

## UW HEALTH JOB DESCRIPTION

<b>NEURODIAGNOSTIC ASSISTANT</b>			
<b>Job Code:</b> 510032	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> L. Michor	<b>Date:</b> October 2023
<b>Department:</b> 25010 / Electroencephalography		<b>HR Approval:</b> D. Ripp	<b>Date:</b> October 2023
<b>JOB SUMMARY</b>			
<p>The Neurodiagnostic Assistant provides a 24-hour visual monitoring, and subsequent intervention when indicated, of seizure patients in the EMU (Epilepsy Monitoring Unit) via remote video system. The Neurodiagnostic Assistant maintains components of the monitoring system to ensure integrity of equipment and communicates with staff and members of the Comprehensive Epilepsy team assigned to a patient regarding the patient's seizure status. The Neurodiagnostic Assistant maintains expertise in clinical and electrical seizure identification, management and documentation, as well as maintenance of the technical equipment. The Neurodiagnostic Assistant reports to the Neurodiagnostic EEG Supervisor and is a member of the multidisciplinary team caring for patients with epilepsy.</p>			
<b>MAJOR RESPONSIBILITIES</b>			
<p><b><u>Patient Monitoring/Clinical Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>Provide continuous visual monitoring of seizure patients.</li> <li>Recognize, classify and document interictal, ictal, and post-ictal activity.</li> <li>Place, remove and maintain electrodes on both video EEG patients and continuous EEG ICU patients.</li> <li>Monitor in-patient Video EEG for an uninterrupted, clean recording.</li> <li>Notify appropriate personnel to prevent patient injury and loss of data during status epilepticus.</li> <li>Determine when to activate emergency measures to intervene in patient seizure activity. Alert appropriate personnel.</li> <li>Effectively understands the goals and implications of the monitoring study, including impact on the patient's lifestyle.</li> <li>Collaborate with EEG Technologist assigned to the EMU to enhance data collection techniques.</li> <li>Provide inter-shift report on patient's seizure status to other monitoring technicians and provide patient status reports to RN and EEG Technologists on an ongoing basis.</li> <li>Communicate with patient's nurse; provide information about seizures and monitoring issues and other pertinent information obtained from the patient to maintain a complete and accurate record of care.</li> <li>Participate in problem solving of patient-specific monitoring issues.</li> <li>Provide support services to the Comprehensive Epilepsy Program and/or Neuroscience nursing staff as needed.</li> </ul> <p><b><u>Equipment Maintenance and Education</u></b></p> <ul style="list-style-type: none"> <li>Regularly check and maintain integrity of all monitoring equipment.</li> <li>Perform basic troubleshooting during equipment failure; notifies EEG personnel of irresolvable problems.</li> <li>Provide for safe environment regarding patient contact with equipment.</li> <li>Provide basic orientation regarding monitoring equipment and function to patients and families in collaboration with multidisciplinary team.</li> <li>Provide orientation to nurses and other Neurodiagnostic Assistants to monitoring equipment and job requirements.</li> </ul>			
<b>ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</b>			
<b>JOB REQUIREMENTS</b>			
Education	Minimum	High school diploma or equivalent.	
	Preferred		
Work Experience	Minimum		
	Preferred	One (1) year experience or equivalent experience as a Nursing Assistant or Medical Assistant preferred	
Licenses & Certifications	Minimum	CPR/BLS	
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>Knowledge of general patient care during seizure activity.</li> <li>Knowledge of psychosocial needs of seizure patients and families.</li> <li>Knowledge of patient behavior and symptoms related to or associated with seizures.</li> <li>Ability to make accurate patient observations and communicate and record same.</li> <li>Ability to perform effectively in emergency situations.</li> <li>Ability to function as a team member and to communicate effectively with patient's family and team members.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Knowledge of and ability to use all equipment needed for monitoring seizure patients.</li> <li>• Ability to recognize a variety of EEG electrode placements, understand diagnostic qualities of each, and replace electrodes as needed.</li> <li>• Demonstrates basic understanding of seizure disorders with relation to patients.</li> <li>• Demonstrates basic understanding of commonly used seizure medications and their possible impact on seizure pattern and frequency.</li> </ul>
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### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>X</b> <b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:			

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.