

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR ALLIED HEALTH CARE

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Neurophysiology Technology Assistant

SECTOR/S: ALLIED HEALTHCARE

SUB-SECTOR: Allied Health & Paramedics

OCCUPATION: Diagnostic

REFERENCE ID: HSS/Q0801

ALIGNED TO: NCO-2015/NIL

Brief Job Description: A Neurophysiology Technology Assistant performs tests that assist physicians in the diagnosis and evaluation of diseases of the brain, peripheral and autonomic nervous system ,and disorders of sleep using sophisticated electronic testing equipment.

Personal Attributes: The job requires individuals to have good communication skills, time management and ability to work in a multidisciplinary team environment. The individuals should possess key qualities such as confidence, maturity, compassion, patient centricity and active listening. She/ he should exhibit good coordination skills ,ethical behavior and deal empathetically with patients.

Job Details	Qualifications Pack Code	HSS/Q0801		
	Job Role	Neurophysiology Technology Assistant (Applicable for National Scenarios)		
	Credits	TBD	Version number	1.0
	Sector	Allied Healthcare	Drafted on	02/05/2019
	Sub-sector	Allied Health & Paramedics	Last reviewed on	02/05/2019
	Occupation	Diagnostic	Next review date	02/05/2022
	NSQC Clearance on	NA		

Job Role	Neurophysiology Technology Assistant
Role Description	A Neurophysiology Technology Assistant performs tests that assist physicians in the diagnosis and evaluation of diseases of the brain, peripheral and autonomic nervous system using sophisticated electronic testing equipment.
NSQF Level	4
Minimum Educational Qualifications	12 th Standard pass (Science)
Maximum Educational Qualifications	Not Applicable
Prerequisite License or Training	Not Applicable
Minimum Job Entry Age	18 Years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HSS/N0801 Carry out electroencephalography and video electroencephalography HSS/N0802 Carry out nerve conduction studies and prepare the patient for electromyography HSS/N0803 Carry out evoked potentials studies HSS/N0804 Provide care and maintenance of neurophysiology equipment HSS/N9615 Maintain a professional relationship with patients, colleagues and others HSS/N9616 Maintain professional & medico-legal conduct HSS/N9617 Maintain a safe, healthy and secure working environment HSS/N9618 Follow infection control policies & procedures including biomedical waste disposal protocols
Performance Criteria	As described in the relevant OS units

Definitions

Keywords/ Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OSs, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual need to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

Core Skills/Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electroencephalography	Electroencephalography (EEG) is an electrophysiological monitoring method to record electrical activity of the brain. It is typically noninvasive, with the electrodes placed along the scalp, although invasive electrodes are sometimes used such as in electrocorticography.
Evoked Potential	An evoked potential is an electrical potential recorded from the nervous system following presentation of visual, auditory or sensory stimulus. These potentials provide information regarding the status of the respective neural structures and pathways.
Electromyography	Electromyography (EMG) is an electrodiagnostic technique for evaluating and recording the electrical activity produced by skeletal muscles.
Nerve Conduction Study	Motor and sensory nerves are stimulated by electric current and the response is recorded from the muscle or sensory nerve at another site along the same nerve, respectively.
Keywords/ Terms	Description
NOS	National Occupational Standard(S)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
MHRD	Ministry of Human Resource Development
NOS	National Occupational Standard(S)
NSQF	National Skills Qualification Framework
OS	Occupational Standard(S)
EEG	Electroencephalography
NCS	Nerve Conduction Study
EMG	Electromyography
EP	Evoked Potential
VER	Visual Evoked Response
BAER	Brainstem Auditory Evoked Response
SSER	Somatosensory Evoked Response

HSS/N0801 Carry out electroencephalography and video electroencephalography

National Occupational Standard



Overview

This unit is about knowledge and skills to be able to carry out electroencephalography and video electroencephalography across all age groups and medical conditions.

HSS/N0801 Carry out electroencephalography and video electroencephalography

National Occupational Standard	Unit Code	HSS/N0801
	Unit Title (Task)	Carry out electroencephalography and video electroencephalography
	Description	This unit is about providing the trainee with the knowledge and skills to be able to carry out electroencephalography and video electroencephalography across all age groups and medical conditions.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Carry out electroencephalography (EEG) • Carry out video electroencephalography (Video EEG)
	Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria	
Carry out electroencephalography (EEG)	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. ensure the procedure room is suitable for performing electroencephalography with respect to cleanliness, temperature and humidity</p> <p>PC2. check the emergency tray/ crash cart for required resources as per standard protocols</p> <p>PC3. recognize normal components of the EEG and evolution of maturational changes</p> <p>PC4. obtain brief history of the patient such as any previous history of seizures, duration of the illness, treatment taken and investigation studies performed</p> <p>PC5. instruct the patient of documentation, information and other requirements for the procedure such as photo ID, insurance card, list of allergies and current medicines, seizure log if used, containers for contact lenses, glasses</p> <p>PC6. obtain a signed consent form from the patient/ guardian after verifying the patient to carry out the procedure</p> <p>PC7. encourage the patient to ask questions to seek clarity on the procedures</p> <p>PC8. provide pre-procedural instructions to the patient such as precautions for hair (wash hair with shampoo, but not to use a conditioner or hair care products, such as hairspray or gels), caffeine intake, medicines and supplement consumption, fasting, etc.</p> <p>PC9. maintain suitable distance from the patient during the procedure</p> <p>PC10. clean/ wash your hands before initiating the procedure</p> <p>PC11. recognize normal components of the EEG and evolution of maturational changes</p> <p>PC12. attach 16 and 25 electrodes to the scalp with a special paste or put the cap containing the electrodes as per standard medical procedures</p> <p>PC13. create a relaxing environment for the patient</p> <p>PC14. ensure that the patient remains still once the recording begins, throughout</p>	

