



# **THE QUEEN ELIZABETH HOSPITAL BOARD**

## **JOB DESCRIPTION**

**JOB TITLE:** Electroencephalography (EEG) Technologist

**SALARY SCALE:** Z16-11 (Q.B) 10-6

**DEPARTMENT:** Department of Medicine

**REPORTS TO:** Senior Neurophysiology Technologist

**DIRECT REPORTS:** N/A

### **JOB SUMMARY**

Under general supervision assists in the diagnosis, treatment, and management of patients with abnormalities and deficiencies associated with the cardiopulmonary system.

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## **MAJOR DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as an illustration of the various types of work that may be performed:*

1. Preparing patient and performing Electroencephalograms, Ambulatory EEG's, BAER's, VEP and other tests within the scope of practice;
2. Edits and prepare tests for reading by a doctor;
3. Reports findings or concerns to reading doctors for prompt interpretation.
4. Arranges immobilization and/or support device for proper patient positioning and adjusts shields;
5. Performs other duties as directed by the Senior Neurophysiology Technologist or Medical Heads;
6. Arranges immobilization and / or support device for proper patient positioning and adjusts shields;
7. Performs other duties as directed by the Senior EEG Technologist or Medical Heads;
8. Recognises and monitors ictal and inter-ictal electrographic patterns;
9. Performs respiratory care for patients of sleep disorder testing;
10. Prepares facilities in accordance with procedural requirements;
11. Calibrate equipment, and prepares medicine and materials as required;
12. Cleans and disinfects equipment in accordance with sterile procedures and standards;
13. Explains protocols and procedures to patients, and position patients as appropriate to prescribed procedure as well as assist patients at the end of the procedure;
14. Determines appropriate methodology and techniques to use in administering quantities for procedures;
15. Determines appropriate calibrations and/or techniques, arranges immobilizations and/or support devices and selects appropriate device/equipment;

16. Maintains stock supplies and assists administrators in determining quantities for purchase;
17. Promotes continuous improvement of workplace safety and environmental practices;
18. Observes health and safety protocols in the execution of duties;
19. Using customer service skills establishes and maintains effective working relationships with other employees, officials and members of the general public;
20. Performs any other related duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES**

1. Sound knowledge of health and safety procedures;
2. Knowledge of Hospital and departmental rules and regulations
3. Knowledge of clinical risk and quality assurance protocols and practices;
4. Good time-management and organizational skills;
5. Excellent analytical, interpersonal, communication skills and organisational skills.
6. Ability to perform respiratory care of sleep disorder testing;
7. Ability to develop a rapport with patients/clients and their families.
8. Ability to handle clinical seizure and/or other medical emergencies as required.

### **REQUIRED TRAITS**

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|--------------------------------|-----------------|
| • Empathy                      | • Initiative    |
| • Accountability               | • Dedication    |
| • Collaboration                | • Dependability |
| • Flexibility and Adaptability | • Integrity     |
|                                | • Co-operation  |

## **EDUCATION AND EXPERIENCE**

1. A Registered Nurse with an Associate's Degree Electroencephalogram, or Electrodiagnostic Technology with two years' relevant experience;
2. A Registered Nurse with a Bachelor's Degree in Neurophysiology Technology;
3. An Electroencephalogram or Electrodiagnostic Technology Diploma with five years' experience.