



NEURO-ELECTROPHYSIOLOGYLAB.
DEPARTMENT OF NEUROLOGY
PGIMER & Dr R M L HOSPITAL, NEW DELHI

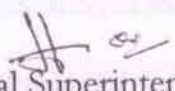
Duties & responsibilities of Senior Technical Assistant

- The Senior Technical Assistant undertakes NCV / VEP / EMG studies.
- The STA ensures that the patient is comfortable, answers questions about the procedure and helps to relieve the anxiety of the patient and the relatives, besides observing the data being recorded by the NCV system.
- Preparing Reports of the NCV / VEP reports after the study and handing-over to the patient.
- Helping the Senior Residents to undertake NCV studies during the period of their Neuro Lab posting and assisting them in undertaking EMG studies.
- Helping doctors in preparing EMG Reports for the tests undertaken.
- Giving appointments to the patients for the various Neuro Electrophysiological studies like NCV / EMG /VEP & EEG.
- Giving consultation appointments to the patients for the consultants and also for various Specialized clinics being run in the department premises.
- Maintaining machines and the relevant records like Log Books, Service history etc.
- Keeping track of the consumables required for undertaking the various Electrophysiological studies in the department and getting replenish the required items.
- Raising online Indents for the various consumable & Non-Consumable items required in the Department.
- Preparing Annual Demand requisition for all the Consumable & Non-consumable items required in the Department right from Cotton-Gauze to Specialized Electrodes etc.
- Maintaining stock Registers for various consumable & Non-Consumable items obtained in the Department.
- Coordinating with the suppliers and service engineers of the various machines in the department for smooth running of all the systems without any down-time.

- Maintaining cleanliness in the department by safe disposal of the various kinds of waste in the department thereby ensuring safety of the patients & all the staff.
- Providing training to the Nursing students, Resident doctors & posted staff of ITBP in undertaking various Neuro Electrophysiological studies.
- Doing all other administrative and miscellaneous jobs as assigned by the HOD and other seniors in the department.
- There are numerous other things being done by the STA apart from the above jobs by maintaining rapport with all concerned and ensuring congenial atmosphere in the department.


Deputy Director (Admn.)


Dr K S ANAND
HOD - NEUROLOGY


Medical Superintendent