue		4,951	6.6%		23,876	3.8%
* Volume and service mix	3,868			2,019		
* Rev cycle improvements	500			7,500		
* IGT				6,535		
* BPCI Settlement				(2,169)		
* Medi-Cal managed care supplemental				1,366		
* Insurance (Payment Variance)	544			1,120		
* Mcare Settlement	27			1,291		
* Various Adjustments under \$250k	12			480		
Labor and Benefit Expense Change		955	1.3%		9,856	1.6%
* Productivity, volume and service mix	(1,731)			10,438		
* WC Reserve Update based on Favorable Exp	1,824			2,524		
* Vacancies filled with purchased services	862			2,498		
* Pay for performance bonus				(3,204)		
* Ratification bonus				(2,400)		
Professional Fees & Purchased Services		(2,376)	-3.2%		(1,959)	-0.3%
* Physician Fees	299			1,356		
* Consulting Fee - Includes \$2M in 2017A Bond Issuance Cost	(2,245)			(3,728)		
* Purchased Services due to Clinical Informatics and IT backfill for vacant IT positions	(1,149)			(3,330)		
* Repairs and Maintenance Fees	719			3,743		
Supplies		(1,264)	-1.7%		1,676	0.3%
* Drug Exp (due to higher Infusion Center volume; but offset by higher revenue)	(624)			(2,099)		
* Medical Supplies	(611)			2,284		
* Non Med Supplies - Misc (Food/Volumes)	(29)			1,491		
Other Expenses		96	0.1%		(236)	0.0%
* Leases & Rental Fees (Rental Lease Costs)	45			(220)		
* Utilities & Telephone	(346)			97		
* Other G&A	398			(113)		
Depreciation & Interest		850	1.1%		3,503	0.6%
* Depreciation (Ongoing depreciation on the Old 2nd & 3rd Fl & GL improvement projects)	668			3,156		
* Interest Expense - 2017 bonds	183			346		
Actual Hospital Operations FY2017		8,704	11.6%		74,933	11.9%

El Camino Hospital (\$000s)

9 month ending 3/31/2017

PERIOD 9 FY 2016	PERIOD 9 FY 2017	PERIOD 9 Budget 2017	Variance Fav (Unfav)	Var%	\$000s	YTD FY 2016	YTD FY 2017	YTD Budget 2017	Variance Fav (Unfav)	Var%
OPERATING REVENUE										
243,528	289,052	252,666	36,386	14.4%	Gross Revenue	2,049,455	2,246,502	2,174,065	72,437	3.3%
(176,208)	(215,465)	(184,536)	(30,929)	1.0%	Deductions	(1,482,529)	(1,636,389)	(1,587,801)	(48,587)	3.1%
67,320	73,587	68,130	5,456	8.0%	Net Patient Revenue	566,926	610,114	586,264	23,850	4.1%
2,398	1,582	2,088	(506)	-24.2%	Other Operating Revenue	18,471	18,813	18,786	27	0.1%
69,718	75,169	70,218	4,951	7.1%	Total Operating Revenue	585,397	628,926	605,050	23,876	3.9%
OPERATING EXPENSE										
34,781	37,957	38,911	955	2.5%	Salaries & Wages	322,603	334,058	343,914	9,856	2.9%
11,371	11,651	10,387	(1,264)	-12.2%	Supplies	87,126	86,784	88,460	1,676	1.9%
9,851	10,395	8,019	(2,376)	-29.6%	Fees & Purchased Services	75,266	72,539	70,580	(1,959)	-2.8%
2,383	2,256	2,352	96	4.1%	Other Operating Expense	28,776	20,753	20,517	(236)	-1.1%
602	265	448	183	40.9%	Interest	4,348	3,688	4,034	346	8.6%
4,222	3,941	4,610	668	14.5%	Depreciation	35,882	36,172	39,328	3,156	8.0%
63,210	66,465	64,727	(1,737)	-2.7%	Total Operating Expense	554,001	553,994	566,833	12,840	2.3%
6,508	8,704	5,491	3,213	58.5%	Net Operating Income/(Loss)	31,396	74,932	38,217	36,716	96.1%
15,652	10,223	729	9,494	1302.4%	Non Operating Income	(21,431)	39,395	6,560	32,835	500.5%
22,161	18,926	6,220	12,707	204.3%	Net Income(Loss)	9,965	114,328	44,777	69,551	155.3%
16.3%	17.2%	15.0%	2.2%		EBITDA	12.2%	18.3%	13.5%	4.8%	
9.3%	11.6%	7.8%	3.8%		Operating Margin	5.4%	11.9%	6.3%	5.6%	
31.8%	25.2%	8.9%	16.3%		Net Margin	1.7%	18.2%	7.4%	10.8%	

Non Operating Items and Net Income by Affiliate

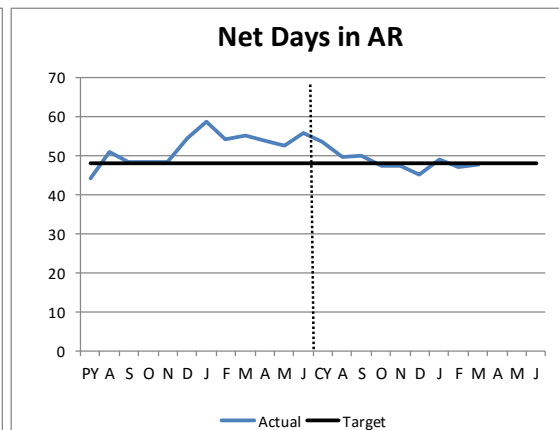
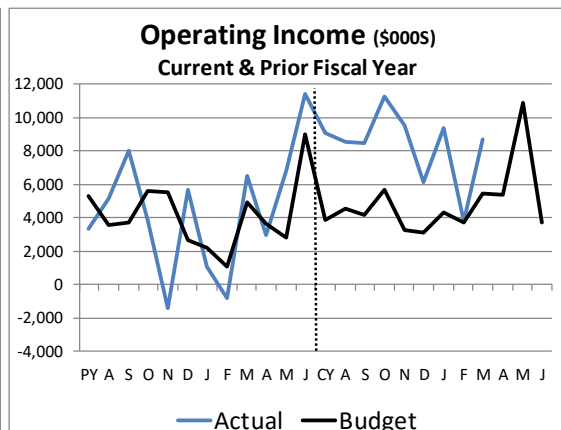
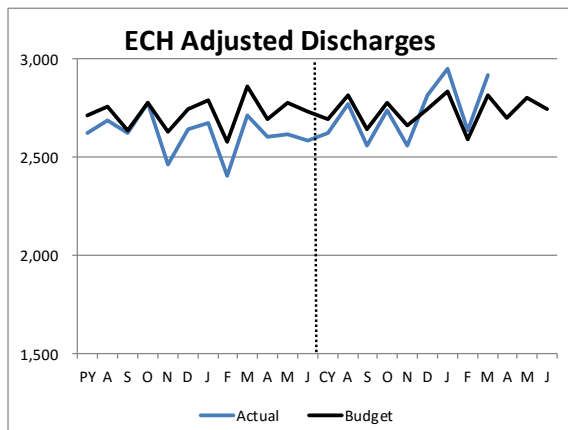
\$ in thousands

	Period 9 - Month			Period 9 - FYTD		
	Actual	Budget	Variance	Actual	Budget	Variance
El Camino Hospital Income (Loss) from Operations						
Mountain View	8,012	4,159	3,853	69,942	29,411	40,531
Los Gatos	692	1,332	(640)	4,991	8,806	(3,815)
Sub Total - El Camino Hospital, excl. Affiliates	8,704	5,491	3,213	74,932	38,217	36,716
Operating Margin %	11.6%	7.8%		11.9%	6.3%	
El Camino Hospital Non Operating Income						
Investments	10,339	1,512	8,828	41,839	13,605	28,234
Swap Adjustments	184	0	184	3,526	0	3,526
Community Benefit	(182)	(283)	101	(2,951)	(2,550)	(401)
Other	(118)	(499)	381	(3,019)	(4,495)	1,476
Sub Total - Non Operating Income	10,223	729	9,494	39,395	6,560	32,835
El Camino Hospital Net Income (Loss)	18,926	6,220	12,707	114,328	44,777	69,551
ECH Net Margin %	25.2%	8.9%		18.2%	7.4%	
Concern	51	221	(170)	1,054	1,918	(864)
ECSC	(12)	0	(12)	(72)	0	(72)
Foundation	43	(4)	48	2,089	(318)	2,407
Silicon Valley Medical Development	(43)	(1)	(42)	118	(2)	119
Net Income Hospital Affiliates	40	215	(175)	3,189	1,598	1,591
Total Net Income Hospital & Affiliates	18,966	6,435	12,531	117,517	46,375	71,142

- Swap gain due to rise in interest rates
- Favorable variance in Other due to lower losses at SVMD

