JOB DESCRIPTIONS FOR NCS TECHNOLOGISTS

The job descriptions outlined here are intended for use by electrodiagnostic (EDX) physicians (neurologists or physical medicine and rehabilitation physicians, "physiatrists"), medical directors of EDX laboratories, and EDX laboratory employers. These descriptions provide guidelines for federal and state agencies and hospital administrators concerned with classification of nerve conduction study (NCS) personnel. When developing job descriptions, the facility should comply with all federal employment, Occupational Safety and Health Administration (OSHA), Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and Health Insurance Portability and Accountability Act (HIPAA) guidelines.

Prior to a technologist performing NCSs, a physician conducts a focused physical examination and identifies the nerves to be studied. Once a physician has determined the preliminary differential diagnosis, a technician may perform the NCS tests selected by the physician. A technologist must work under direct supervision of a qualified EDX physician (see the American Association of Neuromuscular and Electrodiagnostic Medicine [AANEM] position statement: Who is Qualified to Practice EDX Medicine?). The EDX physician should design all NCSs and provide direction to the technologist. Technologists should not perform invasive procedures, specifically needle electromyography (EMG). Technologists should adhere to all AANEM policies and procedures.

TITLE: NCS TECHNOLOGIST I

Summary: A Technologist I (a trainee) is a new hire and expected to obtain CNCT or RNCST credentials within 5 years. A Technologist I is expected to complete 12 months of consecutive fulltime practical NCS training.

Distinguishing Characteristics: A Technologist I (a trainee) receives training under the personal supervision of a Technologist III or higher level of technologist or an EDX physician. A Technologist I is under the direct supervision of an EDX physician and learns and observes the functions of NCSs by group and/or individual teaching, observation, assigned reading, and practical application. Prior to a Technologist I performing NCSs under the direct supervision of an EDX physician, a Technologist I learns to perform hands-on NCSs under the personal supervision of a Technologist III or higher or an EDX physician for a minimum of 6 consecutive months of training.

Minimum Qualifications:

- 1. An Associates degree or higher preferred, or enrollment in a CAAHEP-accredited neurodiagnostic program.
- 2. A Technologist I may have 6 months personal supervision training under a Technologist III or higher with direct supervision of an EDX physician.

- 1. Receives training on ethical responsibilities, confidentiality, and HIPAA compliance.
- 2. Learns the basics of patient safety and cleanliness, including OSHA and JCAHO Guidelines for Universal Precautions and CPR. Learns CDC guidelines.
- 3. Learns appropriate interpersonal skills needed to work with patients, laboratory allied health staff, physician staff, and other hospital/clinic staff.
- 4. Learns appropriate methods and explanations of the NCS test procedure needed to obtain the patient's cooperation necessary for a complete examination.
- 5. Learns how to check the patient's electronic medical record for orders and special needs, with particular attention to patients with pacemakers, defibrillators, and neurotransmitters.
- 6. Acquires basic knowledge of recording electrodes, stimulating electrodes, the recording instrument, and operational and electrical concepts.
- 7. Acquires basic knowledge of normal nerve and muscle anatomy and function, disease processes, pathology, NCS responses in normal circumstances, other diagnostic aids, and the operating principles of pertinent electronic instrumentation.

- 8. Begins to accurately record common NCSs with surface recording and stimulating electrodes. This entails the acquisition of basic knowledge and skills including (but not limited to):
 - A. Applying suitable electrodes to predetermined measured positions on the patient and checking the electrode performance.
 - B. Beginning to recognize physiological and nonphysiological artifacts and methods to eliminate artifacts, as well as normal waveforms and values observed during the test.
 - C. Beginning to recognize abnormal pathology, waveforms, and NCSs.
- 9. Learns to manually compute and record graphical data in accordance with laboratory policies and procedures.
- 10. Keeps equipment clean and in operating condition.
- 11. Files print or electronic medical records according to laboratory policies and procedures.
- 12. Attends teaching seminars and conferences, completes formal reading assignments, and demonstrates acquisition of knowledge and skills as designated by an EDX physician and/or Technologist III or higher.