HSS/N0801 Carry out electroencephalography and video electroencephalography

	<p>the test</p> <p>PC15. communicate breathing instructions to the patient while conducting EEG test Breathing instructions: e.g. take deep breath for 3 minutes</p> <p>PC16. monitor the patient through a window in an adjoining room to observe any movements that can cause an inaccurate reading, such as swallowing or blinking</p> <p>PC17. inform the patient about the photic stimulation where a series of flashes occur at varying frequencies for a few seconds</p> <p>PC18. conduct test on the patient to produce brain wave activity that does not show up while resting e.g. making the patient breathe deeply and rapidly for 3 minutes or exposing to a bright flashlight light</p> <p>PC19. register any abnormal movements, jerking or any abnormal behaviour during the test</p> <p>PC20. follow standard medical and organisational procedures in case of an emergency</p> <p>PC21. remove the electrodes following standard medical procedures</p> <p>PC22. soak and clean the electrodes with lukewarm water by following institutional guidelines</p> <p>PC23. follow post-procedure care as per medical standards such as rest for sedated patients, instruct patients for resumption of medication, etc.</p> <p>PC24. save, print the recordings as directed by the attending neurologist</p> <p>PC25. prepare the procedure room and equipment for the next patient</p>
<p>Carry out video electroencephalography (Video EEG)</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC26. record EEG during wakefulness and sleep to get the maximum information from this test</p> <p>PC27. communicate information such as prescribed schedule for taking medicines, medicines to be taken as per type of ailment etc. to the patient as per standard operating procedure</p> <p>PC28. instruct the patient not to eat and avoid drinks containing caffeine such as coke, coffee, etc. one hour before the test</p> <p>PC29. ensure that the visitors do not touch the dressing on the patient's head, electrodes, wires, keyboard on the EEG/video monitor</p> <p>PC30. assist the patient when he tries to get out of bed or going to the bathroom</p> <p>PC31. cover the electrodes with a head dressing if necessary or directed by the assisting physician.</p> <p>PC32. provide the patient procedural instructions such as to wear the monitor at all times, not to pick, scratch, pull or play with the wires around the head or body, not to use any plug-in devices</p> <p>PC33. push the event button as soon as any symptoms are observed</p> <p>PC34. remove the dressing and the electrodes after the procedure</p>

HSS/N0801 Carry out electroencephalography and video electroencephalography

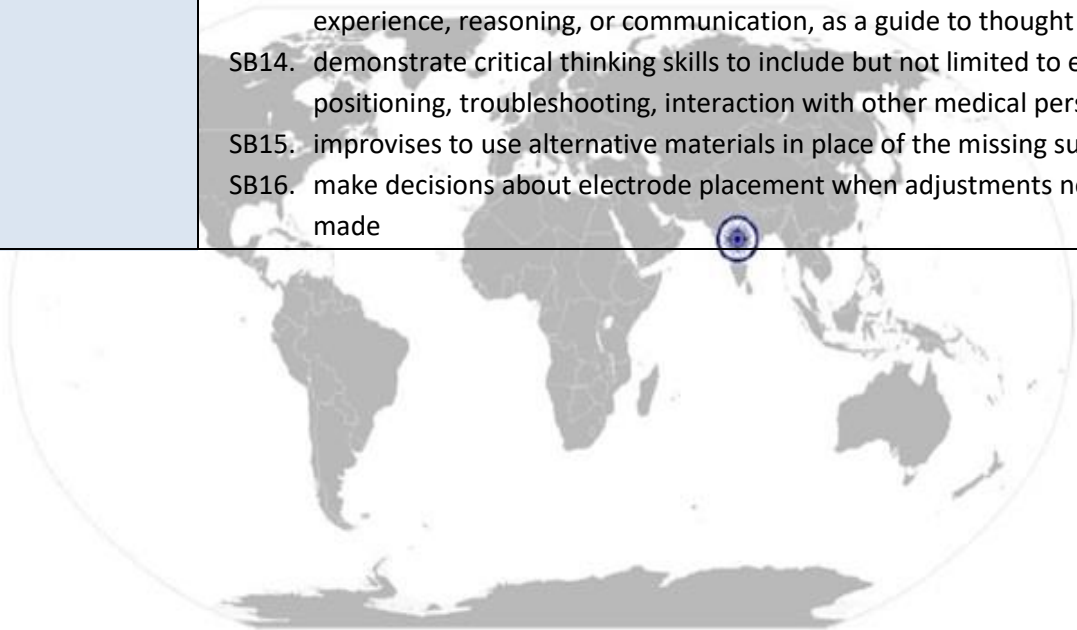
	PC35. clarify any doubts that the patient may have
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant protocols for obtaining and documenting patient history</p> <p>KA2. organisation data privacy and protection policies and procedures</p> <p>KA3. basic structure and function of the healthcare system in the country</p> <p>KA4. basic structure and function of healthcare facilities available at various levels, clinics, etc.</p> <p>KA5. relevant legislation, standards, policies, and procedures followed in the healthcare institute</p> <p>KA6. sources of knowledge about general healthcare policy goals and priorities</p> <p>KA7. location of supplies in the procedure room that may be needed for the cases and sources of help for various needs</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. elements and purpose of obtaining patient medical history</p> <p>KB2. EEG and video EEG</p> <p>KB3. indications of carrying out the EEG</p> <p>KB4. hardware/ software functioning of the EEG machine</p> <p>KB5. use and limitations of EEG in a range of medical disorders</p> <p>KB6. concept of EEG technology</p> <p>KB7. physiological basis of EEG signals</p> <p>KB8. requirements of specific recording environments e.g. intensive care unit, long term EEG monitoring, clinical neurophysiology support for epilepsy surgery</p> <p>KB9. procedure to attach electrodes such as accurately measuring and marking the placement position for each electrode</p> <p>KB10. materials and techniques for optimal electrode site preparation</p> <p>KB11. how to engage with both internal and external specialists for support in order to resolve incidents and service requests</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. apply and demonstrate clinical behaviors as in core neurological competence</p> <p>SA2. document call logs, reports, task lists, and schedules with co-workers</p> <p>SA3. prepare status and progress reports</p> <p>SA4. record customers' discussions in the call logs</p> <p>SA5. write memos and email to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p>