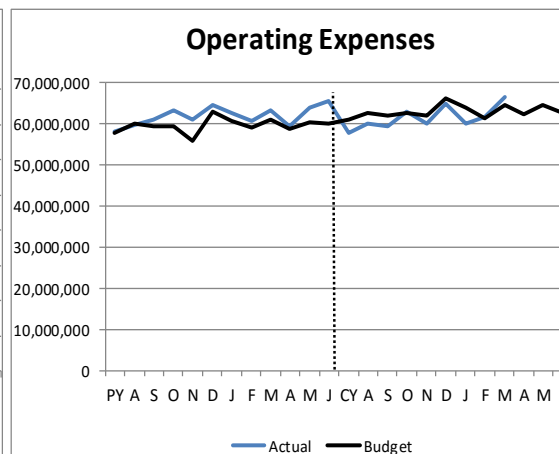
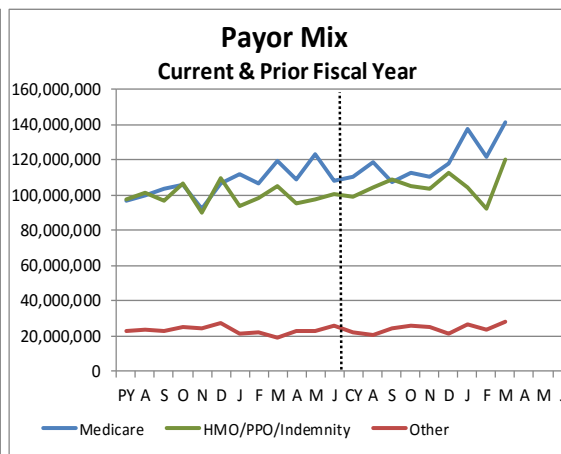
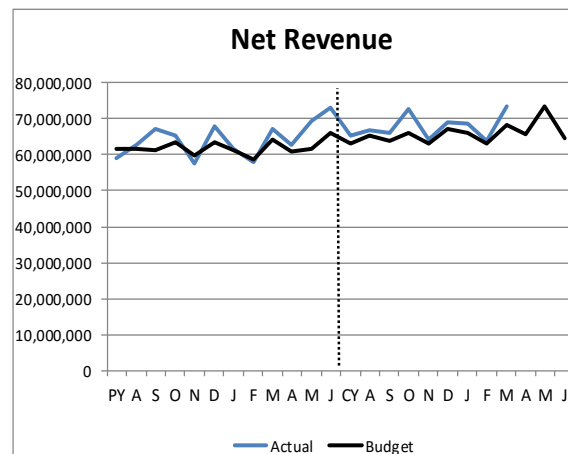
- Concern unfavorable to unrealized loss on fixed income investments
- Foundation favorable due to investment income

Monthly Financial Trends

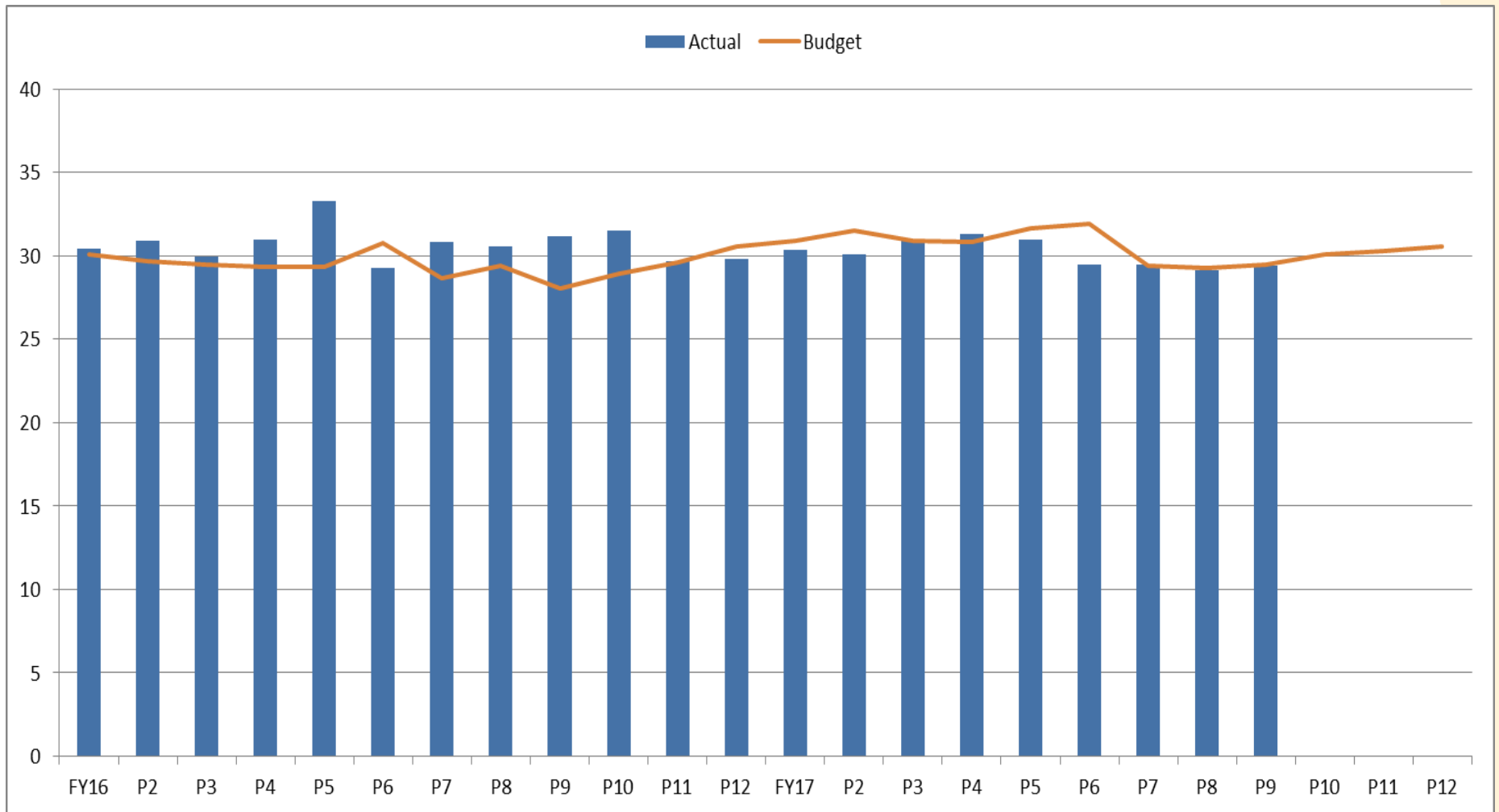


Budget is represented by solid lines; Bars represent actual results

March volume is higher than previous month with an increase in Surgery, Laboratory Services and Oncology. Operating expenses slightly higher than budgeted in March due to higher volume, but is \$12.85M favorable for budget YTD