Goal: A Technologist I (a trainee) should pursue 12 consecutive months of training in performing NCSs under direct supervision of an EDX physician. A Technologist I should seek to acquire the skills needed to advance to Technologist II.

- 1. Maturity and the ability to establish good rapport with patients, public, and staff.
- 2. Capacity to deal with severely ill patients and the circumstances that surround these patients.
- 3. Ability to learn detailed nerve and muscle pathology and learn EDX equipment software.

TITLE: NCS TECHNOLOGIST II

Summary: A Technologist II performs basic NCSs in the laboratory under the direction of a CNCT or RNCST and an EDX physician. They have completed basic NCS training and they meet the requirements for a Technologist I. A Technologist II may perform NCSs under the direct supervision of a Technologist III but must also be under the direct supervision of an EDX physician and adhere to AANEM policies and guidelines.

Distinguishing Characteristics: A Technologist II has not yet achieved CNCT or RNCST certification. They must obtain CNCT or RNCST credentials within 5 years.

Minimum Qualifications:

- 1. An Associates degree or higher preferred, or successful completion of a CAAHEP-accredited neurodiagnostic program.
- 2. Completion of at least 12 months of fulltime (or equivalent) practical training in performing NCSs under the direct supervision of an EDX physician.
- 3. Meets CPR certification according to laboratory policies and procedures.

- 1. Adheres to training regarding ethical responsibilities, confidentiality, and HIPAA compliance.
- 2. Conforms to all OSHA and JCAHO laboratory policies and procedures (including guidelines for universal precautions) as well as hospital regulations. Knows CDC guidelines.
- 3. Maintains appropriate interpersonal skills with patients, laboratory allied health staff, physician staff, and other hospital/clinic staff.
- 4. Explains the NCS test procedure to the patient to obtain the patient's cooperation necessary for a complete examination. Checks the patient's electronic medical record for orders and special needs, with particular attention to patients with pacemakers, defibrillators, and neurotransmitters.
- 5. Builds on basic knowledge of the peripheral nervous system, diseases related to EDX medicine, instrumentation, basic electronics, and electrical safety.
- 6. Prepares the patient, applying a variety of surface electrodes as required; accurately obtains common NCSs; distinguishes between normal and abnormal results; describes all abnormal clinical manifestations observed during the test; and recognizes physiological and nonphysiological artifacts and takes appropriate steps to eliminate them.
- Performs the appropriate calibration procedure on the EDX instrument for standard recordings.
 Manipulates instrument controls, including filter and sensitivity settings, for optimal recording of electrical responses.
- 8. Assists the EDX physician with the EDX studies as needed by preparing or manipulating the instrument and applying surface recording electrodes.

- 9. Keeps equipment clean and in operating condition, detects instrument malfunctions, and makes minor maintenance adjustments or reports the need for major repairs. Cleans and maintains electrodes.
- 10. Files print or electronic medical records according to laboratory policies and procedures.
- 11. Performs other related duties as required.
- 12. Continues education through journals, publications, NCS workshops, NCS seminars, or AANEM meetings.

Goal: A Technologist II will perform 250 patient NCSs on separate occasions. They are eligible for the RNCST or CNCT boards and are expected to take the credentialing NCS boards within 5 years.

CEU requirements: A Technologist II will accumulate a minimum of 15 NCS CEUs every 3 years. This minimum requirement is superseded by individual RNCST or CNCT maintenance of certification requirements

- 1. Maturity and the ability to establish good rapport with patients, public, and staff.
- 2. Capacity to deal with severely ill patients and the circumstances that surround these patients.
- 3. Ability to learn detailed nerve and muscle pathology and learn EDX equipment software.

TITLE: NCS TECHNOLOGIST III

Summary: A Technologist III must be a CNCT or RNCST. They must meet the requirements for Technologist levels I and II. A Technologist III also must have strong, well-developed communication skills.