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	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA6. read and extract relevant information about new products and services from organizational and external sources such as websites and blogs SA7. read and correctly interpret brochures, pamphlets, and product information sheets to keep abreast with the latest professional knowledge SA8. read and correctly interpret comments, suggestions, and responses to Frequently Asked Questions (FAQs) posted on the helpdesk portal
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA9. discuss task lists, schedules, and work-loads with co-workers SA10. question customers appropriately in order to understand the nature of the problem and make a diagnosis SA11. give clear instructions to customers SA12. keep customers informed about progress SA13. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. make timely decisions pertaining to the concerned area of work following organizational policy and standard procedures SB2. recognize problems in one's area of work and highlight to the appropriate authority
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB3. utilize the updated system of electrode placement SB4. plan to use materials and techniques to assure optimal electrode site preparation while minimizing patient discomfort SB5. place stimulator/head boxes to ensure accessibility and safety SB6. plan and organize service feedback files/documents
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB7. manage relationship with customers in stress and other anxieties SB8. show respect for patients and colleagues as individuals by showing sensitivity to their age, culture, disabilities, ethnicity, gender, socioeconomic background, religious beliefs, political affiliations, and sexual orientation SB9. demonstrate traits of ethical behavior such as integrity, professional conduct, confidentiality etc. in delivering patient care SB10. adhere to and implement updated guidelines for patient safety

HSS/N0801 Carry out electroencephalography and video electroencephalography

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB11. think through the problem, evaluate the possible solution(s) and suggest an optimum/ best possible solution(s)
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB12. analyze and integrate collected information to perform appropriate study, meets patient’s special requirements, and determines testing parameters/ procedures
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB13. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action SB14. demonstrate critical thinking skills to include but not limited to electrode positioning, troubleshooting, interaction with other medical personnel, etc. SB15. improvises to use alternative materials in place of the missing supplies SB16. make decisions about electrode placement when adjustments need to be made



HSS/N0801 Carry out electroencephalography and video electroencephalography

NOS Version Control

NOS Code	HSS/N0801		
Credits	TBD	Version number	1.0
Industry	Allied Healthcare	Drafted on	02/05/2019
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	02/05/2019
Occupation	Diagnostic	Next review date	02/05/2022



HSS/N0802 Carry out nerve conduction studies and prepare the patient for electromyography

National Occupational Standard



Overview

This unit covers skills and knowledge required to perform nerve conduction studies and assist in preparing the patient for EMG.

HSS/N0802 Carry out nerve conduction studies and prepare the patient for electromyography

National Occupational Standard	Unit Code	HSS/N0802
	Unit Title (Task)	Carry out nerve conduction studies and prepare the patient for electromyography
	Description	This unit covers skills and knowledge required to perform nerve conduction studies and assist in preparing the patient for EMG.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Prepare the patient for NCS/ EMG Manage the patient during the NCS and EMG Carry out post-procedure activities
	Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria	
Prepare the patient for NCS/ EMG	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. obtain appropriate patient history of numbness, tingling, pain, and/or weakness, etc. on detection of decreased sensation, reflex abnormalities, weakness, and or atrophy PC2. explain the procedure to the patient while clarifying their doubts PC3. obtain a signed consent form from the patient for permission to do the procedure PC4. maintain normal body temperature before and during the procedure PC5. obtain information about patient's medicine and other herbal supplement intake PC6. instruct patient to remove any clothing, jewelry, hairpins, eyeglasses, hearing aids, or other metal objects that may interfere with the procedure PC7. prepare the client suitably for the procedure by providing relevant clothing PC8. check to ensure there is no usage of lotions or oils for a few days prior to the procedure by the patient PC9. instruct the patient not to fast unless suggested by the physician PC10. inform the patient about what to expect during the NCV and EMG procedures including need for sedation, minor discomforts such as mild and brief electrical shocks 	
Manage the patient during the NCS and EMG	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC11. ensure the patient is sedated as per standard procedures PC12. position the patient according to the physician's direction PC13. assist the neurologist in locating the nerve(s) to be studied PC14. attach a recording electrode to the skin over the nerve, using special paste as per standard medical procedure PC15. place a stimulating electrode away from the recording electrode at the standard distance of 8 cm unless specific study has different requirements 	

HSS/N0802 Carry out nerve conduction studies and prepare the patient for electromyography

Carry out post-procedure activities	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC16. remove the paste attached to the skin as per medical standards</p> <p>PC17. apply ice or a cold pack on the area for 10 to 20 minutes at a time</p> <p>PC18. provide an over the counter analgesic like ibuprofen or acetaminophen following physician instructions</p> <p>PC19. instruct the patient to avoid immediate strenuous activities after the procedure</p> <p>PC20. measure the amplitude of negative phase of evoked motor response/CMAP</p> <p>PC21. save, record and print out all final waveforms recorded and hand over to the attending neurologist</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant protocols for obtaining and documenting patient history</p> <p>KA2. organisation data privacy and protection policies and procedures</p> <p>KA3. basic structure and function of the healthcare system in the country</p> <p>KA4. basic structure and function of healthcare facilities available at various levels, clinics, etc.</p> <p>KA5. relevant legislation, standards, policies, and procedures followed in the healthcare institute</p> <p>KA6. sources of knowledge about general healthcare policy goals and priorities</p> <p>KA7. location of supplies in the OR that may be needed for the cases and sources of help for various needs</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. physiology of nerve conduction, neuromuscular transmission and excitation-contraction mechanisms in muscle</p> <p>KB2. clinical presentation and pathophysiology of diseases of the peripheral nerves, neuromuscular junction and muscles</p> <p>KB3. techniques for study of peripheral nerves including sensory, motor, and F wave studies, H reflex, repetitive nerve stimulation and blink reflex.</p> <p>KB4. adaptations necessary in particular patient groups or difficult recording situations</p> <p>KB5. normal values, including anatomical variants; effects of age, temperature, height and co-morbid conditions</p> <p>KB6. use of internal controls e.g. the opposite limb in contralateral conditions</p> <p>KB7. elements and purpose of obtaining patient medical history</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p>

HSS/N0802 Carry out nerve conduction studies and prepare the patient for electromyography

