



# *Provincial Job Description*

---

***TITLE:***  
**(260) Electroneurophysiology Technologist  
Working Supervisor – Dual Certification**

***PAY BAND:***  
**19**

---

***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.

***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 (BRETTC) (electromyography/nerve conduction studies [EMG])

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Analytical skills
- ◆ Ability to work independently

## ***EXPERIENCE:***

- ◆ **Previous: Thirty-six (36) months previous experience working as an Electroneurophysiology Technologist – Dual Certification to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Administration / Supervision**

- ◆ Supervises and directs technical staff and work processes.
- ◆ Provides input into performance evaluations, performance reviews and hiring.
- ◆ Schedules staff and deals with payroll issues.
- ◆ Provides technical expertise and problem solving.
- ◆ Oversees the implementation of new methodologies and operating procedures.
- ◆ Provides input into budgeting and strategic planning.
- ◆ Acts as a liaison with other departments in the region.
- ◆ Manages the documentation of workload measurement statistics.
- ◆ 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, intra-operative monitoring, long-term telemetry monitoring, etc.
- ◆ Ensures comprehensive diagnostic tests are obtained for physician to interpret.

### **C. 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.

**D. Education**

- ◆ 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 educational upgrades.
- ◆ Assists with research protocols, statistics and outcome management.
- ◆ Provides orientation, 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.

**F. Related Key Work Activities**

- ◆ Maintains inventory and orders supplies.
- ◆ Prioritizes and schedules in-patient tests.
- ◆ Performs computer work.
- ◆ Responds to telephone calls and inquiries from physicians/patients and other staff members.
- ◆ Cleans, maintains, calibrates and troubleshoots diagnostic equipment.
- ◆ Disposes of biohazardous waste, as per department policies and procedures.

*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: January 18, 2022*