



Job Code: 9271

Grade: 16

HCWR: Y

Job Title

EMG Technologist

Department

Medicine/Neurosciences

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under supervision, the EMG Technologist performs Neurophysiology tests, including electroencephalograms (EEGs), Evoked Potential (EP) studies and Nerve Conduction Velocity (NCV) testing, assists physicians in Electromyography (EMG) and Botulinum toxin injections, maintains equipment, maintains inventory, and tracks laboratory productivity and quality measures. The individual provides the highest level of patient care.

Typical Duties

- Understands appropriate methods and explanation of Nerve Conduction Study (NCS) test procedures needed to explain and obtain patient cooperation for exam.
- Understands how to review the patient's electronic medical record for orders and special needs, with attention to patients with pacemakers and defibrillators.
- Acquires basic knowledge of recording electrodes, stimulating electrodes, the recording instrument as well as operational and electrical concepts.
- Acquires basic knowledge of normal nerve and muscle anatomy and function, disease processes, pathology, NCS responses in normal circumstances, other diagnostic aids and the operating principles of pertinent electronic instrumentation.
- Performs and records common NCSs accurately with surface recording and stimulating electrodes with basic knowledge and skills including but not limited to:
- Applying suitable electrodes to predetermined measured positions on the patient and checking electrode performance
- Recognizes physiological and nonphysiologically artifacts and methods to eliminate artifacts as well as normal waveforms and values observed during the test
- Recognizes abnormal pathology, waveforms and NCSs
- Performs electroencephalograms EEGs on adults and children.
- Performs evoked potential EPs on adults and children.
- Performs clinical video recording including video-EEG studies.
- Assists in physician performance of EMGs and Botulinum toxin injections.
- Shares night, weekend, and holiday on-call responsibilities.
- Maintains laboratory records including monthly activity reports.
- Maintains laboratory supplies, issues monthly inventory reports and initiates ordering of new supplies.
- Provides support in maintaining and troubleshoots laboratory equipment. Creates a service order when necessary.
- Maintains a clean, organized, and safe laboratory environment.
- Maintains a cooperative and collegial work environment.
- Understands and follows all guidelines related to infectious diseases.



Typical Duties

- Assists in patient registration, phone management, appointment scheduling and physician reminders.
- Conducts thorough data analysis, observation, assignment and/or research, proposes changes to existing programs and processes, or identifies new quality improvement projects or processes that support the department mission, vision and goals.
- Performs other duties as assigned.

Minimum Qualifications

- Associates degree or higher from an accredited college or university
- Two (2) years of experience as a Neurophysiology laboratory technician
- Valid Cardiopulmonary Resuscitation (CPR) certification

Preferred Qualifications

- Bachelor's degree from an accredited college or university
- Prior Electromyography (EMG) experience

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of NCS, EMG, EP, and botox with the ability to troubleshoot and solve technical problems
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent interpersonal skills with strong consensus building and facilitation skills
- Strong computer skills in word processing and spreadsheets
- Ability to maintain neurophysiology laboratory equipment and perform minor repairs, as needed
- Ability to maintain inventory, chart lab activities and perform data storage operations
- Ability to review patient data in the electronic medical record and extract data relevant to the procedure
- Ability to synthesize information, formulate and implement proposals for change to improve patient care and/or laboratory operations
- Ability to objectively evaluate results and make practical recommendations
- Ability to take initiative, work with or without direct supervision
- Highly organized to effectively plan, track, evaluate and follow-up on multiple projects
- Has the physical ability to lift up to 45 pounds, walk and stand for prolonged periods, use hands, legs and fingers. Demonstrates physical, mental, and muscular coordination, sees and hears normally, tolerates exposure to unpleasant noise, odor and temperatures.
- Capacity to interact with severely ill patients and the circumstances that surround these patients



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.