Distinguishing Characteristics: A Technologist III performs routine, as well as more advanced, NCS testing on both common and uncommon nerves; recognizes clinically significant waveforms; follows policy and procedures established by the AANEM and laboratory protocol; and communicates with team members. They must perform NCSs under the direct supervision of an EDX physician. They may be actively involved in the AANEM laboratory accreditation process. A Technologist III also should possess knowledge of neuromuscular disease processes.

Minimum Qualifications:

- 1. An Associates degree or higher preferred, or successful completion of a CAAHEP-accredited neurodiagnostic program.
- 2. CNCT or RNCST certification required.
- 3. Meets CPR certification according to laboratory policies and procedures.
- 4. Knowledgeable in Microsoft Office and software packages relating to EDX equipment.
- 5. Knowledgeable of filter settings and EDX equipment settings.
- 6. Able to adhere to facility and laboratory policies and procedures.
- 7. Membership in AANEM or AAET, or both, preferred.

- 1. Adheres to training regarding ethical responsibilities, confidentiality, and HIPAA compliance.
- 2. Conforms to all OSHA and JCAHO laboratory policies and procedures (including guidelines for universal precautions) as well as hospital regulations. Knows CDC guidelines.
- 3. Maintains appropriate interpersonal skills with patients, laboratory allied health staff, physician staff, and other hospital/clinic staff.
- 4. Explains the NCS test procedure to the patient to obtain the patient's cooperation necessary for a complete examination. Checks the patient's electronic medical record for orders and special needs, with particular attention to patients with pacemakers, defibrillators, and neurotransmitters.
- 5. Assists the EDX physician with the EDX studies as needed by preparing or manipulating the instrument and applying surface recording electrodes.

- 6. Performs common and uncommon NCSs in a highly skilled, patient-appropriate manner. Recognizes normal and abnormal results and recognizes and takes reasonable steps to eliminate physiological and non-physiological artifact.
- 7. Performs NCSs in the ICU or other hospital units, understanding the special technical requirements of these areas.
- 8. Assures maintenance and working order of equipment, including but not limited to: checking calibrations and making minor maintenance adjustments and repairs deemed by the instrument manufacturer as appropriate and safe. Ensures that electric current leakage issues are resolved.
- 9. Files print or electronic medical records according to laboratory policies and procedures.
- 10. Performs other related duties as required.
- 11. If there is no NCS Specialist levels I or II at a facility, then a Technologist III may supervise and participate in teaching Technologists levels I and II under the direct supervision of an EDX physician.
- 12. Continues education through journals, publications, NCS workshops, NCS seminars, or AANEM meetings.

CEU requirements: A Technologist III will accumulate a minimum of 15 NCS CEUs every 3 years. This minimum requirement is superseded by individual RNCST or CNCT maintenance of certification requirements.

- 1. Maturity and the ability to establish good rapport with patients, public, and staff.
- 2. Capacity to deal with severely ill patients and the circumstances that surround these patients.
- 3. Self-motivated.

TITLE: NCS SPECIALIST I

Summary: A Specialist I must be an RNCST or CNCT. They must meet the requirements for Technologist III and exhibit critical thinking skills and have proven competency in performing uncommon NCSs. Specialist I is a senior level NCS position.

Distinguishing Characteristics: A Specialist I should be able to train and provide guidance to Technologists levels I-III, as deemed necessary by an EDX physician. They may be actively involved in an AANEM accredited laboratory. A Specialist I works under the direct supervision of an EDX physician and they may serve as lead NCS technologist.

Minimum Qualifications:

- 1. Meets all minimum qualifications for Technologist levels I-III.
- 2. A Bachelor's degree preferred.
- 3. CNCT or RNCST certification required, plus training in performing advanced NCSs. A minimum of 4 years as a CNCT or RNCST performing NCSs in the patient setting, with at least a total of 5 years of experience in performing NCSs, and may have experience in the ICU.
- 4. Meets CPR certification according to laboratory policies and procedures.
- 5. Knowledgeable in Microsoft Office and software packages relating to EDX equipment.
- 6. Knowledgeable of filter settings and EDX equipment settings.
- 7. Able to adhere to facility and laboratory policies and procedures.
- 8. Active membership in AANEM or AAET, or both.