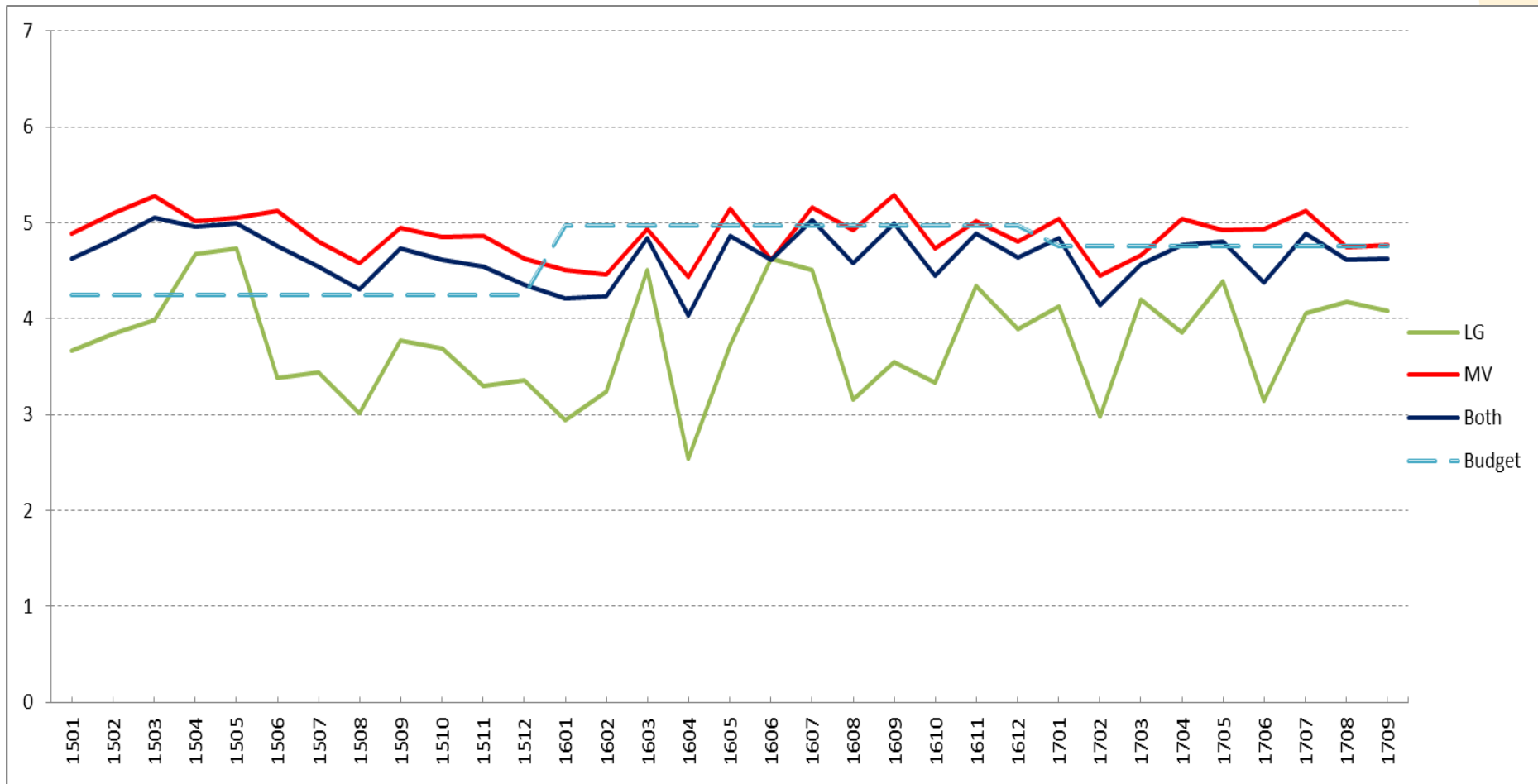


Worked Hours per Adjusted Patient Day



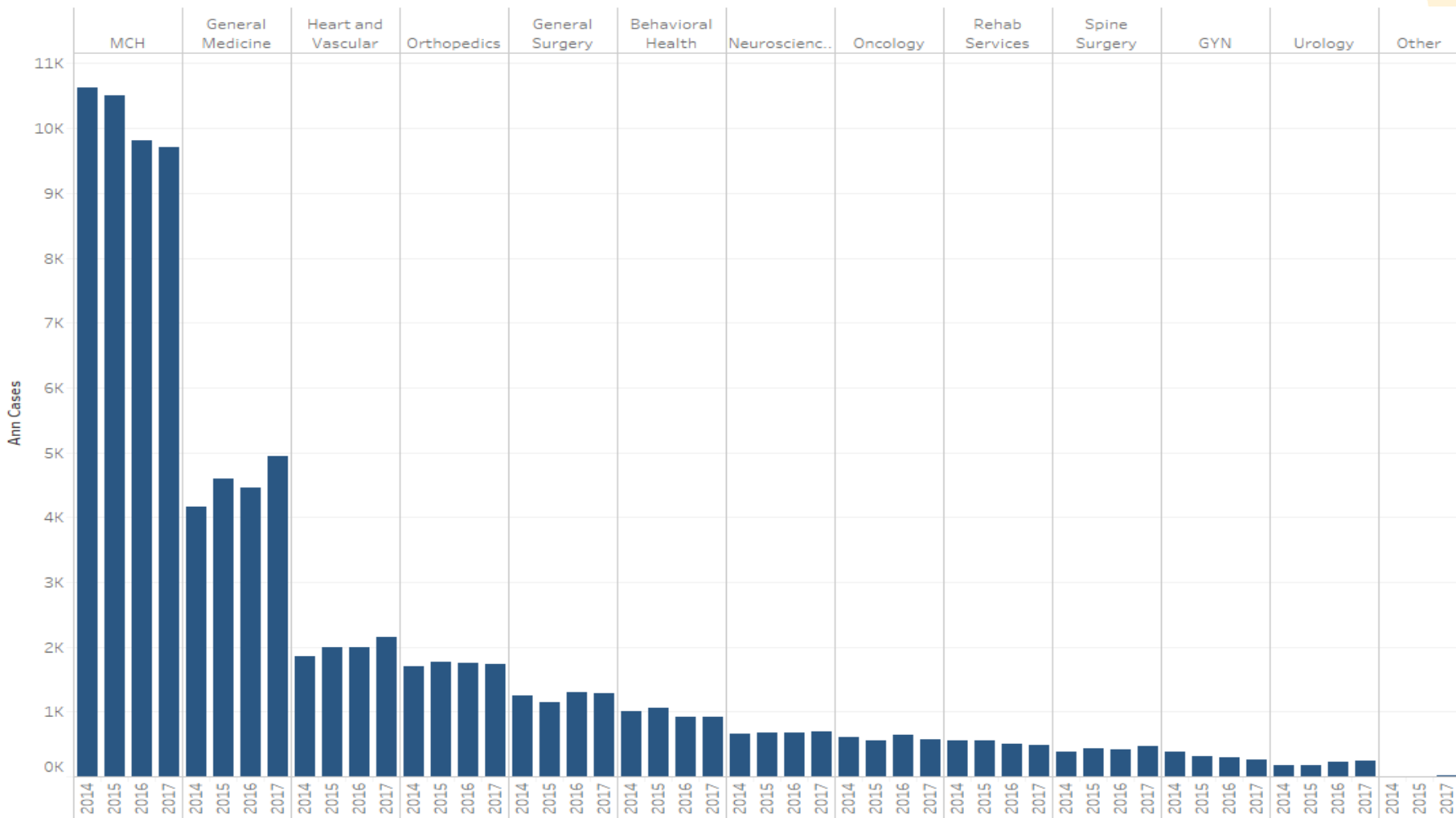
Productivity has improved after EPIC go-live and is favorable compared to budget, work hours per adjusted patient day remains flat for the last four Months and shows a decreasing trend for FY17.

Medicare ALOS



•ALOS remained ahead of target.

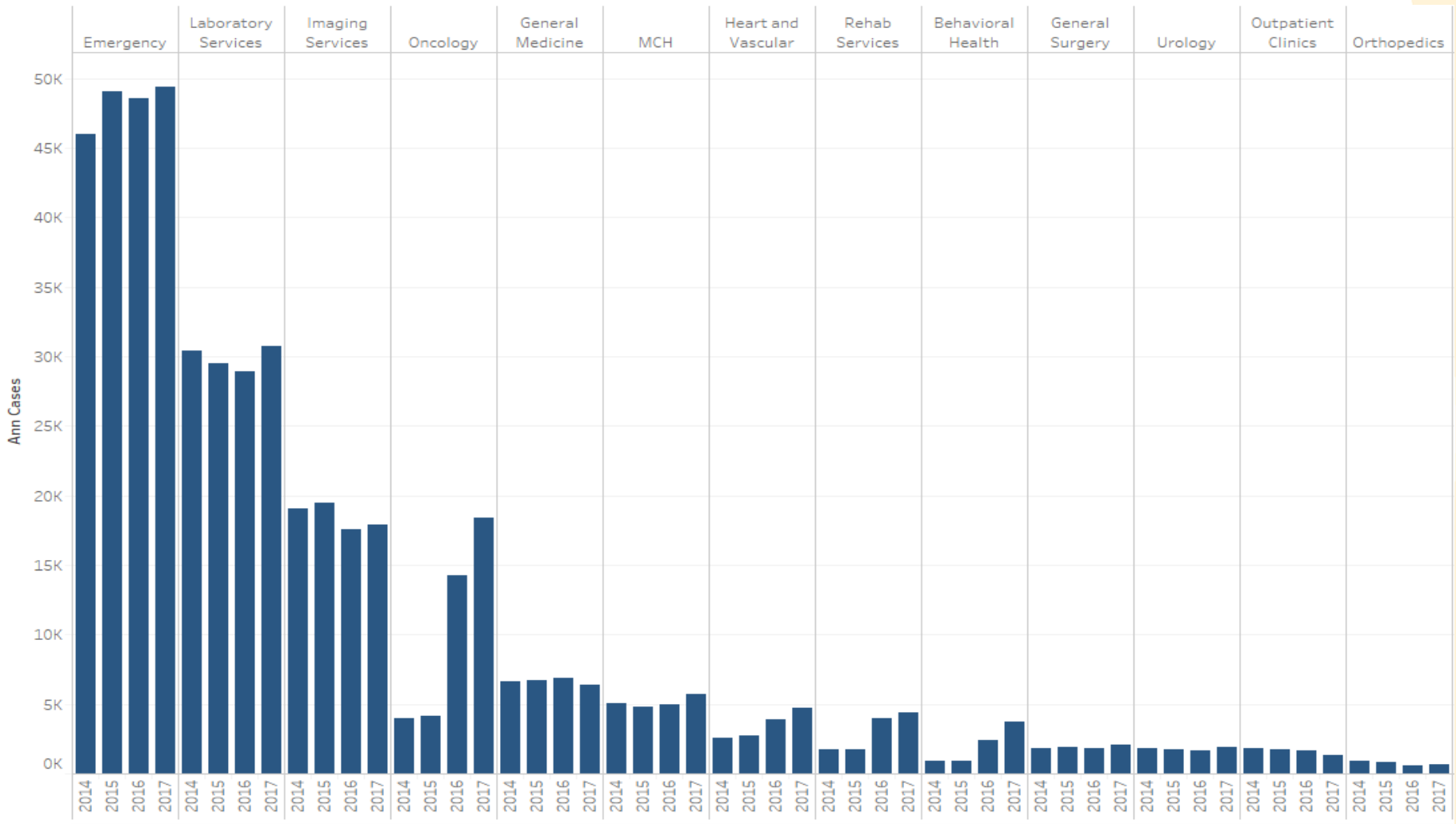
El Camino Hospital Volume Annual Trends – Inpatient FY 2017 is annualized



