

## **DRAFT**

### **Duties and Responsibilities of Electroencephalography (EEG) Laboratory Director**

#### **General**

- The EEG lab director is the physician with primary responsibility for the overall operation and administration of the lab (EEG, ambulatory, ICU EEG, EMU, remote EEG/telemedicine; epilepsy surgery program?) and its functions.
- The director is a neurologist, licensed to practice medicine and credentialed to interpret EEG and other central neurophysiology studies at the institution, usually with relevant subspecialty training and board certification in epilepsy, EEG, and/or clinical neurophysiology.
- The director works closely with and reports to the division head of epilepsy and EEG in the department of neurology, ensuring that the lab functions effectively and efficiently in providing appropriate services to patients and providers.
- The director works with the division head to develop capital and operational budgets for the EEG lab, monitor and respond to changes in neurophysiology CPT codes, and establish metrics for lab productivity and quality.
- The director works with the division head to identify opportunities for program growth and development of new technologies within BIDMC, its affiliated hospitals, and the regional market. At division head and department chair request, the director serves on departmental and hospital committees which pertain to EEG lab functions.

#### **Lab Personnel**

- With the division head (and department chair as needed), the director develops written staff job descriptions and responsibilities, and ensures that all staff and interpreting physicians meet continuing education and re-credentialing requirements.
- The director participates in the recruitment of all personnel within the lab (including but not limited to technologists, engineers, research assistants, and office staff).
- With the division head, the director ensures that the appropriate individuals are in place to perform necessary lab functions.
- The director provides appropriate feedback and guidance to these individuals so that they can perform their functions optimally.
- The director consults with the division head and fellowship director to ensure that clinical schedules allow for high-quality and timely interpretations of studies performed by the lab. (The attending physicians' schedules for clinical service and EEG reading are the primary responsibility of the division head and the fellows' schedules for clinical service and EEG reading are the primary responsibility of the fellowship director.)

#### **Quality Assurance and Improvement**

- The director approves, supervises, and maintains all neurophysiology policies and procedures followed by the lab. The director ensures that the relevant minimum technical standards set out by recognized national and international bodies are met by the lab.

- The director submits necessary documentation to recognized national and international bodies and quality improvement registries to ensure that the lab maintains appropriate accreditations and certifications.
- The director assesses program needs in an ongoing manner and, with the division head, selects the appropriate neurophysiology testing procedures to be used and the appropriate institutional standards for credentialing physicians to interpret those studies.
- The director oversees the quality of neurophysiology studies, including both technical performance and interpretation, as well as the accuracy and timeliness of reporting, billing, and other related functions, and ensures that adequate quality assurance and improvement programs are in place.
- The director ensures that lab documentation and study reports meet the appropriate standards for quality and timeliness established by hospital policy. The director provides continuous, adequate and effective direction and supervision of all technical staff.
- The director establishes and maintains effective and appropriate safety procedures for the lab.
- The director ensures that appropriate manuals are in place and up to date with regard to lab functions.
- The director ensures that recording, storage, and archiving of EEG studies and reports meet all institutional, state, and federal requirements for record retention and protection of personal health information.
- The director oversees research in the EEG lab, ensuring that research complies with established quality and safety standards, With the head EEG technologist and Epilepsy/EEG manager, the director analyzes and enhances staff and patient satisfaction in the EEG lab and EMU.

### **Lab Infrastructure**

- The director assesses infrastructure of the lab in an ongoing manner (including but not limited to physical facilities, equipment, hardware platform, software, information technology, and other technology) and, with the division head, ensures that the appropriate resources are in place to perform necessary lab functions.
- The director selects the appropriate equipment and technology to be used in the performance of lab functions.

### **Education and Communication**

- The director educates electroencephalographers, technologists, staff, and business personnel regularly on the items above.
- The director works with the Clinical Neurophysiology and Epilepsy Fellowship Program Directors to develop educational materials for neurology residents, epilepsy and clinical neurophysiology fellows, and neurodiagnostic technology students.
- The director answers inquiries from within and outside the lab related to all items above, and represents the lab and its interests in communications with other hospital personnel, including physicians, nurses, staff, and business personnel from other departments and divisions.