- 1. Adheres to responsibilities regarding ethics, confidentiality, and HIPAA compliance.
- 2. Maintains appropriate interpersonal skills with patients, laboratory allied health staff, physician staff, and other hospital/clinic staff.
- 3. Explains the NCS test procedure to the patient to obtain the patient's cooperation necessary for a complete examination. Checks the patient's electronic medical record for orders and special needs, with particular attention to patients with pacemakers, defibrillators, and neurotransmitters.
- 4. Performs NCSs on both common and uncommon nerves to aid the EDX physician in the best studies to reveal abnormalities.
- 5. Recognizes and troubleshoots physiologic and non-physiological artifact and technical issues.
- 6. Performs NCSs independently in routine settings, as well as more advanced settings (e.g., ICU, pediatrics) under the direct supervision of an EDX physician.

- 7. Exhibits advanced knowledge of common and uncommon NCSs with proficiency in performing repetitive nerve stimulation and blink reflex studies.
- 8. May perform neuromuscular ultrasound and autonomic testing as deemed necessary by an EDX physician under direct supervision of an EDX physician.
- 9. Recognizes neuromuscular disease processes and pathology.
- 10. May monitor NCSs during surgeries with risk for peripheral nerve damage or for repairing the same.
- 11. Follows facility policies and procedures regarding critical test results.
- 12. Follows laboratory departmental policy and procedures, adhering to AANEM guidelines and policies.
- 13. Troubleshoots machine problems and ensures testing of machine electrical leakage.
- 14. May maintain laboratory supplies and machine updates.
- 15. Aids and advises in decisions for equipment and supplies to upper management and EDX physicians.
- 16. Performs other related duties as required.
- 17. May take on responsibilities of lead NCS technologist as outlined by laboratory policies and protocol.
- 18. Learns new procedures emerging in the EDX field.

CEU requirements: A Specialist I will meet ABEM or AAET recertification requirements of 30 NCS CEUs every 5 years. A Specialist I will also meet individual RNCST or CNCT maintenance of certification requirements.

- 1. Maturity and the ability to establish good rapport with patients, public, and staff.
- 2. Capacity to deal with advanced situations, disease processes, and severely ill patients.
- 3. Ability to think critically and self motivate.

TITLE: NCS SPECIALIST II

Summary: A Specialist II is similar to a Specialist I, but they also will possess advanced skills and knowledge to teach all levels of technologists, residents, and fellows, as deemed necessary by an EDX physician and under their direct supervision. A Specialist II is a senior level NCS position.

Distinguishing Characteristics: A Specialist II should be able to provide a high level of instruction to other technologists as well as residents and fellows, as deemed necessary by an EDX physician. They should be able to perform all levels of advanced NCSs, as well as blink reflex and repetitive nerve stimulation studies. A Specialist II may be involved in AANEM laboratory accreditation. They may serve as lead NCS technologist.

Note: For those technologists who do not hold a bachelor's degree or higher, the technologist who meets all the requirements of an NCS Specialist I may be considered for NCS Specialist II if they have a minimum of 10 years of continuous experience in performing NCSs, a minimum of 8 years as a CNCT or RNCST, a minimum of 3 faculty engagements in the NCS field, and at least 2 reference letters from ABEM physicians.

Minimum Qualifications:

- 1. Meets all qualifications of Specialist I.
- 2. A Bachelor's degree required.
- 3. A minimum of 5 years as a CNCT or RNCST performing NCSs in the patient setting, with at least a total of 6 years of experience in performing NCSs, and may have experience in the ICU.
- 4. Meets CPR certification according to laboratory policies and procedures.
- 5. Knowledgeable in Microsoft Office and software packages relating to EDX equipment.
- 6. Knowledgeable of filter settings and EDX equipment settings.
- 7. Able to adhere to facility and laboratory policies and procedures.
- 8. Active membership in AANEM or AAET, or both, required.

