

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

EEG/EKG Technician

**SERIES NO.:**

8633

**MAJOR AGENCIES:**

Mental Health only

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the EEG/EKG technician occupation is to prepare patients for & operate electroencephalograph &/or electrocardiograph equipment.

This class is restricted for use by Department of Mental Health.

**CLASS TITLE**

EEG/EKG Technician

**CLASS NUMBER**

86331

**PAY RANGE**

29

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of cardiovascular technology in order to prepare patients for & operate electroencephalograph &/or electrocardiograph equipment.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
EEG/EKG Technician	86331	04	01/09/2005	29

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Prepares patient both mentally & physically for test (e.g., explains procedures to & reassures patient; applies electrodes), prepares, calibrates & adjusts machine & operates electroencephalograph (i.e., to record electrical impulses in brain) &/or electrocardiograph (i.e., to record electric current produced by heart muscle action) equipment to create test tracings (i.e., records made by self-registering instrument), records tests & prepares tests for interpretation.

Assists medical &/or technical personnel in performance of tasks related to laboratory, clinic or hospital operations (e.g., collects blood or urine samples; assists with & prepares samples for analysis &/or transport; schedules or clarifies test requests; relays special instructions from physician to nursing division regarding special patient preparation; demonstrates equipment use).

Performs clerical tasks related to technical work or other laboratory, clinic or hospital operations (e.g., maintains, copies &/or files test records; copies employee & client physical lab work; documents performance of EKG on client charts; schedules appointments for neurological consultant; orders EKG paper, mounting sheets, EKG apparatus &/or other supplies; distributes test results verbally &/or on written forms; writes monthly reports; answers telephone).

Maintains &/or performs minor repair work on electroencephalograph & electrocardiograph equipment (e.g., cleans EKG equipment after each use; makes minor equipment adjustments; keeps ink & paper in machines) & performs various work related miscellaneous tasks (e.g., delivers laboratory samples; escorts clients to X-ray, medical lab &/or other appointments; maintains clean & safe working environment; changes linen on beds).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of fractions, decimals & percentages; cardiovascular technology\*; laboratory, clinic or hospital practices & procedures\*. Skill in operation & maintenance of electroencephalograph &/or electrocardiograph equipment. Ability to maintain accurate records; deal with problems involving several variables in familiar context; carry out detailed but basic written or oral instructions; read simple sentences with common vocabulary; demonstrate dexterity.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in operating electroencephalograph &/or electrocardiograph equipment.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to infectious diseases & unpredictable behavior of patients.