	<p>SA1. document call logs, reports, task lists, and schedules with co-workers</p> <p>SA2. prepare status and progress reports</p> <p>SA3. record customers' discussions in the call logs</p> <p>SA4. write memos and email to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read and extract relevant information about new products and services from organizational and external sources such as websites and blogs</p> <p>SA6. read and correctly interpret brochures, pamphlets, and product information sheets to keep abreast with the latest professional knowledge</p> <p>SA7. read and correctly interpret comments, suggestions, and responses to Frequently Asked Questions (FAQs) posted on the helpdesk portal</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA9. question customers appropriately in order to understand the nature of the problem and make a diagnosis</p> <p>SA10. give clear instructions to customers</p> <p>SA11. keep customers informed about progress</p> <p>SA12. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required</p>
B. Professional Skills	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make timely decisions pertaining to the concerned area of work following organizational policy and standard procedures</p> <p>SB2. recognize problems in one's area of work and highlight to the appropriate authority</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. utilize the updated system of electrode placement</p> <p>SB4. plan to use materials and techniques to assure optimal electrode site preparation while minimizing patient discomfort</p> <p>SB5. place stimulator/head boxes to ensure accessibility and safety</p> <p>SB6. plan and organize service feedback files/ documents</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p>

HSS/N0802 Carry out nerve conduction studies and prepare the patient for electromyography

	<p>SB7. manage relationship with customers in stress and other anxieties</p> <p>SB8. show respect for patients and colleagues as individuals by showing sensitivity to their age, culture, disabilities, ethnicity, gender, socioeconomic background, religious beliefs, political affiliations, and sexual orientation</p> <p>SB9. demonstrate traits of ethical behavior such as integrity, professional conduct, confidentiality etc. in delivering patient care</p> <p>SB10. adhere to and implement updated guidelines for patient safety</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. analyze and integrate collected information to perform appropriate study, meets patient's special requirements, and determines testing parameters/procedures</p>
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p> <p>SB14. demonstrate critical thinking skills to include but not limited to electrode positioning, troubleshooting, interaction with other medical personnel, etc.</p> <p>SB15. improvises to use alternative materials in place of the missing supplies</p> <p>SB16. make decisions about electrode placement when adjustments need to be made</p>

HSS/N0802 Carry out nerve conduction studies and prepare the patient for electromyography

NOS Version Control

NOS Code	HSS/N0802		
Credits	TBD	Version number	1.0
Industry	Allied Healthcare	Drafted on	02/05/2019
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	02/05/2019
Occupation	Diagnostic	Next review date	02/05/2022



HSS/N0803

Carry out evoked potentials studies

National Occupational Standard



Overview

This unit covers the skills and knowledge required to be able to carry out various evoked potential studies and appreciate when these tests may be used.

HSS/N0803

Carry out evoked potentials studies

National Occupational Standard	Unit Code	HSS/N0803
	Unit Title (Task)	Carry out evoked potential studies
	Description	This unit covers the skills and knowledge required to be able to carry out various Evoked Potential studies and appreciate when these tests may be used.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare the patient for the evoked potential studies • Carry out visual evoked potential test • Carry out brainstem auditory evoked potential test • Carry out the somatosensory evoked potential test
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Prepare the patient for the evoked potential studies	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. obtain a signed consent form from the patient/ guardian to carry out the procedure PC2. provide pre-procedural information to the patient such as no need for fasting, no sedation required, washing hair, not using conditioner or hairsprays, any other specific preparation after consulting with attending neurologist, etc. PC3. obtain information from the patient or significant others about all medicines (prescription and over-the-counter) and herbal supplements being used by the patient PC4. make the patient comfortable PC5. measure and mark the head to ensure accurate placement of the electrodes on the scalp PC6. set up stimulus and recording apparatus to elicit a reproducible visual
	Carry out visual evoked potential test	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC7. position the patient on the chair as per standards eg. about 3 feet away from a TV screen PC8. clean the scalp points where the electrodes are to be attached PC9. ensure that the hair and scalp is free of oils and hairspray PC10. attach the electrodes using a special adhesive on the scalp as per standard medical procedures PC11. apply a patch to cover the eye that is not being tested PC12. instruct the patient to focus their gaze on a dot at the center of the TV screen when displaying a visual stimulus (usually a rapidly moving checkerboard) PC13. record the activities in the optic nerve and brain, testing each eye at least twice
	Carry out brainstem auditory evoked	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC14. ensure to make the patient sit in a soundproof room

HSS/N0803

Carry out evoked potentials studies

<p>potential test</p>	<p>PC15. attach the electrodes to the top of the patient’s head and the earlobe being tested and make them put on headphones</p> <p>PC16. produce a series of clicking sounds to be delivered through the headphones to each ear successively, by using a 100 usec rectangular pulse (single monophasic square wave), a standard audiometric ear speaker having a relative flat frequency spectrum</p> <p>PC17. record the signals produced by the patient’s brain in response to the clicks</p> <p>PC18. ensure to test each ear twice</p>
<p>Carry out the somatosensory evoked potential test</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC19. ensure the patient is comfortable</p> <p>PC20. ensure patients and his/ her significant others are informed about the procedure</p> <p>PC21. ensure the patient is not using any oils, creams or lotions on the arms or legs on the day of the procedure</p> <p>PC22. attach the recording electrodes to the scalp and neck, wrist, lower back and back of the knee as per standard medical procedure</p> <p>PC23. place the stimulating electrodes over the ankle as per standard medical procedures</p> <p>PC24. deliver mild, painless electrical to the stimulating electrodes for about 2 minutes at a time</p> <p>PC25. measure and record the brain’s response to the electrical stimulus by the recording electrodes</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant protocols for obtaining and documenting patient history</p> <p>KA2. organisation data privacy and protection policies and procedures</p> <p>KA3. basic structure and function of the healthcare system in the country</p> <p>KA4. basic structure and function of healthcare facilities available at various levels, clinics, etc.</p> <p>KA5. relevant legislation, standards, policies, and procedures followed in the healthcare institute</p> <p>KA6. sources of knowledge about general healthcare policy goals and priorities</p> <p>KA7. location of supplies in the OR that may be needed for the cases and sources of help for various needs</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. technical aspects of pattern reversal and flash visual stimulation</p> <p>KB2. technical aspects of recording, including averaging methods</p> <p>KB3. technical difficulties of recording from children and adults in a variety of circumstances, including the intensive care unit</p>

