UNIVERSITY OF SOUTHERN CALIFORNIA
Diagnostic Testing Technician II
Job Code: 187606

Grade: 00
OT Eligible: Yes
Comp Approval: 10/10/2012

JOB SUMMARY:
Performs neurodiagnostic testing procedures which includes advanced intraoperative monitoring and telemetry procedures. Uses electrophysical methods such as EEG, EMG and evoked potentials to monitor the functional integrity of neural structures. Assists in patient education, data entry and analysis, marketing and public relations.

JOB ACCOUNTABILITIES:

* E/M/NA % TIME
Performs neurodiagnostic testing and telemetry which includes advanced intraoperative monitoring to assess the functional integrity of the peripheral and/or central nervous system during vascular, orthopedic, and neurosurgical operative procedures on patients of varying ages and medical conditions, in accordance with standards of practice. Uses electrophysical methods such as EEG, EMG and evoked potentials to monitor the functional integrity of neural structures during surgery, utilizing a variety of sophisticated instruments.

Identifies patient’s educational needs and provides health-related information to enhance patients' understanding of medical condition and related treatments.

Maintains data and performs data analysis.

Maintains supplies within clinical portion of operations to ensure adequate inventory.

Oversees maintenance of equipment, supplies and testing facilities.

Documents and reports accurately the results of all monitoring and procedures performed.

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.

Promotes awareness of program services to faculty, staff, students, etc.

Participates in in-service education programs to enhance job knowledge and performance.

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
- Specialized/technical training

Minimum Experience:

- 3 years
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

- Possesses Intraoperative Monitoring certification. Experience in performing advance intraoperative monitoring procedures. Experience in performing diagnostic tests such as EEG, EMG, evoked potentials and telemetry procedures.

Preferred Education:

- Associate's degree

Preferred Experience:

- 4 years

Preferred Field of Expertise:

- Associate’s degree from accredited college. Certified and registered by the American Board of Registered Electroencephalogram Technologist preferred.

Skills: Administrative:

- Assemble and organize numerical data
- Clinical documentation
- Communicate with others to gather information
- Compose letters
- Gather data
- Input data
- Maintain records
- Schedule appointments
- Understand and apply policies and procedures
- Understand and enforce regulatory guidelines
- Use database and/or word processing software

Skills: Other:

- Analysis
- Assessment/evaluation
- Consulting
- Counseling
Customer service
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Scheduling

Skills: Laboratory:
- Basic laboratory safety techniques
- Equipment maintenance
- Maintenance of records and documentation

Skills: Machine/Equipment:
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:
- May oversee student, temporary and/or resource 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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