- 1. Adheres to responsibilities regarding ethics, confidentiality, and HIPAA compliance.
- 2. Maintains appropriate interpersonal skills with patients, laboratory allied health staff, physician staff, and other hospital/clinic staff.
- 3. Explains the NCS test procedure to the patient to obtain the patient's cooperation necessary for a complete examination. Checks the patient's electronic medical record for orders and special needs, with particular attention to patients with pacemakers, defibrillators, and neurotransmitters.
- 4. Performs NCSs on both common and uncommon nerves to aid the EDX physician in the best studies to expose abnormalities.

- 5. Performs NCSs independently in routine settings, as well as more advanced settings (e.g., ICU, pediatrics) under the direct supervision of an EDX physician.
- 6. Performs repetitive nerve stimulation, blink reflex, and other advanced studies.
- 7. May perform neuromuscular ultrasound and autonomic testing as deemed necessary by a medical laboratory director.
- 8. Recognizes neuromuscular disease processes and pathology.
- 9. May monitor NCSs during surgeries with risk for peripheral nerve damage or for repairing the same.
- 10. Follows facility policies and procedures regarding critical test results.
- 11. Follows laboratory departmental policy and procedures, adhering to AANEM guidelines and policies.
- 12. Troubleshoots machine problems and ensures testing of machine electrical leakage.
- 13. May maintain laboratory supplies and machine maintenance.
- 14. Aids and advises in decisions for equipment and supplies to upper management and EDX physicians.
- 15. Performs other related duties as required.
- 16. Participates in management decisions and advises on laboratory schedules and priorities with workloads.
- 17. Makes decisions regarding workload assignments.
- 18. Participates in recruitment and evaluation of staff and trainees.
- 19. Learns new procedures emerging within the EDX field.

CEU Requirements: A Specialist II will accumulate a minimum of 15 NCS CEUs per 5 years, as approved by AANEM or AAET. A Specialist II will also meet individual RNCST or CNCT maintenance of certification requirements.

- 1. Maturity and the ability to establish good rapport with patients, public, and staff.
- 2. Capacity to deal with advanced situations, disease processes, and severely ill patients.
- 3. Leadership capabilities.

Note Regarding Supervisors and Directors (Managers):

In the situation in which administrative leadership of the EDX laboratory may not have CNCT or RNCST credentials, the Laboratory Supervisor or Laboratory Director (Manager) should rely on the level of the Technologist III or higher to provide technical supervision, measure competencies of the other technologists, provide EDX equipment maintenance, and ensure AANEM laboratory accreditation. The Laboratory Supervisor or Manager should entrust the EDX Medical Director as well as the Technologist III or higher to assess skill levels, competencies, and accuracy. Although there is some overlap between the duties of an administrative supervisor and the duties of an EDX supervisor, the minimum technical qualifications required for each position are very different.

TITLE: NCS TECHNICAL LABORATORY SUPERVISOR

Summary: A Technical Laboratory Supervisor must be an RNCST or CNCT. They supervise and direct the day-to-day operation of the EDX laboratory, including developing policies, purchasing laboratory supplies, and planning laboratory schedules. They also assist with recruitment, selection, and evaluation of technical staff.

Distinguishing Characteristics: A Technical Laboratory Supervisor oversees clerical activity and supervises, plans, and helps develop training activities. They must possess excellent interpersonal skills, good judgment, and a working knowledge of the EDX laboratory. A Technical Laboratory Supervisor works under the direct supervision of an EDX Medical Laboratory Director and a Laboratory Director (Manager).

Minimum Qualifications:

- 1. Bachelor's degree or equivalent required, with experience in administration or management, or both, or 5 years of experience in administration or management.
- 2. A minimum of 5 years of experience as a CNCT or RNCST.
- 3. Maintains CEUs or ongoing education for management.
- 4. Follows AANEM policies and understands and maintains OSHA, HIPAA, and JCHAO policies and guidelines. Knows CDC guidelines.

