



Hawaii Health Systems Corporation—Maui Region

**Kula**  
HOSPITAL  
100 Keokea Highway  
Kula, HI 96790

**Maui Memorial**  
MEDICAL CENTER  
221 Mahalani Street  
Wailuku, HI 96793

**Lanai**  
COMMUNITY HOSPITAL  
P.O. Box 630650  
Lanai City, HI 96763

## **VACANCY ANNOUNCEMENT**

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

**DATE POSTED:** 1/12/09  
**JOB TITLE:** EEG TECHNICIAN ENTRY LEVEL  
EEG TECHNICIAN FULL PERFORMANCE  
**RECRUITMENT NO.:** MMMC 0882 (ENTRY)  
MMMC 0883 (FULL PERFORMANCE)  
**JOB LOCATION:** MAUI MEMORIAL MEDICAL CENTER, WAILUKU, MAUI  
**SALARY RANGE:** \$2,903 PER MONTH (HE-06) ENTRY LEVEL  
\$3,104 PER MONTH (HE-08) FULL PERFORMANCE

### **Function and Location**

This position works in a hospital setting under general supervision of a neurologist, neuropsychiatrist, or other medically qualified personnel. It is primarily responsible in performing electroneurodiagnostic tests for patients exhibiting a variety of physical and mental states to assist the physicians with diagnosis as directed and in accordance to established standards and practices. The position may be required to work on rotating shifts, including evenings, and weekends and holidays. Vacancies may be permanent, temporary, full-time, or part-time.

### **Prerequisite Qualifications Required for the Entry Level**

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience in a health facility such as a hospital or similar medically oriented institution where the primary or basic objective was to observe and report on a variety of physical and/or mental symptoms and conditions and implement care and/or treatment procedures for a caseload of acute care patients and

One (1) year of work experience, which involved on-the-job training in operating the electroencephalographic equipment, in making routine tracings, and arranging and performing a limited variety of electroneurodiagnostic tests. Such experience must have demonstrated knowledge of how to distinguish tracings indicative of brain disorders, follow oral and/or written instructions; demonstrate poise and tact in dealing with patients; interact patiently and respectfully with staff, patients and visitors; and maintain records.

**PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, MAUI MEMORIAL MEDICAL CENTER AT (808) 242-2251 TO DISCUSS SPECIAL NEEDS IN APPLYING.**

## EEG TECHNICIAN ENTRY & FP (CONTINUED)

### **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience, which involved independently, operating the electroencephalographic equipment in making routine tracings and arranging and performing a variety of electroneurodiagnostic tests. Such experience must have demonstrated the ability locate and distinguish tracings indicative of brain disorders, follow oral and/or written instructions; demonstrate poise and tact in dealing with a wide range of patients; demonstrate judgement and initiative; interact patiently and respectfully with staff, patients and visitors; and maintain records.

### **Substitutions Allowed:**

1. Graduation from high school and successful completion of a six (6) month training course at a recognized hospital clinic under the direction of a neurologist, neuropsychiatrist, or other qualified medical physician in electroencephalography may be substituted for one (1) year of entry-level experience.
2. Successful completion of a one (1) year training course at a recognized hospital, clinic or medical school under the direction of a qualified electroencephalograph technician may be substituted for one (1) year of entry-level experience.
3. Successful completion from an accredited two (2) year training course in Electrodiagnostic Technology may be substituted for the entry-level experience.

**Certification Required:** Certification in Basic Cardiac Life Support (BCLS) or Health Care Provider must be obtained within six (6) months of employment.

**REQUIRED FORMS AND DOCUMENTATION:** You must complete the following forms and documentation **together with your application** or your application may be rejected.

- a. Evidence of the appropriate training (e.g., official transcript or diploma) to be given credit for education. A legible photocopy will be accepted; however the Hawaii Health Systems Corporation reserves the right to request an official copy.

**QUALITY OF EXPERIENCE:** Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

**Note:** We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

**MERIT OR CIVIL SERVICE SYSTEM:** You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

**CITIZENSHIP AND RESIDENCE REQUIREMENT:** Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

**VETERAN'S PREFERENCE:** If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

**PHYSICAL/MENTAL REQUIREMENTS:** Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

**PHYSICAL EXAMINATION REQUIREMENT:** Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to a HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

**CRIMINAL/BACKGROUND, CREDENTIALING CHECKS:** Applicable checks will be conducted. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

**HOW TO APPLY:** Applications are available at the **Maui Memorial Medical Center;** Human Resources Office, 285 Mahalani St. Apt #22 Wailuku, HI 96793. **Mailing Address:** 221 Mahalani St. Wailuku, HI 96793. You can call (808) 242-2251, e-mail: [mmmcjobs@hhsc.org](mailto:mmmcjobs@hhsc.org) or visit our website at [www.hhsc.org](http://www.hhsc.org). Application hours are: M-F 7:45 a.m. to 4:30 p.m., excluding holidays at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be filed no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

**STEPS TO AN ADMINISTRATIVE REVIEW:** If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s). 2. The specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. Any additional information you want to submit to substantiate your request. **If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.