HSS/N0803

Carry out evoked potentials studies

	<p>KB4. anatomical generators of evoked potentials, and the basis for determining these generators</p> <p>KB5. measurement of latency, amplitude and polarity in normal subjects, and the effect of altering stimulus parameters</p> <p>KB6. physiological basis for alteration in evoked potential response</p> <p>KB7. amplitude and latency in demyelinating and degenerative pathological</p> <p>KB8. processes affecting the central and peripheral nervous system</p> <p>KB9. sensitivity and specificity of evoked potential abnormalities for the diagnosis of multiple sclerosis, and changes expected in other demyelinating, degenerative, traumatic or vascular nervous system diseases</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document call logs, reports, task lists, and schedules with co-workers</p> <p>SA2. prepare status and progress reports</p> <p>SA3. record customers' discussions in the call logs</p> <p>SA4. write memos and email to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read and correctly interpret information about new products and services from organization communication materials and external forums such as websites and blogs</p> <p>SA6. read and extract relevant information from brochures, pamphlets, and product information sheets to keep abreast with the latest professional knowledge</p> <p>SA7. read and accurately interpret comments, suggestions, and responses to Frequently Asked Questions (FAQs) posted on the helpdesk portal</p>
Oral Communication (Listening and Speaking skills)	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA9. question customers appropriately in order to understand the nature of the problem and make a diagnosis</p> <p>SA10. give clear instructions to customers</p> <p>SA11. keep customers informed about progress</p> <p>SA12. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required</p>	

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Carry out evoked potentials studies

B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make effective use of information technology for both patient care and administrative support SB2. make decisions on electrode placement and its adjustments
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. plan and organize service feedback files/documents SB4. ensure implementation of up-to-date procedures and policies SB5. use, dispose, and store hazardous materials following relevant regulation and professional guidelines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. manage relationship with customers in stress and other anxieties SB7. show respect for patients and colleagues as individuals by showing sensitivity to their age, culture, disabilities, ethnicity, gender, socioeconomic background, religious beliefs, political affiliations, and sexual orientation SB8. demonstrate traits of ethical behavior such as integrity, professional conduct, confidentiality etc. in delivering patient care
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	Analytical Thinking
The user/individual on the job needs to know and understand how to: SB10. analyze and integrate collected information to perform appropriate study, meets patient's special requirements	
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB11. recognize contraindications for MEPs such as epilepsy, cardiac pacemaker, intracranial implants SB12. apply the information gathered through observation, experience and communication, as a guide to thought and action SB13. moves an electrode away from the surgical field and know the appropriate place to relocate it	

HSS/N0803

Carry out evoked potentials studies

NOS Version Control

NOS Code	HSS/N0803		
Credits	TBD	Version number	1.0
Industry	Allied Healthcare	Drafted on	02/05/2019
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	02/05/2019
Occupation	Diagnostic	Next review date	02/05/2022



HSS/N0804 Provide care and maintenance of neurophysiology equipment

National Occupational Standard



Overview

This unit describes the skills and knowledge required to provide care and maintenance for neurophysiology equipment.

HSS/N0804 Provide care and maintenance of neurophysiology equipment

National Occupational Standard	Unit Code	HSS/N0804
	Unit Title (Task)	Provide care and maintenance of neurophysiology equipment
	Description	This unit describes the skills and knowledge required to provide care and maintenance for neurophysiology equipment.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Perform preventive and annual maintenance • Repair faulty equipment • Evaluate and introduce new neurophysiology equipment
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Perform preventive and annual maintenance	To be competent, the user/ individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify the range and purpose of a range of neurophysiology equipment PC2. set up, check and maintain equipment in accordance with organization policies and procedures and manufacturer's specifications PC3. identify maintenance procedures and appropriate documentation for each equipment PC4. follow procedures for timely set-up, trouble-shooting, shut-down, cleaning and storage of neurophysiology equipment PC5. complete care and maintenance of equipment required prior to use including sterilization PC6. calibrate all electro-encephalography equipment accurately PC7. identify and correct minor equipment problems PC8. report hazardous, damaged or faulty equipment to correct authority following laid down procedures PC9. complete, review and update documentation in accordance with organization policies and procedures, relevant standards and manufacturer's guidelines
	Repair faulty equipment	To be competent, the user/ individual on the job must be able to: <ul style="list-style-type: none"> PC10. identify and label faulty equipment accurately as per organizational procedures PC11. complete documentation of breakdown and/or maintenance in accordance with organization policies and procedures PC12. ensure equipment repair in completed accordance with organization policies and procedures and manufacturer's instructions
	Evaluate and introduce new neurophysiology	To be competent, the user/ individual on the job must be able to: <ul style="list-style-type: none"> PC13. conduct cost and performance evaluations of equipment being considered for purchase PC14. provide recommendations for purchase to the appropriate authority with all

HSS/N0804 Provide care and maintenance of neurophysiology equipment

equipment	<p>relevant details</p> <p>PC15. identify the need for introduction of new techniques in EEG recording, related to new equipment</p> <p>PC16. apply new techniques to existing conditions in accordance with current standards, manufacturer's guidelines and organization policies and procedures</p> <p>PC17. review and update policies and procedures with correct authorisation</p> <p>PC18. evaluate results of implementation of new techniques, and policy and procedures</p> <p>PC19. implement staff development/ training based on new equipment, and policy and procedures</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organisation's standard operating procedures relevant to own area of work</p> <p>KA2. relevant legislation, standards, policies, and procedures followed in the company</p> <p>KA3. boundaries of responsibilities and escalation matrix including supervisor, neurologist or other appropriate health professional</p> <p>KA4. policies and procedures including those of OHS and infection control</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. concepts of various equipments like pen/galvanometer alignment, sensitivity and linearity, pen/galvanometer centering, electrical and mechanical centering, damping, chart speed and time markers, time constants / low frequency filters, high frequency filters, noise levels and line thickness, paper, ink and disc storage, common mode rejection, faulty leads, blown globes/fuses, computer hardware and software faults</p> <p>KB2. application of neurophysiology equipment and the contraindications and complications associated with their use</p> <p>KB3. basic concepts in electrical and electrical safety requirements</p> <p>KB4. infection control policy and procedures in relation to neurophysiology equipment</p> <p>KB5. medical terminology used relevant to care and maintenance of neurophysiology equipment</p> <p>KB6. neurophysiology equipment cleaning, decontamination and sterilization procedures</p> <p>KB7. occupational health and safety procedures in relation to neurophysiology equipment</p> <p>KB8. relevant anatomy and physiology related to the set-up and operation of neurophysiology equipment</p>