- General Medicine volume increased in March, currently at 92% of budget YTD.
- MCH volume increased in March at line with budget YTD AT 99%

El Camino Hospital Volume Annual Trends – Outpatient

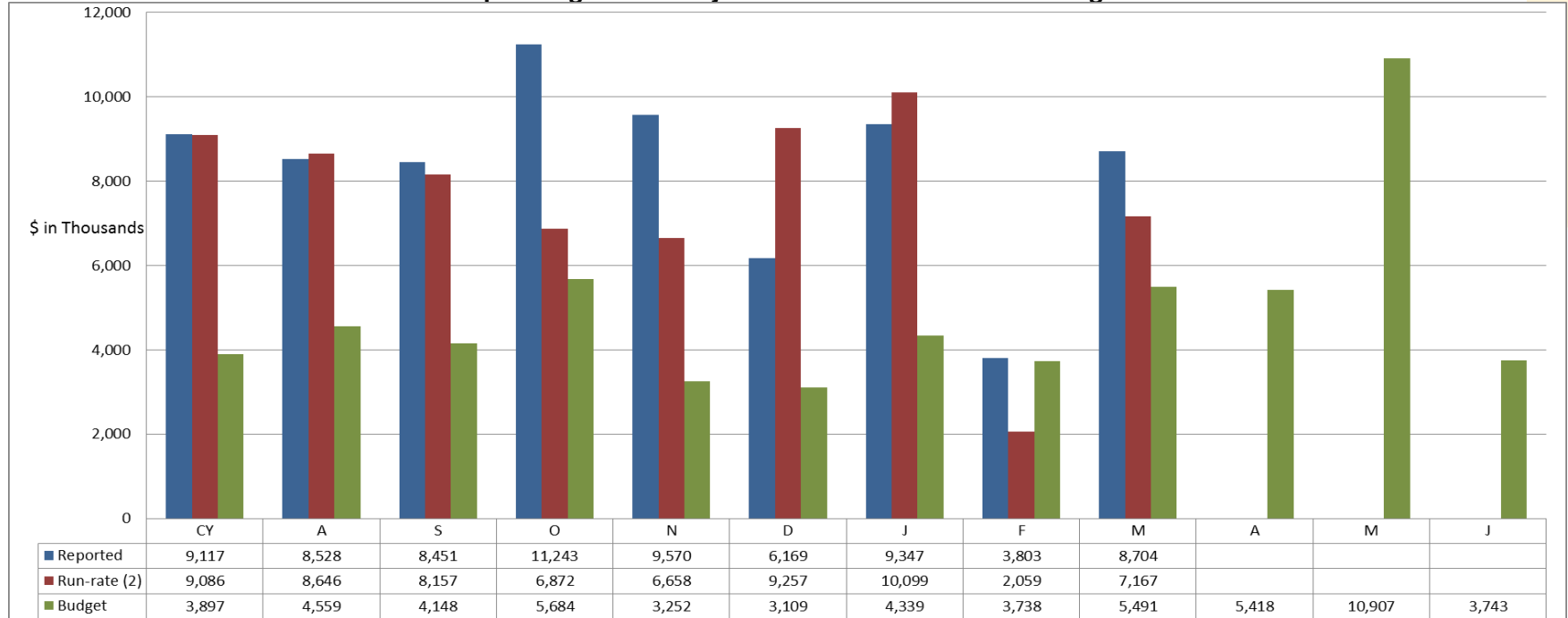
FY 2017 is annualized



- General Surgery, Heart and Vascular, Oncology and Laboratory Services are ahead of budget for the month and YTD.

ECH Operating Margin

Run rate is booked operating income adjusted for material non-recurring transactions



FY 2017 Actual Run Rate Adjustments (in thousands) - FAV / <UNFAV>

Revenue Adjustments		J	A	S	O	N	D	J	F	M	A	M	J	YTD
Insurance (Payment Variance)		335	-	61	145	36	-	-	-	544	-	-	-	1,120
Mcare Settlmt/Appeal/Tent Settlmt/PIP		100	(158)	74	67	67	100	67	947	27	-	-	-	1,291
BPCI Settlement		-	-	-	-	-	-	(2,167)	-	-	-	-	-	(2,167)
Medi-Cal Supplemental		-	-	-	-	-	312	814	240	-	-	-	-	1,366
IGT Supplemental		-	-	-	6,535	-	-	-	-	-	-	-	-	6,535
Various Adjustments under \$250k		(69)	40	164	25	12	9	131	157	12	-	-	-	480
Total		366	(118)	299	6,771	115	421	(1,155)	1,344	582	-	-	-	9,105
Expense Adjustments		J	A	S	O	N	D	J	F	M	A	M	J	YTD
Pay-For-Performance Bonus		-	-	-	-	-	(2,400)	(403)	(401)	-	-	-	-	(3,204)
Ratification Bonus		-	-	-	(2,400)	-	-	-	-	-	-	-	-	(2,400)
Purchases Below Capital Threshold		-	-	-	-	(598)	-	-	-	-	-	-	-	(598)
WC Reserve Updates Based on Fav. Experience		-	-	-	-	-	700	-	-	1,824	-	-	-	2,524
Other Purchased Services		-	-	-	-	-	(500)	-	-	-	-	-	-	(500)
Total		-	-	-	(2,400)	(598)	(2,200)	(403)	(401)	1,824	-	-	-	7,402

*Represents various adjustments under \$250k

El Camino Hospital Investment Committee Scorecard

March 31, 2017

Key Performance Indicator	Status	El Camino		Benchmark		El Camino		Benchmark		FY17 Year-end Budget	Expectation Per Asset Allocation
		El Camino	Benchmark	El Camino	Benchmark	El Camino	Benchmark				
Investment Performance											
		1Q 2017		Fiscal Year-to-date		4y 5m Since Inception (annualized)				May 2016	
Surplus cash balance & op. cash (millions)		\$854.8	--	--	--	--	--	--	--	\$657.2	--
Surplus cash return	Green	3.3%	3.1%	6.4%	6.4%	5.1%	5.1%	4.0%	5.2%		
Cash balance plan balance (millions)		\$238.0	--	--	--	--	--	--	--	\$220.6	--
Cash balance plan return	Green	4.1%	3.6%	7.7%	7.6%	7.6%	7.0%	6.0%	5.8%		
403(b) plan balance (millions)		\$394.4	--	--	--	--	--	--	--	--	--
Risk vs. Return											
		3-year				4y 5m Since Inception (annualized)				May 2016	
Surplus cash Sharpe ratio	Green	0.82	0.90	--	--	1.19	1.17	--	0.55		
Net of fee return	Green	3.8%	4.2%	--	--	5.1%	5.1%	--	5.2%		
Standard deviation	Green	4.5%	4.6%	--	--	4.2%	4.2%	--	8.6%		
Cash balance Sharpe ratio	Green	0.82	0.84	--	--	1.29	1.26	--	0.49		
Net of fee return	Green	4.8%	4.8%	--	--	7.6%	7.0%	--	5.8%		
Standard deviation	Green	5.8%	5.6%	--	--	5.7%	5.5%	--	10.7%		
Asset Allocation											
		1Q 2017									
Surplus cash absolute variances to target	Green	7.2%	< 10%	--	--	--	--	--	--		
Cash balance absolute variances to target	Green	6.8%	< 10%	--	--	--	--	--	--		
Manager Compliance											
		1Q 2017									
Surplus cash manager flags	Green	16	< 19 Green < 23 Yellow	--	--	--	--	--	--		
Cash balance plan manager flags	Green	19	< 20 Green < 25 Yellow	--	--	--	--	--	--		

El Camino Hospital

Capital Spending (in millions)

