



Provincial Job Description

TITLE:
**(260) Electroneurophysiology
Technologist Working
Supervisor**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the supervision and administration of the Electroneurophysiology Department. Performs technical procedures utilizing electroneurophysiology equipment for diagnosis and tracking of disease and pathology.

QUALIFICATIONS:

- ◆ Electroneurophysiology Technology diploma
 - ◆ Certification with the Canadian Association of Electroneurophysiology Technologists
 - ◆ Certification with the Association of Electromyography Technologists of Canada

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Organizational and leadership skills
- ◆ Interpersonal and communication skills
- ◆ Analytical skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous: Thirty-six (36) months previous experience working as a Electroneurophysiology Technologist to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises and directs technical staff and work processes.
- ◆ Provides input into performance evaluations, performance reviews and hiring.
- ◆ Schedules staff and deals with payroll issues.
- ◆ Provides technical expertise and problem solving.
- ◆ Oversees the implementation of new methodologies and operating procedures.
- ◆ Provides input into budgeting and strategic planning.
- ◆ Acts as a liaison with other departments in the region.
- ◆ Manages the documentation of workload measurement statistics.
- ◆ Maintains policy and procedure manuals.
- ◆ Participates in equipment purchase and evaluation.
- ◆ Supervises instructor in the coordination of education and training of staff and students.

B. Diagnostic Procedures

- ◆ Prepares and assesses patient (e.g., identification, consent, medical history, instruction of procedure).
- ◆ Performs a variety of diagnostic procedures which may include electroencephalography (EEG), electromyography/nerve conduction studies (EMG), evoked potential testing, intra-operative monitoring, long-term telemetry monitoring, electroretinography (ERG) and transcranial Doppler (TCD).
- ◆ Ensures comprehensive diagnostic tests are obtained for physician to interpret.

C. Preparation of Test Results

- ◆ Prepares, organizes, processes, edits, scores and reports test results.
- ◆ Ensures test results have been interpreted in proper time frame.
- ◆ Ensures abnormal or unexpected test results are reported to the physician.
- ◆ Provides clinical and technical expertise to a variety of medical/surgical specialists and basic researchers.

D. Education

- ◆ **Coordinates and designs clinical education activities for students.**
- ◆ **Instructs interns, residents and staff in various procedures.**
- ◆ **Coordinates in-services on new equipment/methods.**
- ◆ **Maintains staff records on educational upgrades.**
- ◆ **Assists with research protocols, statistics and outcome management.**
- ◆ **Provides orientation, training and guidance to staff and students.**

E. Quality Assurance / Quality Control

- ◆ **Ensures, maintains and monitors compliance with Quality Assurance/Quality Control programs as required by local protocols and government regulations.**
- ◆ **Ensures quality test results according to national standards.**

F. Related Key Work Activities

- ◆ **Maintains inventory and orders supplies, where required by the job.**
- ◆ **Prioritizes and schedules in-patient tests.**
- ◆ **Performs computer work (e.g., data entry, back-up)**
- ◆ **Responds to telephone calls and inquiries from physicians/patients and other staff members.**
- ◆ **Cleans, maintains, calibrates and troubleshoots diagnostic equipment.**
- ◆ **Disposes of biohazardous waste, as per department procedures and policies.**

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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