

UW HEALTH JOB DESCRIPTION

NEURODIAGNOSTIC TECH LEAD

Job Code: 510029	FLSA Status: Non-Exempt	Mgt. Approval: L Michor	Date: October 2020
Department : Electroencephalography / 25010	HR Approval: J. Theisen	Date: October 2020	

JOB SUMMARY

Under the direction of the Manager, Neurodiagnostics the Neurodiagnostics Lead is responsible for overseeing EEG staff and students, assisting with competency and educational activities for neurodiagnostic technology personnel, involved with quality assessment of testing and monitoring and assists with strategic planning. The Lead oversees staff and is the liaison between faculty and support staff, explaining departmental policies and procedures, resolving problems, and coordinating activities. Collaborates with other departments and leadership to ensure standards for productivity, patient care, employee performance, cost effectiveness, and customer satisfaction are met all while continuing to perform more complex Neurodiagnostic procedures.

This position is responsible for the successful completion of daily operations with the main emphasis on high quality patient related procedures which adhere to the guidelines and technical standards set forth by the American Society of Electroneurodiagnostic Technologists. This position shows proficiency and expertise in the technical aspects of Neurodiagnostics while performing complex procedures.

The Neurodiagnostic Lead is a multi-skilled allied health professional who may perform Neurodiagnostic procedures including, but not limited to evoked potentials (EP), electroencephalograms (EEG), nerve conduction studies (NCS), long-term monitoring for epilepsy (LTM), and intensive care unit and continuous EEG monitoring (ICU/EEG).

MAJOR RESPONSIBILITIES

1. Oversees EEG staff and students including delegating duties and authority as appropriate; involved in hiring qualified staff; improving performance through staff evaluations; communicates and provides standards, feedback, coaching, training, and information necessary to effectively perform their job; counsels and disciplines staff when necessary.
2. Coordinates the day-to-day operations and scheduling of all shifts.
3. Evaluates and applies newer technology as needed.
4. Oversees quality assurance and supports continuous process improvement.
5. Supports clinical neurodiagnostic research activities as assigned.
6. Ensures infection prevention standards as well as regulatory agency requirements are met.

Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature and other duties may be assigned as appropriate.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Graduation from a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited Electroneurodiagnostic (END) Program
	Preferred	
Work Experience	Minimum	Five (5) years of experience in performing neurodiagnostic procedures
	Preferred	Five (5) years of experience to include training of students and supervision of staff in the neurodiagnostic services overseen
Licenses & Certifications	Minimum	<ol style="list-style-type: none"> 1) Current registry by the American Board of Registration of Electroneurodiagnostic Technologists as a Registered EEG Technologist (REEGT). 2) BLS/CPR Certification
	Preferred	Additional credentials to include but not limited to R. EP T., CLTM, R.NCS. T. and CNIM
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of currently accepted standards of practice when performing clinical electroneurodiagnostic testing. • Thorough knowledge of neurodiagnostic procedures and practices. • Effective oral and written communication skills. • Positive interpersonal skills with patients, families, co-workers, physicians and other medical staff.

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- Knowledge of neuroanatomy and physiology, basic electronics and electrical safety, digital recording systems, pattern recognition and various medical and pharmacological conditions that influence the neurodiagnostic procedures.
- Knowledge of universal infection control standards and its effect on practices.
- Knowledge of latest neurodiagnostic practices and procedures.

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,

x	Infants (Birth – 11 months)	x	Adolescent (13 – 19 years)
x	Toddlers (1 – 3 years)	x	Young Adult (20 – 40 years)
x	Preschool (4 – 5 years)	x	Middle Adult (41 – 65 years)
x	School Age (6 – 12 years)	x	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
Sedentary: 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.	Up to 10#	Negligible	Negligible
x Light: 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

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.