Category	Detail	Total Estimated Cost of Project	Total Authorized Active	FY 17 Proj Spend	FY 17 YTD Spent
CIP					
	EPIC Upgrade	6.1	6.1	6.1	2.0
IT Hardware, Software, Equipment*		5.4	5.4	5.4	0.3
Medical & Non Medical Equipment FY 17		9.7	9.7	9.7	1.1
Imaging		0.5	0.5	0.5	
Facility Projects					
	1245 BHS Replacement	91.5	91.5	24.8	6.8
	1413 North Dr Parking Structure Expansion	24.5	24.5	21.1	12.2
	1414 Integrated Medical Office Building	275.0	275.0	70.1	24.3
	1422 CUP Upgrades	9.0	9.0	5.0	1.0
	1430 Women Hosp Expansion	91.0	1.0	0.8	0.1
	1501 Womens Hosp NPC Closeout	0.6	0.6	0.6	0.2
	1425 IMOB Preparation Project - Old Main	3.0	3.0	3.0	1.8
	1502 Cabling and Wireless upgrades	2.8	2.8	2.8	0.3
	1525 New Main Lab Upgrades	3.1	3.1	2.6	0.3
	1515 ED Remodel Triage / Psych Observation	1.6	-	0.6	
	1415 Signage & Wayfinding	0.4	0.4	0.5	0.0
	1416 Digital Directories	0.1	0.1	0.1	0.0
	1503 Breast Imaging Tomography (Excludes \$	1.3	1.3	1.3	0.2
	1316 Willow Pavilion FA Sys and Equip Upgra	0.8	-	0.1	
	1423 MV MOB TI Allowance	0.8	0.8	0.8	0.4
	Facilities Planning Allowance	0.6	-	-	
	1523 MV Melchor Suite 309 TI's	0.5	0.5	0.5	0.1
	Furniture Systems Inventory (17)	0.2	0.2	0.5	
	Site Signage & Other Improvements	1.0	-	0.1	
	MV Equipment & Infrastructure Upgrade	0.6	-	-	
	IR Room #6 Development	2.6	-	0.2	
	1602 JW House (Patient Family Residence)	2.5	-	-	
	1219 LG Spine Room Expansion - OR 4	4.1	4.1	4.1	1.9
	1313 LG Rehab HVAC Upgrades	3.7	3.7	3.7	1.8
	1248 LG Imaging Phase II (CT & Gen Rad) & Ste	8.8	8.8	8.1	5.0
	1307 LG Upgrades - Major	19.3	17.3	14.1	1.9
	1327 LG Rehab Building Upgrades	0.7	0.1	0.2	
	1346 LG Surgical Lights OR's 5,6 & 7	0.5	0.5	0.5	
	1421 LG MOB Improvements	0.9	0.9	0.9	0.5
	1507 LG IR Upgrades	1.1	-	-	
	1508 LG NICU 4 Bed Expansion	-	0.5	0.2	0.2
	1600 LG 825 Pollard - Aspire Phase 2	0.5	0.5	0.5	0.3
	LG Building Infrastructure Improvement:	-	-	-	
	LG Facilities Planning	0.8	-	-	
	1603 LG MOB Improvements (17)	5.0	5.0	1.5	1.4
	Primary Care Clinic (TI's Only) FY 17 (828	3.4	-	1.4	
	Urgent Care Clinics (TI's Only)	2.4	-	-	
		564.7	455.2	170.7	60.6

GRAND TOTAL

586.4

477.0

192.4

64.0

2016 projected spend includes items to be presented for approval during the fiscal year

El Camino Hospital

Capital Spending – Facility Projects (in millions)

FACILITY	PROJ	CAPITAL PROJECT DESCRIPTION	TOTAL BUDGET FY17	FY17 PROJECTED SPEND	Variance from Budget
Mountain View Campus Master Plan Projects					
1 - Mountain View	1245	BHS Replacement	30,000,000	24,762,757	5,237,243
1 - Mountain View	1413	North Dr Parking Structure Expansion	20,500,000	21,145,944	(645,944)
1 - Mountain View	1414	Integrated Medical Office Building	101,500,000	70,087,267	31,412,733
1 - Mountain View	1422	CUP Upgrades	5,000,000	4,967,592	32,408
1 - Mountain View	1430	Women Hosp Expansion	5,500,000	800,000	4,700,000
Sub-total Mountain View Campus Master Plan			162,500,000	121,763,560	40,736,440
Mountain View Capital Projects					
1 - Mountain View	1501	Womens Hosp NPC Closeout	327,000	609,234	(282,234)
1 - Mountain View	1425	IMOB Preparation Project - Old Main	1,000,000	3,000,000	(2,000,000)
1 - Mountain View	1502	Cabling and Wireless upgrades	400,000	2,800,000	(2,400,000)
1 - Mountain View	1525	New Main Lab Upgrades	1,200,000	2,640,000	(1,440,000)
1 - Mountain View	1515	ED Remodel Triage / Psych Observation	1,400,000	600,000	800,000
1 - Mountain View	1415	Signage & Wayfinding	300,000	541,500	(241,500)
1 - Mountain View	1416	Digital Directories		125,000	(125,000)
1 - Mountain View	1503	Breast Imaging Tomography (Excludes \$1M Equip)	300,000	1,300,000	(1,000,000)
1 - Mountain View	1316	Willow Pavilion FA Sys and Equip Upgrades	800,000	100,000	700,000
1 - Mountain View	1423	MV MOB TI Allowance		784,000	(784,000)
1 - Mountain View		Facilities Planning Allowance	300,000	-	300,000
1 - Mountain View	1523	MV Melchor Suite 309 TI's		464,000	(464,000)
1 - Mountain View		Furniture Systems Inventory (17)	250,000	496,000	(246,000)
1 - Mountain View		Site Signage & Other Improvements	200,000	100,000	100,000
1 - Mountain View		MV Equipment & Infrastructure Upgrades (17)	300,000	-	300,000
1 - Mountain View		IR Room #6 Development	500,000	200,000	300,000
1 - Mountain View	1602	JW House (Patient Family Residence)	500,000	-	500,000
Sub-total Mountain View Capital Projects			7,777,000	13,759,734	(5,982,734)
Los Gatos Capital Projects					
11 - Los Gatos	1219	LG Spine Room Expansion - OR 4	3,100,000	4,100,000	(1,000,000)
11 - Los Gatos	1313	LG Rehab HVAC Upgrades	400,000	3,675,000	(3,275,000)
11 - Los Gatos	1248	LG Imaging Phase II (CT & Gen Rad) & Sterile Processing	7,250,000	8,100,000	(850,000)
11 - Los Gatos	1307	LG Upgrades - Major	7,300,000	14,100,000	(6,800,000)
11 - Los Gatos	1327	LG Rehab Building Upgrades	500,000	193,000	307,000
11 - Los Gatos	1346	LG Surgical Lights OR's 5,6 & 7		500,000	(500,000)
11 - Los Gatos	1421	LG MOB Improvements	150,000	900,000	(750,000)
11 - Los Gatos	1507	LG IR Upgrades	800,000	-	800,000
11 - Los Gatos	1508	LG NICU 4 Bed Expansion	5,000,000	247,000	4,753,000
11 - Los Gatos	1600	LG 825 Pollard - Aspire Phase 2		525,000	(525,000)
11 - Los Gatos		LG Building Infrastructure Improvements	1,200,000	-	1,200,000
11 - Los Gatos		LG Facilities Planning	500,000	-	500,000
11 - Los Gatos	1603	LG MOB Improvements (17)	4,000,000	1,500,000	2,500,000
Sub-total Los Gatos Capital Projects			30,200,000	33,840,000	(3,640,000)
Other Strategic Capital Facility Projects					
Other Cap Fac Proj		Primary Care Clinic (TI's Only) FY 17 (828 Winchester)	1,600,000	1,400,000	200,000
Other Cap Fac Proj		Urgent Care Clinics (TI's Only)	2,400,000	-	2,400,000
Sub-total Other Strategic Projects			4,000,000	1,400,000	2,600,000
GRAND TOTAL FACILITIES PROJECTS			204,477,000	170,763,294	33,713,706

Denotes project has been cancelled or replaced

Balance Sheet (in thousands)

ASSETS

	Audited	
	March 31, 2017	June 30, 2016
CURRENT ASSETS		
(1) Cash	81,186	59,169
Short Term Investments	135,030	105,284
(2) Patient Accounts Receivable, net	109,167	120,960
Other Accounts and Notes Receivable	2,788	4,369
(3) Intercompany Receivables	1,529	2,200
(4) Inventories and Prepays	43,115	39,678
Total Current Assets	372,815	331,660
BOARD DESIGNATED ASSETS		
Plant & Equipment Fund	123,541	119,650
(5) Women's Hospital Expansion	9,298	-
Operational Reserve Fund	100,196	100,196
Community Benefit Fund	12,197	13,037
Workers Compensation Reserve Fund	21,434	22,309
Postretirement Health/Life Reserve Fund	19,474	18,256
PTO Liability Fund	23,030	22,984
Malpractice Reserve Fund	1,800	1,800
Catastrophic Reserves Fund	16,162	14,125
Total Board Designated Assets	327,133	312,358
(6) FUNDS HELD BY TRUSTEE	302,411	30,841
LONG TERM INVESTMENTS	247,441	207,597
INVESTMENTS IN AFFILIATES	32,583	31,627
PROPERTY AND EQUIPMENT		
Fixed Assets at Cost	1,182,916	1,171,372
Less: Accumulated Depreciation	(520,148)	(485,856)
Construction in Progress	98,262	46,009
Property, Plant & Equipment - Net	761,031	731,525
DEFERRED OUTFLOWS	29,364	29,814
RESTRICTED ASSETS - CASH	0	-
TOTAL ASSETS	2,072,778	1,675,422

