

SUPERVISOR - NEUROLOGY LABORATORY

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief of Neurology, the incumbent manages the day-to-day operations and activities of the neurodiagnostic laboratory, epilepsy monitoring unit, and intraoperative monitoring. The incumbent supervises and trains technical staff and provides technical expertise for all services in the Department of Neurology. The incumbent works closely with the Department of Neurosurgery to ensure effective utilization of personnel to provide quality technical services and patient care. Supervises technical staff and provides technical instruction to nursing staff and residents. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises, trains and evaluates technical staff in long-term video-EEG monitoring, evoked potentials, telemetry, overnight studies, brain mapping, etc., to achieve optimum level of patient care;

Instructs technical staff in proper procedures, standards and methods, and resolves technical problems;

Assists neurosurgeons intraoperatively in determining optimal placement of intracranial electrodes and verifies stability of electrodes;

Documents and reviews patients' progress and provides preliminary analysis of data for physician review;

Maintains all monitoring and related computer equipment and troubleshoots technical problems to minimize equipment down-time;

Maintains in-services and continuing education opportunities to keep abreast of current advances in the field and to ensure the level of proficiency of technical staff in all areas of testing;

Investigates patient and physician complaints and recommends course of action;

Recommends new equipment and techniques for biomedical and biotechnological developments;

Establishes and enforces standards, policies and procedures to provide quality assurance and ensure compliance with JCAHO;

Performs video-EEG monitoring, evoked potentials, telemetry, overnight studies, brain mapping, etc., as required;

Develops, implements and monitors annual budget to achieve maximum cost-effectiveness and quality patient care.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern techniques and procedures used in performing electroencephalographic monitoring and long-term video-EEG monitoring; thorough knowledge of the uses of the following evaluative tests: WADA, PET Scan, Ictal SPECT Scan, MRI Scan, CT Scan; good knowledge of neuroanatomy and neurophysiology; knowledge of medical terminology with emphasis on the epilepsies and other neurological disorders; ability to distinguish abnormal brain waves; skill in the operation, maintenance and repair of complex electronic units used in EEG procedures; ability to understand, follow and convey complex technical instruction; ability to train and supervise others; sound professional judgment; accuracy; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: An Associate's Degree* or 60 credits* in Electroneurodiagnostic, Electroencephalographic (EEG), or Electrodiagnostic Technology, and five years of technical experience in EEG recordings, one year of which must have been at an administrative or supervisory level, and one year of which must have been in an epilepsy unit.

SPECIAL REQUIREMENT: At time of appointment, must be certified by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) in either Evoked Potentials or Neurophysiologic Intraoperative Monitoring, or by the Board of Registration of Polysomnographic Technologists (BRPT) as a Polysomnographic Technologist.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.