UNIVERSITY OF SOUTHERN CALIFORNIA
Diagnostic Testing Technician
Job Code: 187605

Grade: HD
OT Eligible: Yes
Comp Approval: 2/15/1995

**JOB SUMMARY:**
Performs diagnostic patient testing, such as EKG, EEG, ENG, VAT, Posturography, EMG, Pressure Test, Rotational Chair, etc. Assists in patient education, data entry and analysis, marketing and public relations.

**JOB ACCOUNTABILITIES:**

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>Performs diagnostic testing using specialized equipment such as EKG, EEG, ENG, VAT, Posturography, EMG, Pressure Test, Rotational Chair, etc.</td>
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<td>Assists in identifying patients' educational needs and providing health-related information to enhance patients' understanding of medical condition and related treatments.</td>
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<td>Assists with data entry and data analysis.</td>
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<td>Maintains supplies within clinical portion of operations to ensure adequate inventory.</td>
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<td>Oversees maintenance of equipment and testing facilities.</td>
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<td>Maintains compliance with established University and department policies and procedures, quality assurance, safety, environmental, infection control and complies with requirements of accreditation and regulatory agencies.</td>
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<td>Promotes awareness of program services to faculty, staff, students, etc.</td>
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<td>Participates in in-service education programs to enhance job knowledge and performance.</td>
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Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: No
Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

Minimum Education:
High School or equivalent

**Minimum Experience:**

1 Year

Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Experience in performing diagnostic tests such as EKG, EEG, ENG, VAT, Posturography, EMG, Pressure Test, Rotational Chair, etc.

**Preferred Education:**

Specialized/Technical Training

**Preferred Experience:**

2 Years

**Preferred Field of Expertise:**

Certification in diagnostic testing.

**Skills: Administrative:**

- Assemble and organize numerical data
- Clinical documentation
- Communicate with others to gather information
- Coordinate work of others
- Gather data
- Input data
- Prioritize different projects
- Read handwritten text
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills: Laboratory:**

Basic Laboratory Safety Techniques

**Skills: Machine:**

- Computer Network (Department or School)
- Computer Peripheral Equipment
- Personal Computer

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ___________________________ Date:_____________________________

Supervisor: ___________________________ Date:_____________________________

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

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