JOB SUMMARY:

Provides clinical oversight and training of technologists involved in the Intraoperative Neurophysiological Monitoring program at LAC+USC Medical Center within the Neurophysiology Program at USC. Creates and evaluates comprehensive technologist competencies to assess the technologist having suitable skills, knowledge, ability, training and experience to ensure quality services and patient safety in the various monitoring modalities. Administers program operations and administrative functions to include compliance with university/department policies and procedures and regulatory agencies, purchasing, quality control, short and long term planning, personnel administration, problem resolution and daily maintenance of patient data. Develops and recommends program operating and administrative policies. Schedules and assigns work of staff and third party organizations contracted for overflow. Works under minimal supervision on all phases of intraoperative neurophysiological monitoring. Performs all aspects of intraoperative neurophysiological monitoring independently to assess the functional integrity of the peripheral and/or central nervous system during vascular, orthopedic, and neurosurgical operative procedures on patients.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Supervises and oversees technologists in the operating room. Provides guidance, direction and training, as required. Ensures delivery of comprehensive intraoperative neurophysiological monitoring services, compliance with university/department policies and regulatory agencies and quality control. Coordinates activities, etc.

Plans, develops and implements training program for technologists. Develops and trains technologist in competencies of the various monitoring modalities. Demonstrates techniques, equipment and procedures to others.

Creates comprehensive technologist competencies to assess quality in the various monitoring modalities and evaluates technologist competencies on a biyearly basis.

Schedules and assigns work to staff and third party organizations contracted for overflow. Ensures appropriate staffing levels and makes adjustments as necessary. Reviews monitoring data, provides feedback, and ensures quality standards are maintained.

Develops and maintains automated or manual systems and procedures to facilitate program operations.

Identifies areas to broaden the scope of services. Determines modifications necessary for new surgical procedures.

Develops, implements and recommends program operating and administrative policies. Conveys established policies and procedures.
Performs all aspects of neurodiagnostic testing procedures independently, which include intraoperative room 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 electrophysiological methods, such as EEG, EMG, and evoked potentials to monitor the functional integrity of neural structures during surgery, utilizing a variety of sophisticated instruments.

Serves as a key resource for program information. Resolves problems or questions referred by program staff or other individuals.

Maintains equipment and supply inventories. Purchases equipment, as required.

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.

Maintains patient data, daily. Generates reports of each monitored case and corresponding billing invoices for services rendered. Prepares data for physician review.

Stays informed of developments in field, reading pertinent literature.

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:  

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:**

Specialized/technical training

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Graduate of an electroneurodiagnostic technology program accredited by the Committee on Allied Health Education or equivalent. Registration in electroencephalography and/or evoked potentials, and CNIM. Knowledge of neuro anatomy and physiology, electronics and electrical safety, knowledge of EEG/EP/EMG instrumentation, pattern recognition and various medical pharmacological conditions that influence an EEG and/or EP during surgery. ABNM certified or eligible.

**Preferred Field of Expertise:**

American Board of Neurophysiologic Monitoring (ABNH) certified or eligible

**Skills:** Administrative:
Assemble and organize numerical data  
Clinical documentation  
Compute totals  
Coordinate work of others  
Gather data  
Input data  
Understand and apply policies and procedures  
Use database and/or word processing software

**Skills:**  
**Other:**  
- Analysis  
- Assessment/evaluation  
- Communication -- written and oral skills  
- Interpretation of policies/analyses/trends/etc.  
- Knowledge of applicable laws/policies/principles/etc.  
- Lead/guidance skills  
- Organization  
- Planning  
- Problem identification and resolution  
- Project management  
- Research  
- Scheduling  
- Teaching/training

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

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

**Supervises:**  
**Level:**  
Leads one or more employees performing similar work.

**Supervises:**  
**Nature of Work:**  
Technical

**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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