HSS/N0804 Provide care and maintenance of neurophysiology equipment

	KB9. range and use of neurophysiology equipment
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document call logs, reports, task lists, and schedules with co-workers SA2. prepare status and progress reports SA3. record customers’ discussions in the call logs SA4. write memos and email to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. read and correctly interpret information about new products and services from organization communication materials and external forums such as websites and blogs SA6. read and extract relevant information from brochures, pamphlets, and product information sheets to keep abreast with the latest professional knowledge SA7. read and accurately interpret comments, suggestions, and responses to Frequently Asked Questions (FAQs) posted on the helpdesk portal
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. discuss task lists, schedules, and work-loads with co-workers SA9. question customers appropriately in order to understand the nature of the problem and make a diagnosis SA10. give clear instructions to customers SA11. keep customers informed about progress SA12. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make timely decisions pertaining to the concerned area of work following organizational policy and standard procedures SB2. recognize problems in one’s area of work and highlight to the appropriate authority
	Plan and Organize
	The user/individual on the job needs to know and understand how to:

HSS/N0804 Provide care and maintenance of neurophysiology equipment

	<p>SB3. plan and organize service feedback files/ documents</p> <p>SB4. plan maintenance and inspection schedules for a range of equipment</p> <p>SB5. create an efficient plan for reliable evaluation of new equipment or policy/ procedures</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. determine impact of poor calibration or lack of proper equipment maintenance on customers</p> <p>SB7. show respect for patients and colleagues as individuals by showing sensitivity to their age, culture, disabilities, ethnicity, gender, socioeconomic background, religious beliefs, political affiliations, and sexual orientation</p> <p>SB8. demonstrate traits of ethical behavior such as integrity, professional conduct, confidentiality etc. in delivering patient care</p> <p>SB9. adhere to and implement updated guidelines for patient safety</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. analyse performance data to determine areas for improvement</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p> <p>SB13. critically evaluate new technologies against need, benefits, risks, limitations and other relevant factors to make a recommendation to appropriate authority</p> <p>SB14. determine correct metrics to evaluate various equipment and policy/ procedure performance</p>

HSS/N0804 Provide care and maintenance of neurophysiology equipment

NOS Version Control

NOS Code	HSS/N0804		
Credits	TBD	Version number	1.0
Industry	Allied Healthcare	Drafted on	02/05/2019
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	02/05/2019
Occupation	Diagnostic	Next review date	02/05/2022



HSS/N9615 Maintain a professional relationship with patients, colleagues and others

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding and skills required in an allied health professional to exhibit and maintain interpersonal relations with co-workers and patients, meeting work requirements and effective team work.

HSS/N9615 Maintain a professional relationship with patients, colleagues and others

National Occupational Standard	Unit Code	HSS/N9615
	Unit Title (Task)	Maintain a professional relationship with patients, colleagues and others
	Description	This OS unit is about effective communication and exhibiting professional behavior with co-workers, patients and their family members in response to queries or as part of health advice and counseling. It also describes the skills required for meeting work requirements by allied health professionals working in a team or collaborative environment.
	Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Communicate and maintain professional behavior with co-workers and patients and their families • Work with other people to meet requirements • Establish and manage requirements, planning and organizing work, ensuring accomplishment of the requirements
	Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria	
Communicate and maintain professional behavior with co-workers and patients & their families	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. communicate effectively with all individuals regardless of age, caste, gender, community or other characteristics without using terminology unfamiliar to them</p> <p>PC2. utilize all training and information at one's disposal to provide relevant information to the individual</p> <p>PC3. confirm that the needs of the individual have been met</p> <p>PC4. respond to queries and information needs of all individuals</p> <p>PC5. adhere to guidelines provided by one's organization or regulatory body relating to confidentiality</p> <p>PC6. respect the individual's need for privacy</p> <p>PC7. maintain any records required at the end of the interaction</p>	
Work with other people to meet requirements	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC8. integrate one's work with another people's work effectively</p> <p>PC9. utilize time effectively and pass on essential information to other people on timely basis</p> <p>PC10. work in a way that shows respect for other people</p> <p>PC11. carry out any commitments made to other people</p> <p>PC12. reason out the failure to fulfill commitment</p> <p>PC13. identify any problems with team members and other people and take the initiative to solve these problems</p>	
Establish and manage requirements,	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC14. establish, agree, and record the work requirements clearly</p>	

HSS/N9615 Maintain a professional relationship with patients, colleagues and others

