

# EKG Technician

## LEARNING OBJECTIVES



Ready to get certified for one of the most widely hired roles in healthcare? This program was designed to help you pass the Certified EKG Technician (CET) exam and set you up for success as part of a fast-paced cardiology team. You'll learn how to operate the electrocardiogram—an essential piece of hospital equipment—and work with doctors to interpret the results for patients. The learning objectives outlined below provide a map of the knowledge and skills you will gain as you progress through the program:

### Program Orientation

- Identify the elements, expectations, and requirements of the program.
- Navigate the program using the pages, menus, and buttons provided.
- Use the program tools, including the study planner, grade book, and completion report. Students will also be able to contact CareerStep using communication tools, including phone, email, forums, chat rooms, and social media.
- Identify and use program resources.

### HealthCare Foundational Knowledge and Basic Science

- Summarize the medical assisting professional.
- Translate medical terminology using abbreviations, word building, and important terms.
- Explain how nutrition knowledge relates to health and disease.
- Identify the role psychology plays in dealing with patients and their behavior.

### Anatomy and Physiology

- Identify the structures, locations, and functions of major body systems and the organs that comprise them.
- Explain how the organs of the major body systems interact and maintain homeostasis.
- Compare various risk factors leading to high mortality and morbidity.
- Describe the components of cell structure and their functions.
- Summarize how infectious agents affect cellular growth and function.
- Define basic anatomical terms.

### General Patient Care

- Summarize the pharmacology basics needed by a medical assistant.
- Outline the tasks required to prepare the examination room and the patient for examination.

- Summarize the medical assistant's responsibilities in assisting the provider with examinations.
- Identify the steps for responding to patient emergency situations in a general patient care facility.
- Describe the tasks required to properly maintain medical records and documentation.
- Learn to check vital signs.

### Infection Control

- Review the causes and diagnostic methods of various infectious and communicable diseases.
- Explore the protective measures required to prevent infection.
- Outline the treatments and protective measures required to manage and control the spread of infectious disease.
- Identify procedures and protocols for responding to infection control.

### Externship Readiness Skills

- Explore CareerStep Community career resources.
- Develop effective time management skills.
- Enhance your creative and critical thinking.
- Integrate critical and creative thinking skills into your life.
- Learn physical and emotional coping techniques to deal with stress.
- Explore essential ingredients of the communication process.
- Acquire methods to maximize verbal, nonverbal, and written communication.
- Relate the importance of professional image to career success.
- Learn strategies to write a powerful resume.
- Identify key elements of successful interviews.
- Relate the importance of good study habits to your personal success.
- Identify traits related to self-motivation and self-esteem.

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- Incorporate a positive and professional attitude in dealing with others.
- Understand that failures are important learning tools.

### Patient Care Coordination and Education

- Review how to administer and coordinate general patient care according to professional best practices.
- Explore the role and responsibilities in administering patient care.
- Explore the role and responsibilities in facilitating patient education.
- Summarize basic communication best practices and potential barriers to effective communication with patients.

### Communication and Customer Service in the Healthcare Office

- Identify the various types and styles of communication used in a healthcare office.
- Review how verbal, non-verbal, and written communication skills contribute to patient experience and outcome in a health care office.
- Identify professional communication techniques for a healthcare office, including interviewing techniques and use of medical terminology and patient-accessible language.
- Explore modified communication for patients with special considerations.
- Outline protocols for providing customer service for a health care office.

### Electronic Medical Records

- Demonstrate how patient records are used and regulated.
- Complete tasks required for scheduling a patient.
- Review clinical information reporting.
- Explore revenue cycle and financial reporting.

### Medical Laws and Ethics

- Describe common legal issues related to prescriptions and medication administration.
- Identify key legal and regulatory aspects of the healthcare environment.
- Analyze key ethical and legal aspects of the medical profession.

- Summarize common legal issues related to medical documentation.

### EKG and Cardiovascular

- Identify the basic anatomy of the heart
- List the steps needed to ensure proper functioning of ECG/EKG equipment (calibration, standardization)
- List the equipment and supplies needed to perform an ECG/EKG procedure
- Identify the placement of standard limb leads and precordial (chest) leads on a patient undergoing an ECG/EKG procedure
- Identify waveforms, intervals, and segments in EKG/ECG readings
- Identify artifacts, signal distortions, and electrical interference in EKG/ECG readings
- Describe ways to minimize artifacts during EKG/ECG readings
- Describe abnormal or emergent ECG/EKG results, including arrhythmia and dysrhythmia.

### Career Success in Healthcare

- Define "professionalism" and "success" in your own terms
- Differentiate between long-, medium-, and short-range goals
- Assess and develop your time management skills
- Develop plans to enhance your creative and critical thinking
- Use an effective decision-making process to maximize your chances for success
- Describe methods to maximize verbal, nonverbal, and written communication
- Describe the health care system
- Describe and discuss organizational structure, communication channels, and lines of authority
- Develop an understanding of the factors that affect group dynamics and use these skills to maximize your leadership potential
- Explain ethics and how they relate to health care professionals
- Define continuing education, certification, and licensure

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### EKG Final Exam

- Identify the steps needed to take to be eligible for and effectively prepare for and access the final exam.
- Identify the format, restrictions, and policies of final exams, including scoring, retakes, allowed resources, and time limits.

### HIPAA Workforce Training

- Describe HIPAA basics.
- Understand the HIPAA Privacy Rule and Security Rules.
- Describe the HITECH Act.
- Explain regulations for business associates.
- Summarize HIPAA documentation and training.

### Initiating Your Externship

- Create your profile in the Learner Placement Portal.
- Review the externship preparation resources.
- Explore CareerStep Community career resources.
- Understand the benefits of an externship.
- Access externship participation eligibility requirements.
- Recognize the externship site placement process and considerations.

### Clinical Externship

- Earn hours of experience that count towards certification.

### Program Completion

- Prepare to take the next steps after program completion.

### Total Hours: 395

**375 Coursework, Simulations, and  
Experiential +20 Clinical Externship**