



North Metropolitan Health Service
Job Description Form

HSS Registered March 2019

Neurophysiology Technologist
Health Salaried Officers Agreement: HSO Level P1
Position Number: 007494
Department of Neurology / WA Adult Epilepsy Service, Medical Specialties Division
Sir Charles Gairdner Hospital, North Metropolitan Health Service

Reporting Relationships

Head of Department, Neurology
 Level 16-24
 Position Number: 006631



Supervising Neurophysiology Technologist
 HSO Level P2
 Position Number: 000693



This Position



← Also reporting to this supervisor:

Title	Classification	FTE
Nil		

Directly reporting to this position:	Other positions under control							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Title</th> <th style="text-align: left;">Classification</th> <th style="text-align: left;">FTE</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> <td></td> </tr> </tbody> </table>	Title	Classification	FTE	Nil			<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Nil</td> </tr> </tbody> </table>	Nil
Title	Classification	FTE						
Nil								
Nil								

Prime Function / Key Responsibilities

Performs diagnostic procedures and neurophysiological monitoring within the Neurology Department, including the WA Adult Epilepsy Service, ensuring an efficient and effective output is maintained.

Brief Summary of Duties

1. Clinical Procedures

- 1.1. Performs diagnostic procedures, standard and advanced investigations.
- 1.2. Assists with complex techniques and specialised procedures.
- 1.3. Evaluates data obtained through the procedure to validate diagnosis.

2. Professional Practice

- 2.1. Takes responsibility for the welfare, privacy and security of the patient during procedures.
- 2.2. Interprets requests and determines the appropriate clinical procedure.
- 2.3. Ensures the minimisation of risks to patients, and alerts the Senior Neurophysiology Technologist to patients at risk and the need for urgent intervention.
- 2.4. Complies with infection control guidelines for the safety of patients, staff and the general public.
- 2.5. Calibrates, operates, and participates in the maintenance of clinical equipment.
- 2.6. Provides a consultative service on the interpretation of clinical data.
- 2.7. Assists supervisor and other Neurophysiology Technologists.
- 2.8. Provides professional support and guidance to new staff.
- 2.9. Liaises with medical and other staff.
- 2.10. Develops and maintains links with key stakeholders.

3. Administration

- 3.1. Assists with document management, and ensures the technical integrity of records.
- 3.2. Evaluates, edits and archives analogical and digital clinical investigations.
- 3.3. Assists with clinical, research and financial data management, and provides information for inclusion in departmental reporting.
- 3.4. Ensures the confidentiality of patient records.
- 3.5. Participates in team meetings.
- 3.6. Participates in the development of policies and standards.

4. Education and Research

- 4.1. Participates in the evaluation of new techniques and test parameters.
- 4.2. Participates in approved clinical research and clinical data collection.
- 4.3. Prepares educational material in clinical Neurophysiology for other health professionals.
- 4.4. Participates in, and attends, tutorials, professional development, and education programs.
- 4.5. Assists in the professional supervision, training and assessment of students.

5. NMHS Governance, Safety and Quality Requirements

- 5.1. Participates in the maintenance of a safe work environment.
- 5.2. Participates in an annual performance development review.
- 5.3. Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualification in medical sciences, clinical sciences, physiology, biomedical sciences or nursing, and eligible for membership of the Association of Neurophysiological Technologists of Australia (ANTA).
2. Proven effective communication (verbal and written) and interpersonal skills.
3. Demonstrated initiative and ability to manage high work levels in an isolated environment with limited supervision.
4. Ability to work autonomously and as part of a team.
5. Ability to operate computer based technology and basic computer skills.

Desirable Selection Criteria

1. Previous experience in a patient care environment.
2. Previous experience in Clinical Neurophysiology
3. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services, and Occupational Safety and Health, and how these impact on employment, people management, and service delivery that affect the clients of this position.

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current membership of the Association of Neurophysiological Technologists of Australia (ANTA) must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: