

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

EEG Technician

(Job Description, Class Specification & Minimum Qualification Requirements)

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|-------------------------|------------------|--------------|-----------------|--------------|
| Entry | Pay Grade | HE-06 | Job Code | 6.816 |
| Full Performance | Pay Grade | HE-08 | Job Code | 6.817 |

Function and Location

This position works in a hospital or clinic under general supervision of a neurologist, neuropsychiatrist, or other medically qualified personnel. It is primarily responsible in performing electro neurodiagnostic 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, weekends, and holidays.

Key Duties and Responsibilities

1. Preparing patients for examinations.
2. Application of suitable electrodes on predetermined measured positions and check on their performance.
3. Analyzes and modifies complex waveforms and selects electrical circuits while performing electrophysiological tests using instruments, computers and signal averaging equipment.
4. Obtain standard recordings, recognize artifacts and take appropriate steps to eliminate them.
5. Solicits patient medical history by interview, evaluates and documents patient clinical condition and mental status during testing procedures. This information is prepared for physician interpretation.
6. Describe all abnormal clinical manifestations observed during the exam using activating procedures as appropriate.
7. Administer EEG-Evoked potential while patients are awake, asleep and under anesthesia during surgery.
8. Demonstrates knowledge to appropriately alert physician of acute abnormalities during biological analysis of study.

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9. As indicated by circumstances during EEG – Evoked potential recordings, monitor other variables such as electromyograms, electrocardiograms, electro-oculograms, respiration, etc.
10. Assists with minor troubleshooting, calibration and corrects instruments to prevent interpretation errors and down time and in accordance with standard procedures. Contacts Biomed for repair.
11. Maintains and organizes patient records, reports, file with appropriate documents.
12. Maintain established hospital and department policies, procedures and quality assurance programs.
13. Adhere to safety/infection control policies and procedures.
14. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
15. Assist with maintenance of department equipment and supplies.
16. Use of HBOC computer system; charge posting, procedure acknowledgment.
17. Use the principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.
18. Maintain the strictest confidentiality of all facility and facility-related information.
19. Participate in training, other educational programs and meetings as required.

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

As needed, answers telephone, maintains and make minor repairs to equipment, maintains competencies through continuing education and credentialing, in services and/or unit/hospital competencies within appropriate time frame, and perform other related duties as assigned.

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Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Demonstrated proficiency in the application of all the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the patients of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

Supervision Provided By

Neurologist or designee provides supervision over this position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new, unusual, or emergency situations.

Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

Prerequisite Qualifications Required for the Entry Level

Education: High school diploma or the equivalency is preferred.

Experience: One 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 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 electro neurodiagnostic tests.

Knowledge and Abilities: 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.

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Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience: One year of work experience, which involved independently, operating the electroencephalographic equipment in making routine tracings and arranging and performing a variety of electro neurodiagnostic tests.

Knowledge and Abilities: 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 judgment and initiative; interact patiently and respectfully with staff, patients and visitors; and maintain records.

Substitutions Allowed:

- a. Graduation from high school and successful completion of a six-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 year of entry-level experience.
- b. Successful completion of a one-year training course at a recognized hospital, clinic or medical school under the direction of a qualified electroencephalograph technician may be substituted for one year of entry-level experience.
- c. Successful completion from an accredited two-year training course in Electrodiagnostic Technology may be substituted for the entry-level experience.

Certification Required:

Basic Life Support (BLS) for Healthcare Workers must be obtained within six months of employment.

Desirable Qualifications: Professional credentials awarded by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists as a Registered EEG Technologist (R. EEG T); Registered Evoked Potential Technologist (R. EP T), or Certificate in Neurophysiologic Intraoperative Monitoring (CNIM).

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Health and Physical Requirements: All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

ADDENDUM ATTACHED

Yes

No