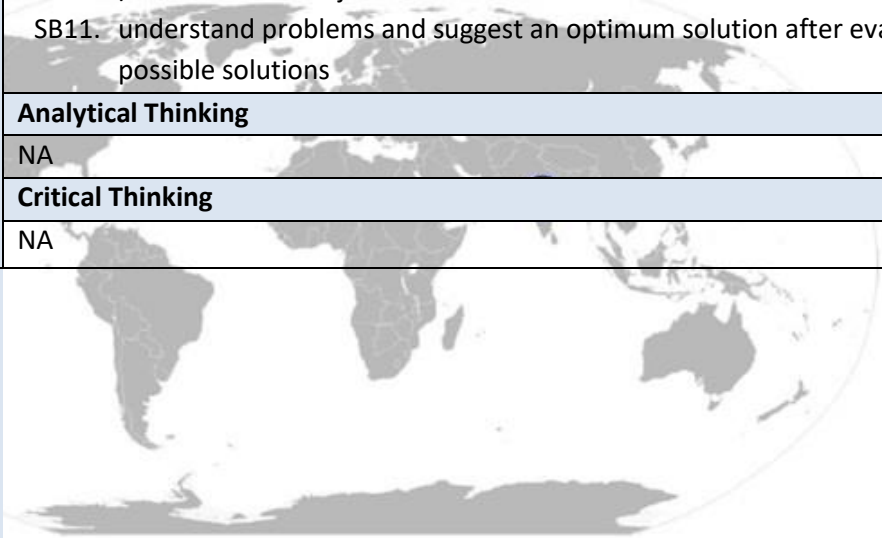
<p>planning and organizing work, ensuring accomplishment of the requirements</p>	<p>PC15. ensure his/her work meets the agreed requirements PC16. treat confidential information correctly PC17. work in line with the organization’s procedures and policies and within the limits of his/ her job role</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>The user/ individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. guidelines on communicating with patients and other individuals KA2. guidelines on maintaining confidentiality and respecting need for privacy KA3. business, mission, and objectives of the organization KA4. scope of work of the role KA5. responsibilities and strengths of the team and their importance to the organization KA6. information that is considered confidential to the organization KA7. effective working relationships with the people external to the team, with which the individual works on a regular basis KA8. procedures in the organization to deal with conflict and poor working relationships KA9. relevant policies and procedures of the organization
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. how to communicate effectively (face-to-face, by telephone and in writing) KB2. how to handle stressful or risky situations when communicating with patients and/ or other individuals KB3. when to ask for assistance when situations are beyond one’s competence and authority KB4. how to maintain confidentiality and to respect an individual’s need for privacy KB5. how to ensure that all information provided to individuals is from reliable sources KB6. disclosure of any information to unauthorized persons would subject to disciplinary action and possible termination KB7. essential information that needs to be shared with other people KB8. importance of effective working relationships and how these can contribute towards effective working relationships on a day-to-day basis KB9. importance of integrating ones work effectively with others KB10. types of working relationships that help people to work well together and the types of relationships that need to be avoided KB11. types of opportunities an individual may seek out to improve relationships with others KB12. how to deal with difficult working relationships with other people to sort out

HSS/N9615 Maintain a professional relationship with patients, colleagues and others

	<p>KB13. importance of asking the appropriate individual for help when required</p> <p>KB14. importance of planning, prioritizing and organizing, timely work</p> <p>KB15. the importance of clearly establishing work requirement</p> <p>KB15. importance of being flexible in changing priorities when the importance and urgency comes into play</p> <p>KB16. how to make efficient use of time, and to avoid things that may prevent work deliverables from being expedited</p> <p>KB17. importance of keeping the work area clean and tidy</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write effective communications to share information with the team members and other people outside the team</p> <p>SA2. write at least one local/ official language used in the local community</p> <p>SA3. report progress and results</p> <p>SA4. record problems and resolutions</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read and understand work related documents and information shared by different sources</p> <p>SA6. read organizational policies and procedures</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. communicate essential information to colleagues face-to-face or through telecommunication</p> <p>SA8. speak at least one local language</p> <p>SA9. question others appropriately in order to understand the nature of the request or compliant</p> <p>SA10. report progress and results</p> <p>SA11. interact with other individuals</p> <p>SA12. negotiate requirements and revised agreements for delivering them</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions on information to be communicated based on needs of the individual and various regulations and guidelines</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize files and documents</p>

HSS/N9615 Maintain a professional relationship with patients, colleagues and others

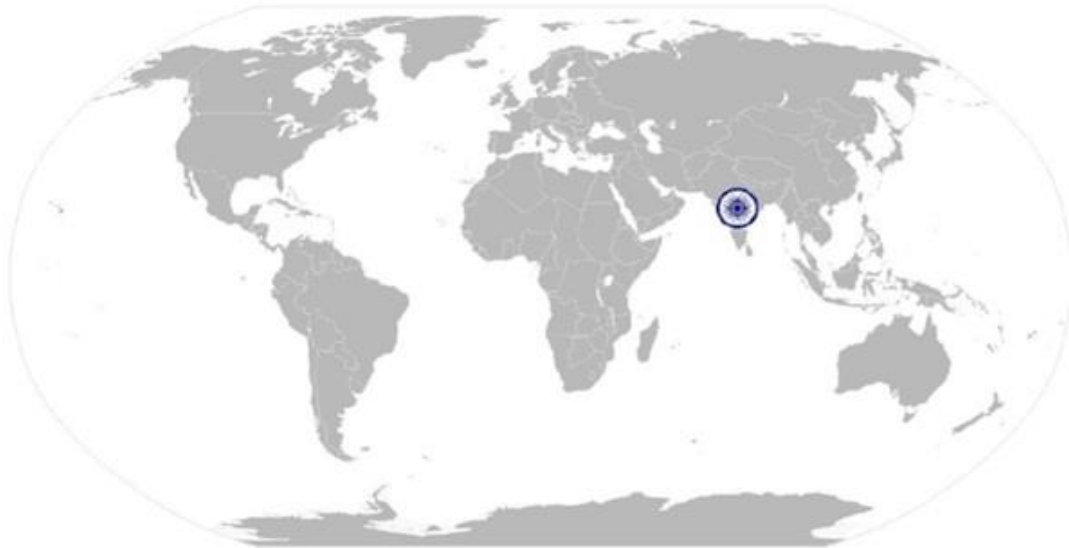
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. be responsive to problems of the individuals SB4. be available to guide, counsel and help individuals when required SB5. be patient and non-judgmental at all times SB6. communicate effectively with patients and their family, physicians, and other members of the health care team SB7. be capable of being responsive, listen empathetically to establish rapport in a way that promotes openness on issues of concern SB8. be sensitive to potential cultural differences SB9. maintain patient confidentiality SB10. respect the rights of the patient(s)
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB11. understand problems and suggest an optimum solution after evaluating possible solutions
	Analytical Thinking
	NA
Critical Thinking	
NA	



HSS/N9615 Maintain a professional relationship with patients, colleagues and others