LIABILITIES AND FUND BALANCE

	Audited	
	March 31, 2017	June 30, 2016
CURRENT LIABILITIES		
(7) Accounts Payable	20,214	28,519
(8) Salaries and Related Liabilities	10,934	22,992
Accrued PTO	23,030	22,984
Worker's Comp Reserve	2,300	2,300
Third Party Settlements	11,455	11,314
Intercompany Payables	175	105
Malpractice Reserves	1,936	1,936
Bonds Payable - Current	3,735	3,635
Bond Interest Payable	2,024	5,459
Other Liabilities	7,391	10,478
Total Current Liabilities	80,302	106,830
LONG TERM LIABILITIES		
Post Retirement Benefits	19,474	18,256
Worker's Comp Reserve	19,134	20,009
Other L/T Obligation (Asbestos)	3,719	3,637
Other L/T Liabilities (IT/Medl Leases)	-	-
(9) Bond Payable	531,929	225,857
Total Long Term Liabilities	574,256	267,759
DEFERRED REVENUE-UNRESTRICTED	575,687	
DEFERRED INFLOW OF RESOURCES	2,892	2,892
FUND BALANCE/CAPITAL ACCOUNTS		
Unrestricted	1,087,619	985,583
Board Designated	327,133	312,358
Restricted	0	-
(10) Total Fund Bal & Capital Accts	1,414,752	1,297,941
TOTAL LIABILITIES AND FUND BALANCE	2,072,778	1,675,422

El Camino Hospital Comparative Balance Sheet Variances and Footnotes ⁽¹⁾

- (1) The increase in cash is due allowing for immediate cash to be available for the recent significant construction projects that have started in MV campus.
- (2) The decrease is primarily due to the significant cash payments the Patient Accounts team has brought in during the nine months, two months were in excess of \$70M where the projected budgeted was approximately \$63M per month.
- (3) The decrease is just a timing issue of intercompany payments from one quarter to another. Normally at a fiscal year end, they are higher due to the books being held open for a longer period of time in preparation for audit.
- (4) The increase is principally due to two quarterly pension contributions of \$2.6M each since July 1, 2016.
- (5) A new item, the District allocated its FY 2014 and FY 2015 Capital Appropriation Funds in support of future renovations to the Women's Hospital when the IMOB is completed and those floors become for patient care.
- (6) This month reflects the 2017 Revenue Bonds that were issued in March. The total amount now reflects this new issue of \$292M, the bond premium on it of \$21M, less our initial refund out of these proceeds of \$31M for prior construction costs on the 4 major MV projects. Also there still exists \$23M in the LG Project Fund from the 2015A proceeds.
- (7) The decrease is due significant General Contractor payments being accrued at year end, that were subsequently relieved during the first quarter of fiscal year 2017.
- (8) The decrease over June 2016, is that at the end of June we had yet to payout the end of June's payroll (occurred the beginning of July, where here in March the last payroll had been paid out, thus no needed accrued payroll that approximates \$12M.
- (9) The increase is due to the new 2017 debt added as of March 2017, along with the associated bond premium that will be amortized over the life of the new debt.
- (10) The increase is to this year's financial performance (\$75M from Operations and \$40M in Non-Operations income - primarily driven by significant incomes from unrealized investment gains).

⁽¹⁾ Hospital entity only, excludes controlled affiliates

APPENDIX

El Camino Hospital – Mountain View (\$000s)

9 months ending 3/31/2017

PERIOD 9 FY 2016	PERIOD 9 FY 2017	PERIOD 9 Budget 2017	Variance Fav (Unfav)	Var%	\$000s	YTD FY 2016	YTD FY 2017	YTD Budget 2017	Variance Fav (Unfav)	Var%
OPERATING REVENUE										
202,098	232,871	205,776	27,095	13.2%	Gross Revenue	1,677,210	1,839,138	1,771,056	68,082	3.8%
(147,149)	(172,563)	(150,594)	(21,968)	14.6%	Deductions	(1,214,877)	(1,337,120)	(1,296,082)	(41,038)	3.2%
54,949	60,309	55,182	5,127	9.3%	Net Patient Revenue	462,333	502,018	474,974	27,044	5.7%
2,215	1,407	1,873	(466)	-24.9%	Other Operating Revenue	16,676	17,311	16,854	458	2.7%
57,164	61,716	57,055	4,661	8.2%	Total Operating Revenue	479,009	519,330	491,828	27,502	5.6%
OPERATING EXPENSE										
28,700	31,187	32,482	1,295	4.0%	Salaries & Wages	268,330	277,388	286,377	8,990	3.1%
9,341	9,167	8,497	(670)	-7.9%	Supplies	71,003	70,273	72,390	2,116	2.9%
8,163	8,979	6,745	(2,234)	-33.1%	Fees & Purchased Services	62,927	60,278	59,358	(921)	-1.6%
822	651	792	141	17.8%	Other Operating Expense	14,554	6,241	6,096	(145)	-2.4%
602	265	448	183	40.9%	Interest	4,348	3,688	4,034	346	8.6%
3,700	3,454	3,931	477	12.1%	Depreciation	31,357	31,520	34,163	2,643	7.7%
51,327	53,703	52,896	(807)	-1.5%	Total Operating Expense	452,518	449,388	462,417	13,029	2.8%
5,837	8,012	4,159	3,853	92.6%	Net Operating Income/(Loss)	26,491	69,942	29,411	40,531	137.8%
15,652	10,223	729	9,494	1302.4%	Non Operating Income	(21,405)	39,406	6,560	32,845	500.7%
21,489	18,235	4,888	13,347	273.1%	Net Income(Loss)	5,086	109,348	35,971	73,377	204.0%
17.7%	19.0%	15.0%	4.0%		EBITDA	13.0%	20.2%	13.7%	6.5%	
10.2%	13.0%	7.3%	5.7%		Operating Margin	5.5%	13.5%	6.0%	7.5%	
37.6%	29.5%	8.6%	21.0%		Net Margin	1.1%	21.1%	7.3%	13.7%	

El Camino Hospital – Los Gatos(\$000s)

9 months ending 3/31/2017

PERIOD 9 FY 2016	PERIOD 9 FY 2017	PERIOD 9 Budget 2017	Variance Fav (Unfav)	Var%	\$000s	YTD FY 2016	YTD FY 2017	YTD Budget 2017	Variance Fav (Unfav)	Var%
OPERATING REVENUE										
41,430	56,181	46,890	9,291	19.8%	Gross Revenue	372,244	407,364	403,009	4,355	1.1%
(29,059)	(42,903)	(33,941)	(8,961)	26.4%	Deductions	(267,651)	(299,269)	(291,719)	(7,550)	2.6%
12,371	13,278	12,948	330	2.5%	Net Patient Revenue	104,593	108,095	111,290	(3,195)	-2.9%
183	175	215	(40)	-18.6%	Other Operating Revenue	1,795	1,501	1,932	(431)	-22.3%
12,554	13,453	13,163	290	2.2%	Total Operating Revenue	106,388	109,596	113,222	(3,626)	-3.2%
OPERATING EXPENSE										
6,081	6,769	6,429	(340)	-5.3%	Salaries & Wages	54,273	56,670	57,537	867	1.5%
2,030	2,484	1,890	(594)	-31.4%	Supplies	16,123	16,511	16,070	(440)	-2.7%
1,688	1,416	1,274	(142)	-11.1%	Fees & Purchased Services	12,339	12,261	11,222	(1,039)	-9.3%
1,562	1,605	1,560	(45)	-2.9%	Other Operating Expense	14,222	14,512	14,421	(91)	-0.6%
0	0	0	0	0.0%	Interest	0	0	0	0	0.0%
522	487	678	191	28.1%	Depreciation	4,526	4,652	5,166	514	9.9%
11,883	12,762	11,832	(930)	-7.9%	Total Operating Expense	101,483	104,606	104,416	(190)	-0.2%
671	692	1,332	(640)	-48.1%	Net Operating Income/(Loss)	4,905	4,991	8,806	(3,815)	-43.3%
0	0	0	0	0.0%	Non Operating Income	(26)	(10)	0	(10)	0.0%
671	692	1,332	(640)	-48.1%	Net Income(Loss)	4,879	4,980	8,806	(3,826)	-43.4%
8.9%	8.8%	15.3%	3.7%		EBITDA	8.9% ▲	8.8% ▲	12.0%	-3.2%	
5.3%	5.1%	10.1%	-5.0%		Operating Margin	4.6%	4.6%	7.8%	-3.2%	
5.3%	5.1%	10.1%	-5.0%		Net Margin	4.6%	4.5%	7.8%	-3.2%	

