



Provincial Job Description

TITLE:
**(472) Electroneurophysiology Technologist
Working Supervisor – Triple Certification**

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. Acts as a liaison/coordinator with the educational institution and among departments/facilities.

QUALIFICATIONS:

- ◆ **Electroneurophysiology diploma**
 - ◆ **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:

- ◆ **Intermediate computer skills**
- ◆ **Organizational skills**
- ◆ **Leadership skills**
- ◆ **Interpersonal skills**
- ◆ **Communication skills**
- ◆ **Analytical skills**
- ◆ **Clinical skills**
- ◆ **Ability to work independently**
- ◆ **Valid driver's license**

EXPERIENCE:

- ◆ **Previous: Fifty-four (54) months previous experience working as an Electroneurophysiology Technologist – Triple Certification to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Provides technical direction/functional advice to staff, students and interns.
- ◆ Supervises technologists, students and interns.
- ◆ Provides input into performance evaluations, performance reviews and hiring.
- ◆ Coordinates and organizes department work flow, schedules staff and deals with payroll issues.
- ◆ Oversees the implementation of new methodologies and operating procedures.
- ◆ Provides input into staffing, budgeting and strategic planning.
- ◆ Acts as a liaison with other departments in the region.
- ◆ Manages department status report.
- ◆ Develops and maintains department documents (e.g., Requisitions, Information sheets, Log Data Charts).
- ◆ 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 (EP), intra-operative monitoring (IOM), long-term telemetry monitoring, electroretinography (ERG).
- ◆ Monitors patient's condition during the procedure.
- ◆ Sets machine parameters with constant adjustments during exams.
- ◆ Recognizes significance of all images and waveforms on monitors at all times to identify artifacts from normal and abnormal responses and pathological processes.
- ◆ Records documents and stores patient waveforms and images.
- ◆ Ensures recording of Electrodiagnostic patient testing is adjusted to obtain optimal viewing for proper interpretation.
- ◆ Provides interpretation and preliminary report for Electrodiagnostic patient testing for physician specialists to view and report.

B. Diagnostic Procedures (cont'd)

- ◆ Discuss sedation administration and monitoring.
- ◆ Assists surgeon with labelling of surgically implanted electrodes.
- ◆ Performs portable examination within all hospitals in the region.

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

- ◆ Acts as a liaison (employer representative) with the educational institution, national examination registration bodies and standards committee.
- ◆ Instructs and evaluated practical and theoretical education of students and reports/documents progress to the educational institution.
- ◆ Prepares and conducts tutorials/review sessions (mock examinations).
- ◆ Maintains a library of images for research and teaching files.
- ◆ 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 educations upgrades.
- ◆ Assists with research protocols, statistics and outcome management.
- ◆ Provides 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.
- ◆ Performs and records quality control checks on all equipment.

F. Related Key Work Activities

- ◆ Participates in research projects as per designated protocol and criteria.
- ◆ Retrieves, files, reports and distributes results.
- ◆ Assesses new products, maintains inventory and orders supplies.
- ◆ 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/archives of files and 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: March 10, 2015