

EEG/EKG TECHNICIAN

Nature of Work: Under general supervision, performs work at the full-performance level by preparing and operating an electroencephalograph (EEG) machine to measure and record brain waves and/or prepares and operates an electrocardiograph (EKG) machine to record the action of the heart muscles. Performs minor maintenance of equipment and insures an adequate inventory of available supplies. Performs related work as required.

Examples of Work

Reads order from physician and determines specific test requirements.

Explains test procedures to patients to secure their cooperation and to relieve their anxiety about the test.

Positions patient and places electrodes/leads on appropriate parts of the body according to standard guidelines.

Takes recording of brain waves/heart muscle activity.

Records patient information, documents tracings, mounts tracing on patients charts, and forwards chart to physician.

Calibrates machine.

Maintains log of recordings and prepares billing.

Knowledge, Skills and Abilities

Knowledge of the basic operation and care of the EEG/EKG machines.

Knowledge of the proper practices and procedures for conducting EEG/EKG tests.

Knowledge of basic human anatomy.

Ability to perform and process EEG/EKG tests.

Ability to distinguish artifacts in the tracings.

Ability to gain the confidence and cooperation of the patient.

Ability to read and follow directions, both oral and written.

Ability to maintain effective working relationships with physicians and other hospital personnel.

Ability to perform related clerical work, such as filing, billing, and posting to logs and charts.

Minimum Qualifications

EXPERIENCE One year of experience in the operation of an EEG or EKG instrument.

SUBSTITUTION One year in training in the operation of an EEG or EKG instrument under the direct supervision of an experienced EEG technologist, EKG technician, cardiologist, medical technologist, or physician.

Established: 8/20/92

Effective: 9/15/92