FY 2018 Capital Spending Trend

Capital Spending (in 000's)	Actual FY2013	Actual FY2014	Actual FY2015	Actual FY2016	Budget FY2017	Projected FY2017	Budget FY2018
IT Hardware / Software Equipment	\$ 8,019	\$ 2,788	\$ 4,660	\$ 6,483	\$ 5,391	\$ 5,391	\$ 9,435
Medical / Non Medical Equipment	\$ 10,284	\$ 12,891	\$ 13,340	\$ 11,846	\$ 9,714	\$ 9,714	\$ 5,635
Non CIP Land, Land I , BLDG, Additions		\$ 22,292	\$ -	\$ 30,274	\$ 540	\$ 540	\$ 2,803
Facilities	\$ 9,294	\$ 13,753	\$ 38,940	\$ 48,136	\$ 204,477	\$ 170,763	\$ 98,160
GRAND TOTAL	\$ 27,597	\$ 51,724	\$ 56,940	\$ 96,739	\$ 220,122	\$ 186,408	\$ 116,033

El Camino Hospital Capital Spending (in thousands) FY 2012 – FY 2016

Category	2012	2013	2014	2015	2016
IT Hardware/Software Equipment	7,289	8,019	2,788	4,660	6,483
Medical/Non Medical Equipment	11,203	10,284	12,891	13,340	11,846
Non CIP Land, Land I, BLDG, Additions	7,311	0	22,292	0	30,274
Facilities Projects CIP					
0101 - Hosp Replace	313	0	0	0	0
0317 - Melchor TI's	117	0	0	0	0
0701 - Cyberknife	0	0	0	0	0
0704 - 1 South Upgrade	2	0	0	0	0
0802 - Willow Pavillion Upgrades	0	0	0	0	0
0805 - Women's Hospital Finishes	0	0	0	0	0
0809 - Hosp Renovations	0	0	0	0	0
0815 - Orc Pav Water Heater	0	0	0	0	0
0816 - Hospital Signage	0	0	0	0	0
0904 - LG Facilities Upgrade	41	2	0	0	0
0907 - LG Imaging Masterplan	162	244	774	1,402	17
1000 - LG Rehab Building	0	0	0	0	0
1104 - New Main CDU TV's	0	0	0	0	0
9900 - Unassigned Costs	279	734	470	3,717	0
0803 - Park Pav Foundation	270	0	0	0	0
1005 - LG OR Light Upgrd	108	14	0	0	0
1101 - Melchor Pavilion - Genomics	0	0	0	0	0
1102 - LG Joint Hotel	657	0	0	0	0
1106 - SHC Project	2,245	0	0	0	0
1108 - Cooling Towers	932	450	0	0	0
1115 - Womens Hosp TI's	50	0	0	0	0
1118 - Park Pav Roto Care	119	0	0	0	0
1120 - BHS Out Patient TI's	472	66	0	0	0
1122 - LG Sleep Studies	147	7	0	0	0
1129 - Old Main Card Rehab	400	9	0	0	0
0817 - Womens Hosp Upgrds	1,242	645	1	0	0
0906 - Slot Build-Out	0	1,003	1,576	15,101	1,251
1107 - Boiler Replacement	49	0	0	0	0
1109 - New Main Upgrades	589	423	393	2	0
1111 - Mom/Baby Overflow	267	212	29	0	0
1129 - Cardic Rehab Improv	0	0	0	0	0
1132 - Pneumatic Tube Prj	78	0	0	0	0
1204 - Elevator Upgrades	24	25	30	0	0
1210 - Los Gatos VOIP	1	147	89	0	0
0800 - Womens L&D Expansion	129	2,104	1,531	269	0
1116 - LG Ortho Pavillion	44	177	24	21	0
1124 - LG Rehab BLDG	11	49	458	0	0
1128 - LG Boiler Replacement	3	0	0	0	0
1131 - MV Equipment Replace	190	216	0	0	0
1135 - Park Pavilion HVAC	47	0	0	0	0
1208 - Willow Pav. High Risk	0	110	0	0	0
1213 - LG Sterilizers	0	102	0	0	0
1225 - Rehab BLDG Roofing	0	7	241	4	0
1227 - New Main eICU	0	96	21	0	0
1230 - Fog Shop	0	339	80	0	0
1247 - LG Infant Security	0	134	0	0	0
1307 - LG Upgrades	0	376	2,979	3,282	3,511
1308 - LG Infrastructure	0	0	114	0	0
1313 - LG Rehab HVAC System/Structural	0	0	0	0	1,597
1315 - 205 So. Drive TI's	0	0	500	2	0
0908 - NPCR3 Seismic Upgrds	554	1,302	1,224	1,328	240

Category	2012	2013	2014	2015	2016
Facilities Projects CIP cont.					
1125 - Will Pav Fire Sprinkler	9	57	39	0	0
1211 - SIS Monitor Install	0	215	0	0	0
1216 - New Main Process Imp Office	0	19	1	16	0
1217 - MV Campus MEP Upgrades FY13	0	0	181	274	28
1219 - LG Spine OR	0	0	214	323	633
1221 - LG Kitchen Refrig	0	0	85	0	0
1224 - Rehab Bldg HVAC Upgrades	0	11	202	81	14
1245 - Behavioral Health Bldg Replace	0	0	1,257	3,775	1,389
1248 - LG - CT Upgrades	0	0	26	345	197
1249 - LG Mobile Imaging	0	0	146	0	0
1301 - Desktop Virtual	0	0	13	0	0
1304 - Rehab Wander Mgmt	0	0	87	0	0
1310 - Melchor Cancer Center Expansion	0	0	44	13	0
1318 - Women's Hospital TI	0	0	48	48	29
1327 - Rehab Building Upgrades	0	0	0	15	20
1320 - 2500 Hosp Dr Roofing	0	0	75	81	0
1328 - LG Ortho Canopy FY14	0	0	255	209	0
1340 - New Main ED Exam Room TVs	0	0	8	193	0
1341 - New Main Admin	0	0	32	103	0
1344 - New Main AV Upgrd	0	0	243	0	0
1345 - LG Lab HVAC	0	0	112	0	0
1346 - LG OR 5, 6, and 7 Lights Replace	0	0	0	285	53
1347 - LG Central Sterile Upgrades	0	0	0	181	43
1400 - Oak Pav Cancer Center	0	0	0	5,208	666
1403 - Hosp Drive BLDG 11 TI's	0	0	86	103	0
1404 - Park Pav HVAC	0	0	64	7	0
1405 - 1-South Accessibility Upgrades	0	0	0	0	168
1408 - New Main Accessibility Upgrades	0	0	0	7	46
1413 - North Drive Parking Structure Exp	0	0	0	167	1,266
1414 - Integrated MOB	0	0	0	2,009	8,875
1415 - Signage & Wayfinding	0	0	0	0	106
1416 - MV Campus Digital Directories	0	0	0	0	34
1421 - LG MOB Improvements	0	0	0	198	65
1422 - CUP Upgrade	0	0	0	0	896
1423 - MV MOB TI Allowance	0	0	0	0	588
1425 - IMOB Preparation Project - Old Mai	0	0	0	0	711
1429 - 2500 Hospital Dr Bldg 8 TI	0	0	0	101	0
1432 - 205 South Dr BHS TI	0	0	0	8	15
1501 - Women's Hospital NPC Comp	0	0	0	4	0
1502 - Cabling & Wireless Upgrades	0	0	0	0	1,261
1503 - Williwow Pavilion Tomosynthesis	0	0	0	0	53
1504 - Equipment Support Infrastructure	0	0	0	61	311
1523 - Melchor Pavilion Suite 309 TI	0	0	0	0	10
1526 - CONCERN TI	0	0	0	0	37
1550 - Land Acquisition	0	0	0	0	24,007
Subtotal Facilities Projects CIP	9,553	9,294	13,753	38,940	48,136
Grand Total	35,357	27,598	51,723	56,940	96,739
Forecast at Beginning of year	47,138	70,503	70,037	65,420	114,025

Memorandum

DATE: El Camino Hospital Board Meeting – May 10, 2017

TO: El Camino Hospital Board of Directors

FROM: Jeffrey Davis, MD Board Member

SUBJECT: Report on Educational Activity

BOARD ACTION: For Information

Conference Title: Estes Park Institute Conference

Key Educational Points, Lessons Learned:

1. Independent community hospitals can survive if they build physician allegiances and/or clinically integrated networks that are a win-win for each entity.
2. Change to VBC is very difficult because in such an environment the hospital becomes a cost center (as opposed to a revenue center in fee-for-service models). You need a strong leader and a willingness to incur lower margins.
3. Hospitals must engage their physicians (particularly those who are employed by the hospital) to prepare for MIPS/MACRA 2017, which is the program's first reporting year.
4. You must move toward a competency-based Board (for adequate strategic and financial planning) to ensure the survival of our hospital in a rapidly changing environment.

Q: Has the conference improved your ability to fulfill your obligations as a member of the ECH Board? If so, how?

A: Yes. Validated and extended my knowledge that ECH needs a leader who has both the vision and leadership skills to move us into the new world of VBC and community based population health.

Were there speakers that ECH should consider inviting? None at this time.