- 1. Adheres to responsibilities regarding ethics, confidentiality, and HIPAA compliance.
- 2. Develops, writes, and updates the laboratory policy and procedures manual, utilizing and following OSHA and JCAHO guidelines. Knows CDC guidelines. Develops quality assurance and quality control programs.
- 3. Maintains appropriate interpersonal skills with patients, laboratory allied health staff, physician staff, and other hospital/clinic staff.
- 4. Arranges maintenance and repair of equipment. Oversees equipment leakage issues.
- 5. Keeps inventory and initiates purchasing of laboratory supplies.
- 6. Plans laboratory schedules and assigns priorities according to the workload and clinical urgency in conjunction with an EDX physician.
- 7. Assists an EDX physician and/or supervises NCS technologist staff with laboratory research projects.
- 8. Provides direct supervision and education to NCS technologists at all levels.
- 9. Takes part in the recruitment, selection, and evaluation of technical staff and trainees.

- 10. Works under NCS Laboratory Director (Manager).
- 11. Participates in AANEM laboratory accreditation.
- 12. May arrange for CAAHEP approval of laboratory for clinical rotation of neurodiagnostic students in an accredited CAAHEP program.
- 13. Understands CDC policies and physical, chemical, biological, and environmental hazards as well as safety procedures.
- 14. Understands CMS coding.
- 15. Delegates responsibilities.
- 16. Performs other related duties as required.
- 17. Adapts to change within the EDX field.
- 18. Participates in publications, conferences, and technical meetings and Continues education through journals, publications, workshops, seminars, and site visits.

CEU Requirements: A Technical Laboratory Supervisor will accumulate a minimum of 15 NCS CEUs every 3 years. This minimum requirement is superseded by individual RNCST or CNCT maintenance of certification requirements.

- 1. Maturity and the ability to establish good rapport with patients, public, and staff.
- 2. Capacity to deal with advanced situations, disease processes, and severely ill patients.
- 3. High degree of leadership, integrity, and organizational talents.
- 4. Ability to maintain transparent communication among staff.

TITLE: NCS LABORATORY DIRECTOR (MANAGER)

Summary: A Laboratory Director (Manager) works with a medical EDX director and administration staff on decisions regarding marketing, management, budgets, and personnel.

Distinguishing Characteristics: A Laboratory Director (Manager) is distinguished by a high degree of sophistication in the field of EDX technology; is responsible for the technical operation of laboratories performing clinical and/or research work; directs related clerical activity; and works with administration to supervise, plan, and help develop training activities and marketing efforts.

Minimum Qualifications:

- 1. Bachelor's degree or higher required, with 5 years of previous supervisory, administrative, and management experience.
- 2. A minimum of 5 years of experience in EDX technology and continuing education, as well as CNCT or RNCST certification.
- 3. Maintains CEUs or ongoing education for management of personnel.
- 4. Possesses motivational, analytical, and problem-solving skills.
- 5. Follows AANEM policies and understands and maintains OSHA, HIPAA, and JCHAO policies and guidelines.

- 1. Adheres to responsibilities regarding ethics, confidentiality, and HIPAA compliance.
- 2. Develops, writes, and updates the laboratory policy and procedures manual, utilizing and following OSHA and JCAHO guidelines. Knows CDC guidelines. Maintains quality assurance and quality control programs.
- 3. Maintains appropriate interpersonal skills with patients, laboratory allied health staff, physician staff, and other hospital/clinic staff.
- 4. Arranges maintenance, control of electrical machine leakage, and repair of equipment.
- 5. Keeps inventory and initiates purchasing of laboratory supplies as well as EDX equipment, warranties, and capital purchases.
- 6. Supervises or performs particularly difficult or unusual recording procedures.
- 7. Performs NCSs in the ICU or other hospital units, understanding the special technical requirements of these areas.
- 8. Plans laboratory schedules and assigns priorities according to the workload and clinical urgency in conjunction with an EDX physician.

