



# *Provincial Job Description*

---

***TITLE:***

**(488) Electroneurophysiology Technologist &  
Clinical Instructor – Single Certification**

***PAY BAND:***

---

***FOR FACILITY USE:***

---

***SUMMARY OF DUTIES:***

Responsible for the organization of the educational program and clinical instruction of students. 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])**
  - or**
  - ◆ **Certification with the Board of Registration of Electromyography Technologists of Canada (BRET) (electromyography/nerve conduction studies [EMG])**

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

- ◆ **Intermediate computer skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Communications skills**
- ◆ **Analytical and clinical skills**
- ◆ **Ability to teach adults**
- ◆ **Ability to work independently**

## ***EXPERIENCE:***

- ◆ **Previous: Forty-eight (48) months previous discipline-related experience working as an Electroneurophysiology Technologist – Single Certification to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Education/Instruction**

- ◆ **Coordinates the training program outlined by the national curriculum.**
- ◆ **Instructs and teaches students in all theoretical and clinical aspects of electroneurophysiology.**
- ◆ **Ensures test results of students are correct and complete.**
- ◆ **Assists physicians with the development, administration and scoring of examinations in conjunction with the Canadian Board of Registration of Electroneurophysiology Technologists.**
- ◆ **Develops and maintains check lists to assess the students required level of knowledge.**
- ◆ **Responsible for maintenance of all local, provincial and national documentation with regards to student examinations, evaluations and records.**
- ◆ **Acts as a liaison with students, departmental staff and physicians.**
- ◆ **Coordinates and conducts presentations for other hospital departments.**
- ◆ **Instructs interns, residents and staff in various procedures.**

### **B. Diagnostic Procedures**

- ◆ **Prepares and assesses patient (i.e. 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, electroretinography (ERG) and transcranial doppler (TCD).**
- ◆ **Ensures comprehensive diagnostic tests are obtained for physician to interpret.**

### **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. 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.

**E. Related Key Work Activities**

- ◆ Maintains inventory and orders supplies, where required by the job.
- ◆ 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 diagnostic equipment according to established standards.
- ◆ Disposes of biohazardous waste, as per departmental procedures and policies.
- ◆ Provides orientation to staff.

*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: October 8, 2013*