Do you recommend this conference to other members of the Board? Yes.

Memorandum

DATE: El Camino Hospital Board Meeting – May 10, 2017

TO: El Camino Hospital Board of Directors

FROM: Jeffrey Davis, MD Board Member

SUBJECT: Report on Educational Activity

BOARD ACTION: For Information

Conference Title: **Annual AHA Meeting:
Leadership, Advocacy, and Transformation (May 2016)**

Sponsoring Organization: American Hospital Association

Key Educational Points, Lessons Learned:

1. In a value based world of ACO's and HDHP's, consumer choices will become even more important.
2. In order to effectively manage surgical episodes of care you must have key partners that are aligned with you in post-acute care (SNF's HH, etc.).
3. CMS will be implementing a new quality improvement reimbursement program called MIPS. This will exact sizable penalties on physicians and hospitals in the Medicare World who do not comply. The program starts in 2017.
4. Strong Physician leadership will be required to move into the value based world. This will be particularly important as hospitals move into Bundled Payments.

Has the conference improved your ability to fulfill your obligations as a member of the ECH Board? If so, how?

A: The Conference revealed how important Board leadership is as hospitals try to prepare for and navigate the new value based world.

Were there speakers that ECH should consider inviting? If so, who and why? Ian Morrison.



Date: May 10, 2017
 To: El Camino Hospital Board of Directors
 From: Donald Sibery, Interim CEO
 Re: CEO Report - Open Session

Organizational Goals FY17		Benchmark	2016 ECH Baseline	Minimum	Target	Maximum	Weight	Performance Timeframe	FY17 through Mar
Threshold Goals									
Budgeted Operating Margin		90% threshold <i>[Recommended by Exec Comp Consultant (FY16)]</i>	105% of Budgeted	90% of Budgeted			Threshold	FY 17	Met
Quality, Patient Safety & iCare									
Quality Pain Management	Pain Reassessment (% Pain Reassessment Documented within 60 min on RN Flowsheet)	Internal Improvement	56.3% <i>Nov 2015 (post iCare go-live) to Apr 2016 [6-month measurement]</i>	75%	80%	90%	34%	Q4 FY 2017	76%
	Pain Patient Satisfaction (CMS HCAPHS Pain Management % Scored Top Box- 2 month delay)	Internal Improvement	72.9% <i>FY 2016 Q1 - Q3 [9-month measurement]</i>	73%	74%	76%			75%
LOS & Readmission	Achieve Medicare Length of Stay Reduction while Maintaining Current Readmission Rates for Same Population (Readmission - 45 day delay)	Internal Improvement	FY16 Max Goal 4.86 LOS Readmission Target 12.39%	4.81 .05 Day Reduction from FY16 Max, Readmission at or below FY16 Target	4.76 .10 Day Reduction from FY16 Max, Readmission at or below FY16 Target	4.66 .20 Day Reduction from FY16 Max, Readmission at or below FY16 Target	33%	FY17	LOS: 4.63 Readmission: 11.03% (418/3788)
Smart Growth									
Achieve budgeted inpatient growth (surgical and procedural cases plus Deliveries and NICU), and budgeted outpatient growth (surgical and procedural cases plus infusion).		Internal Documentation	94.26% of FY17 Budget	95% of Budgeted Volume	100% of budgeted Volume	110% of Budgeted Volume	33%	FY 17	95.3% of Budgeted Volume

El Camino Hospital Auxiliary
Membership Report to the Hospital Board
Meeting of May 10, 2017

Combined Data as of March 31, 2017 for Mountain View and Los Gatos Campuses

Membership Data:

Senior Members

Active Members	403	+4 relative to previous month
Dues Paid Inactive	91	(Includes Associates & Patrons)
Leave of Absence	18	
Subtotal	512	

Resigned in Month 5
Deceased in Month 1

Junior Members

Active Members	242	-6 relative to previous month
Dues Paid Inactive	0	
Leave of Absence	3	
Subtotal	245	

Total Active Members 645

Total Membership 757

Combined Auxiliary Hours from Inception (to March 31, 2017): 5,706,809
Combined Auxiliary Hours for FY2016 (to March 31, 2017): 71,720
Combined Auxiliary Hours for March 2017: 8,245

Memorandum

DATE: April 26, 2017

TO: El Camino Hospital Board of Directors

FROM: David Reeder, Hospital Board Liaison to the Foundation Board of Directors

SUBJECT: Report on Foundation Activities FY 2017 – Period 9

ACTION: For Information

El Camino Hospital Foundation advances health care through philanthropy by raising funds that support El Camino Hospital's strategic priorities, foster innovation, and support patient and family-centered care.

During period 9, the Foundation secured \$285,782. This brings total FY 2017 revenue to date to \$6,240,240, which exceeds the annual goal.

Scarlet Masquerade, the annual gala benefit for the South Asian Heart Center took place on March 18, 2017 and was sold out. It had the highest yield on record: more than \$304,450 from 304 attendees.

Upcoming Events

Please mark your calendars and plan to support one or more of the following events:

February 8, 2018 – 6th annual Norma's Literary Luncheon featuring mystery writer Jacqueline Winspear

Memorandum

DATE: April 26, 2017

TO: El Camino Hospital Board of Directors

FROM: Lane Melchor, Chair, El Camino Hospital Foundation Board of Directors
Jodi Barnard, President, El Camino Hospital Foundation

SUBJECT: Report on Foundation Activities FY 2017 – Period 9

ACTION: For Information

During the month of March, the Foundation raised \$285,782, which brings total revenue secured through period 9 to \$6,240,240. The Foundation has now surpassed our annual fundraising goal. We anticipate closing an estimated additional \$500,000, currently in the pipeline, before the end of the fiscal year. This would bring total productivity to more than \$6.8 million for the year.

Major Gifts

In period 9, the Foundation received \$29,250 in major gifts, including a \$10,000 unrestricted donation and \$19,250 from The Michael J. Fox Foundation for the Parkinson's clinical trial.

Planned Gifts

In March, the Foundation received \$2,983 from a donor's estate.

Special Events

- ***Sapphire Soirée*** – The Foundation received \$68,050 in sponsorships and ticket sales during the month of March, bringing the total raised as of March 31 to \$114,300. To date 45 tables have been sold. The gala benefit will be held at the Menlo Circus Club in Atherton on Saturday evening April 29 and will celebrate the Cancer Center's 10th anniversary.
- ***Scarlet Masquerade*** – The annual gala benefit for the South Asian Heart Center took place on March 18, 2017 at the Mountain Winery in Saratoga. The sold-out event had the highest yield on record: more than \$304,450 from 304 attendees. As of March 31, the Foundation received \$273,100 from the event, including credit card transactions made that evening. Payments on the few outstanding commitments are expected to be received in April and May.

- ***Norma's Literary Luncheon*** – In period 9, the Foundation received the remaining \$15,050 in table sponsorships and individual ticket payments for Norma's Literary Luncheon 2017. This brings total revenue for the 5th annual memorial tribute to Norma Melchor to \$148,155. Proceeds will be used to support specialty treatment for women in the new behavioral health building. The 6th annual luncheon will take place on February 8, 2018. Mystery writer Jacqueline Winspear will be the featured speaker.

Annual Giving

In March, the Foundation raised \$13,140 toward the annual giving goal in response to the fall direct mail efforts, through online donations and the Circle of Caring grateful patient program. We plan to continue outreach to annual donors through the end of the fiscal year via direct mail and e-messaging.

ECH Foundation Fundraising Report

FY17 Income figures through March 31, 2017 (Period 9)

ACTIVITY		FY17 YTD (7/1/16 - 3/31/17)	FY17 Goals	FY17 % of Goal	Difference Period 8 & 9	FY16 YTD (7/1/15 - 3/31/16)	FY15 YTD (7/1/14 - 3/31/15)
Major Gifts		\$549,250	\$2,500,000	22%	\$29,250	\$1,687,737	\$3,951,200
Planned Gifts		\$3,467,105	\$1,000,000	347%	\$2,983	\$678,804	\$1,980,717
Special Events	Sapphire Soirée	\$114,300	\$850,000	13%	\$68,050	\$143,700	\$86,600
	Golf	\$273,100	\$325,000	84%	\$0	\$326,205	\$326,650
	Scarlet Masquerade	\$283,994	\$300,000	95%	\$153,411	\$274,593	\$238,321
	Norma's Literary Luncheon	\$148,155	\$145,000	102%	\$15,050	\$193,977	\$126,527
Annual Gifts		\$472,724	\$550,000	86%	\$13,140	\$461,561	\$496,105
Grants*		-	-	-	-	\$58,333	\$373,100
Investment Income		\$931,612	\$500,000	186%	\$3,898	\$666,579	\$940,707
TOTALS		\$6,240,240	\$6,170,000	101%	\$285,782	\$4,491,489	\$8,519,927

*Beginning in FY17 Grants is no longer an activity line. Any grants received in the future will either be reflected in the Annual Gifts or Major Gifts activity line pending funding level.