



# *Provincial Job Description*

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***TITLE:*** (304) Electroneurophysiology Technologist – Dual Certification  
***PAY BAND:*** 17

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Performs technical procedures utilizing electroneurophysiology equipment for diagnosis and tracking of disease and pathology.

***QUALIFICATIONS:***

- ◆ Electroneurophysiology diploma

Must be certified in two of the following three:

- ◆ 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])
- ◆ Certification with the American Board of Registration of Electrodiagnostic Technologists (ABRET) (IOM)

***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 which may include electroencephalography (EEG), electromyography/nerve conduction studies (EMG), evoked potential testing, intra-operative monitoring, long-term telemetry monitoring, etc.
- ◆ Ensures comprehensive diagnostic tests are obtained for physician to interpret.
- ◆ Provides occasional guidance to the primary function of others, including training.

### **B. Preparation of Test Results**

- ◆ Prepares, organizes, processes, edits, scores, reports and archives test results.
- ◆ Ensures test results have been interpreted in proper timeframe.
- ◆ 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.

### **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. Related Key Work Activities**

- ◆ Maintains inventory and orders supplies.
- ◆ Prioritizes and schedules in-patient tests.
- ◆ Performs computer work (data entry, back-up).
- ◆ Responds to telephone calls and inquiries from physicians/patients and other staff members.
- ◆ Cleans, maintains, calibrates and troubleshoots equipment according to established standards.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.
- ◆ Performs portable examinations
- ◆ Prepares statistical reports.

*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:**

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**SGEU:**

**SAHO:**

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**Date: January 18, 2022**