- 9. Supervises, plans, and reviews the work of the technical staff and performs their duties when required. When necessary, takes corrective action or suggests technical innovations.
- 10. Assists the EDX physician and/or supervises technologists, residents or fellows under the direct supervision of the EDX physician. Aids with laboratory research projects.
- 11. Takes part in the recruitment, selection, and evaluation of technical staff and trainees.
- 12. Participates in AANEM laboratory accreditation.
- 13. May arrange for CAAHEP approval of laboratory for clinical rotation of Neurodiagnostic students in an accredited CAAHEP program.
- 14. Understands CDC policies and physical, chemical, biological, and environmental hazards as well as safety procedures.
- 15. Understands medical coding.
- 16. Delegates responsibilities among staff members.
- 17. Sets goals and objectives.
- 18. Performs other related duties as required.
- 19. Creates a workplace consistent with the mission, values, and goals of the facility.
- 20. Organizes and participates in publications and technical conferences and meetings, and continues education through journals, publications, workshops, seminars, and site visits.
 - **CEU requirements:** A Laboratory Director (Manager) will accumulate a minimum of 15 NCS CEUs every 3 years. This minimum requirement is superseded by individual RNCST or CNCT maintenance of certification requirements.

- 1. Maturity and the ability to establish good rapport with patients, public, and staff.
- 2. Capacity to deal with advanced situations, disease processes, and severely ill patients.
- 3. High degree of leadership, integrity, management, motivational, and organizational skills in addition to teaching ability.
- 4. Ability to maintain transparent communication among staff.

Glossary of Terms and Definitions

- AAET—American Association of Electrodiagnostic Technologist
- AANEM—American Association of Neuromuscular and Electrodiagnostic Medicine
- ABEM—American Board of Electrodiagnostic Medicine
- CAAHEP—Commission on Accreditation of Allied Health Education Programs
- CEU—Continuing education unit
- CMS—Center for Medicare and Medicaid Services
- CNCT—Certified Nerve Conduction Technologist (credentialed by ABEM)
- EDX—Electrodiagnostic
- EMG—Electromyography
- HIPAA—Health Insurance Portability and Accountability Act
- ICU—Intensive care unit
- JCAHO—Joint Commission on Accreditation of Healthcare Organizations
- NCS—Nerve conduction study
- OSHA—Occupational Safety and Health Administration
- RNCST—Registered Nerve Conduction Study Technologist (credentialed by AAET)
- TMOCP—Technologist Maintenance of Certification Program

CMS Supervision Level Definitions

Personal Supervision: The physician is in the room where the procedure is being performed.

Direct Supervision: In the outpatient hospital setting, the physician² is "immediately available" or "physically present, interruptible and able to furnish assistance and direction throughout the performance of the procedure"; the physician does not have to be present in the same room when the procedure is being performed or within any particular hospital boundary, such as the confines of the hospital campus.³

General Supervision: A service is furnished under the overall direction and control of the supervising physician, but his or her physical presence is not required during the performance of the procedure.

ACGME (Accreditation Council for Graduate Medical Education) Supervision Definition

"Direct Supervision Immediately Available": The supervising physician is physically within the hospital or other site of patient care, and is immediately available to provide direct supervision.

BIBLIOGRAPHY

- 1. American Society of Electroneurodiagnostic Technologists. Recommendations for writing job descriptions and samples. Carroll, IA: ASET; 1994.
- 2. Bangs DH. Personnel planning guide, 2nd ed. Dover, NH: Upstart Publishing; 1987. Ch 4, pp 25-30.
- 3. Flippo EB. Personnel management. New York: McGraw-Hill; 1984.
- 4. Gael S. The job analysis handbook for business, industry and government. Vol. I. New York: John Wiley & Sons; 1988. Ch 2, pp 78-79.
- 5. Mathis RL, Jackson JH. Personnel, contemporary perspectives and applications. 3rd ed. St. Paul, MN: West Publications; 1992.

Approved: February 2000.

Reviewed and updated by the Professional Practice Committee and approved by the AANEM Board June 2015.

Endorsed by the ASET - The Neurodiagnostic Society: July 2015