



Provincial Job Description

TITLE:
**(224) Cardiology &
Electroneurophysiology
Technologist**

PAY BAND:
18

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs non-invasive technical procedures to assist physicians in the diagnosis/pathology of electrophysiological and mechanical functions of the heart.

QUALIFICATIONS:

- ◆ Cardiology Technology diploma
- ◆ Electroneurophysiology diploma
 - ◆ Certification with the Canadian Society of Cardiology Technologists
 - ◆ Certification with the Canadian Association of Electroneurophysiology Technologists (electroencephalography [EEG])
 - ◆ Certification with the Association of Electromyography Technologists of Canada (electromyography/nerve conduction studies [EMG])
 - ◆ Registration with the Saskatchewan Cardiology Technologists Association

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal, organizational and communications skills
- ◆ Analytical skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** No previous experience.

KEY ACTIVITIES:

A. Diagnostic Procedures

- ◆ Prepares and assesses patient (e.g., identification, consent, medical history, instruction of procedure).
- ◆ Performs a variety of diagnostic procedures (e.g., stress testing, Holter monitoring and electrocardiograms [ECG]).
- ◆ Monitors patient during and following procedures (e.g., stress testing).
- ◆ Analyzes test results, identifying abnormal/unexpected values and alerts physician as appropriate.
- ◆ Performs a variety of diagnostic procedures which may include electroencephalography (EEG), electromyography/nerve conduction studies (EMG), evoked potential testing, intraoperative monitoring, long-term telemetry monitoring, electroretinography (ERG).
- ◆ Ensures comprehensive diagnostic tests are obtained for physician to interpret.

B. Preparation of Test Results

- ◆ Prepares, organizes, processes, edits, scores and reports test results.
- ◆ Ensures test results are correct and complete.
- ◆ Ensures test results have been interpreted in proper time frame.
- ◆ Ensures abnormal or unexpected test results are reported to the physician.

C. Quality Assurance / Quality Control

- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Maintains quality test results according to national standards.

D. Patient Education / Research / Teaching

- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Provides clinical and technical expertise to medical/surgical specialists and basic researchers.
- ◆ Assists with research protocols, statistics and outcome management.

E. Related Key Work Activities

- ◆ Responds to telephone calls and inquiries from physicians/patients and other staff members.
- ◆ Prioritizes and schedules in-patient tests.
- ◆ Ensures "crash carts" are stocked appropriately.
- ◆ Performs computer work (e.g., data entry, back-up).
- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy, book appointments).
- ◆ Prepares, communicates and files test results and reports.
- ◆ Prepares statistical reports, where required by the job.
- ◆ Maintains inventory, orders supplies, where required by the job.
- ◆ Cleans, maintains, calibrates and troubleshoots diagnostic equipment.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.
- ◆ Maintains cleanliness of the examination room.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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