



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 by the Canadian Society of Cardiology Technologists
 - ◆ Certification with the Canadian Board of Registration of Electroencephalograph Technologists (CBRET) (electroencephalography [EEG])
 - ◆ Certification with the Board of Registration of Electromyography Technologists of Canada (BRETC) (electromyography/nerve conduction studies [EMG])
 - ◆ Registration with the Saskatchewan Cardiology Technologists Association

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ 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 functional advice/instruction 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, scan, photocopy, book appointments).
- ◆ Prepares, communicates and files test results and reports.
- ◆ Prepares statistical reports.
- ◆ Maintains inventory and orders supplies.
- ◆ 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 16, 2018