

## UW HEALTH JOB DESCRIPTION

### High-Density EEG Technical Coordinator

<b>Job Code: 610015</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: A. LeGare</b>	<b>Date: 5.2019</b>
<b>Department: WI Sleep Center</b>		<b>HR Approval: nnl</b>	<b>Date: 5.2019</b>

### JOB SUMMARY

The High-Density EEG (HD-EEG) Technical Coordinator supports the initiatives of Wisconsin Sleep to further its use of HD-EEG technology in the Wisconsin Sleep Laboratory. This includes helping set-up and process clinical high-density studies for clinical interpretation, providing clinical results to patients, and performing overnight sleep studies. The position works closely with Sleep Lab Technicians, IT specialists, and affiliated personnel to ensure consistent data collection and analysis of polysomnographic data.

### MAJOR RESPONSIBILITIES

- Process clinical high-density EEG and other physiological data for clinical interpretation, preparing preliminary data reports.
- Serve as a high-density EEG expert, participating in the development and training of laboratory staff. Set-up and train others to set-up high-density EEG sleep testing for clinical and research studies.
- Monitors technician adherence to high-density laboratory protocols. Ensures laboratory operations compliance with all applicable safety and infection control standards.
- Provides sleep study set-up and coverage of day, pm and/or night sleep technician duties as needed.
- Communicates clinical study results to patients.
- Performs calibration procedures with electrophysiologic amplifiers and computer-based data recorders. Electrically interfaces data outputs of capnographs, oximeters, and respiratory inductive plethysmographs to inputs of electrophysiologic amplifiers and computer-based recorders.
- Classifies polysomnographic sleep stages according to standard methods.
- Selects appropriate transducers for use with the patient according to polysomnography's orders. Applies transducers to patient and insures patient comfort during testing. Removes transducers from the patient post testing and cleans and/or sterilizes transducers after use.
- Performs operational checks of analog and digital recording devices prior to initiating the study. Sets up and maintains: nasal/oral thermocouples; impedance converters; EOG, EEG, EKG, EMG, surface electrodes; oximetry probes; capnography sampling lines; and inductive plethysmogram converters.
- Performs routine cleaning and maintenance of electrophysiologic recording instruments. Sets up and maintains: video cameras, video monitors, intercoms, nasal cannulas and venturi masks.
- Adjusts positive end expiratory and inspiratory pressure to maintain airway patency and optimize therapeutic response.
- Corrects apparatus artifacts and equipment malfunctions while on patient. Exchanges patient care equipment according to standard frequency established.
- Assesses adequacy of oxygen therapy via continuous ear oximetry during sleep.
- Identifies and tabulates abnormal respiratory events.
- Recognizes and responds to cardiac emergencies during sleep studies and performs cardiopulmonary resuscitation until relieved by paramedics.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS**

### JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Health Science related field
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> <li>• One year of experience analyzing EEG and/or polysomnography data</li> <li>• One year of experience on a sleep laboratory environment</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>• MATLAB Programming experience</li> <li>• Two years of experience on a sleep laboratory environment</li> </ul>
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> <li>• Basic Life Support/CPR</li> <li>• Registration as a Polysomnographic Technologist (RPSGT) must be obtained within two years from date of hire</li> </ul>

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	Preferred			
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>Knowledge of electrophysiological recording equipment</li> <li>Ability to setup, configure, and maintain instruments for polysomnographic data collection and analysis according to established protocols.</li> <li>Advance knowledge of sleep software applications, including troubleshooting software issues relevant to EGI/Compumedics integration.</li> <li>Strong numerical, data analytical, and organizational skills</li> <li>Excellent written and verbal communication skills</li> <li>Ability to work as a member of a cross functional team</li> <li>Proven leadership ability</li> <li>Ability to teach others</li> <li>Ability to troubleshoot EEG and other sleep laboratory physiologic monitoring equipment and devices.</li> <li>Ability to initiate appropriate therapeutic interventions according to laboratory policy.</li> </ul>		
<b>AGE SPECIFIC COMPETENCY (Clinical jobs only)</b>				
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.				
<b>Instructions:</b> Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,				
	Infants (Birth – 11 months)	<b>x</b>	Adolescent (13 – 19 years)	
	Toddlers (1 – 3 years)	<b>x</b>	Young Adult (20 – 40 years)	
<b>x</b>	Preschool (4 – 5 years)	<b>x</b>	Middle Adult (41 – 65 years)	
<b>x</b>	School Age (6 – 12 years)	<b>x</b>	Older Adult (Over 65 years)	
<b>JOB FUNCTIONS</b>				
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
<b>PHYSICAL REQUIREMENTS</b>				
<b>Indicate the appropriate physical requirements of this job in the course of a shift.</b> <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
<b>X</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other - list any other physical requirements or bona fide occupational qualifications not indicated above:</b>				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.