NOS Version Control

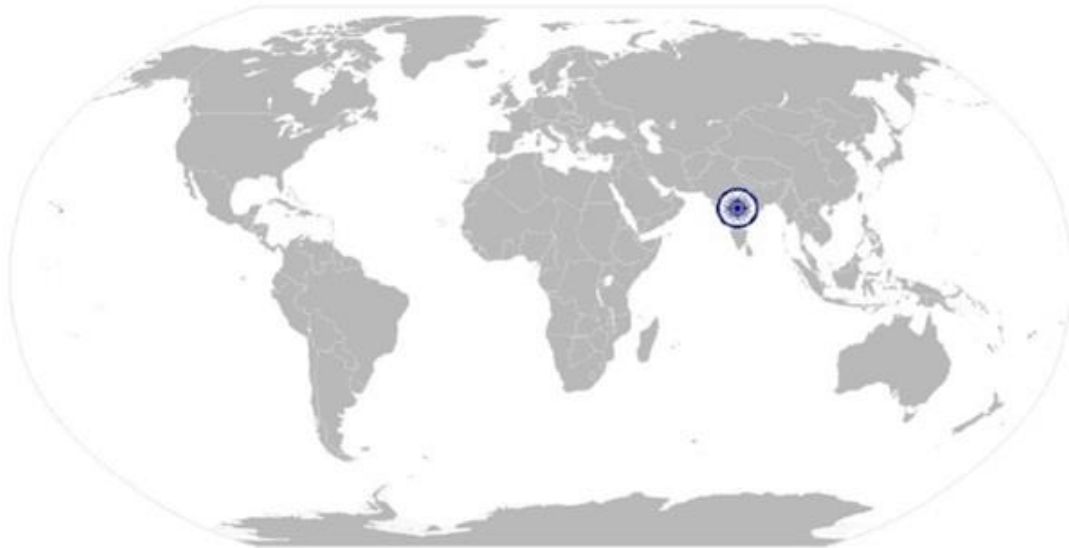
NOS Code	HSS/N9615		
Credits	TBD	Version number	1.0
Industry	Allied Healthcare	Drafted on	12/05/2013
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	02/05/2019
Occupation	Diagnostic	Next review date	02/05/2022



HSS/N9616

Maintain professional & medico-legal conduct

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding, skills required by an individual to recognize boundaries of the role and responsibilities, practice code of conduct and working within the level of competence in accordance with legislation, protocols and guidelines.

HSS/N9616

Maintain professional & medico-legal conduct

National Occupational Standard	Unit Code	HSS/N9616
	Unit Title (Task)	Maintain Professional & Medico-legal conduct
	Description	This OS unit is about recognizing the boundaries of the role and responsibilities, practice code of conduct and working within the level of competence in accordance with legislation, protocols and guidelines set up by the healthcare provider. This is applicable to all Allied Health Professionals working in an organized, regulated environment.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Maintain professional behaviour • Act within the limit of one’s competence and authority • Follow the code of conduct and demonstrating best practices in the field
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Maintain professional behavior	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. respect patient’s individual values and needs</p> <p>PC2. maintain patient’s confidentiality</p> <p>PC3. meet timelines for each assigned task</p> <p>PC4. respect patient’s dignity and use polite language to communicate</p> <p>PC5. maintain professional environment</p>
	Act within the limit of one’s competence and authority	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. work within organizational systems and requirements as appropriate to one’s role</p> <p>PC7. adhere to legislation, protocols and guidelines relevant to one’s role and field of practice</p> <p>PC8. maintain competence within one’s role and field of practice</p> <p>PC9. evaluate and reflect on the quality of one’s work and make continuing improvements</p> <p>PC10. use relevant research-based protocols and guidelines as evidence to inform one’s practice</p>
	Follow the code of conduct and demonstrate best practices in the field	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC11. recognize the boundary of one’s role and responsibility and seek supervision when situations are beyond one’s competence and authority</p> <p>PC12. promote and demonstrate good practice as an individual and as a team member at all times</p> <p>PC13. identify and manage potential and actual risks to the quality and safety of practice</p> <p>PC14. maintain personal hygiene and contribute actively to the healthcare ecosystem</p>

HSS/N9616 Maintain professional & medico-legal conduct

	PC15. maintain a practice environment that is conducive to the provision of medico-legal healthcare
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the relevant legislation, standards, policies, and procedures followed in the organization</p> <p>KA2. the medical procedures and functioning of required medical equipment</p> <p>KA3. role and importance of assisting other healthcare providers in delivering care</p> <p>KA4. how to engage and interact with other providers in order to deliver quality and maintain continued care</p> <p>KA5. personal hygiene measures and handling techniques</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the limitations and scope of the role and responsibilities of self and others</p> <p>KB2. the importance of working within the limits of one’s competence and authority</p> <p>KB3. the importance of personally promoting and demonstrating good practice</p> <p>KB4. the detrimental effects of non-compliance</p> <p>KB5. the importance of intercommunication skills</p> <p>KB6. the legislation, protocols and guidelines affecting one’s work</p> <p>KB7. the organizational systems and requirements relevant to one’s role</p> <p>KB8. the sources of information and literature to maintain a constant access to upcoming research and changes in the field</p> <p>KB9. the difference between direct and indirect supervision and autonomous practice, and which combination is most applicable in different circumstances</p> <p>KB10. the importance of individual or team compliance with legislation, protocols, and guidelines and organizational systems and requirements</p> <p>KB11. how to report and minimize risks</p> <p>KB12. the principle of meeting the organization’s needs, and how this should enable one to recognize one’s own limitations and when one should seek support from others</p> <p>KB13. one’s job role and job responsibility</p> <p>KB14. the job role and responsibilities of co workers</p> <p>KB15. the processes by which improvements to protocols/guidelines and organizational systems/requirements should be reported</p> <p>KB16. the procedure for accessing training, learning and development needs for oneself and/or others within one’s organization</p> <p>KB17. the actions that can be taken to ensure a current, clear and accurate understanding of roles and responsibilities is maintained, and how this affects the way one work as an individual or part of a team</p>

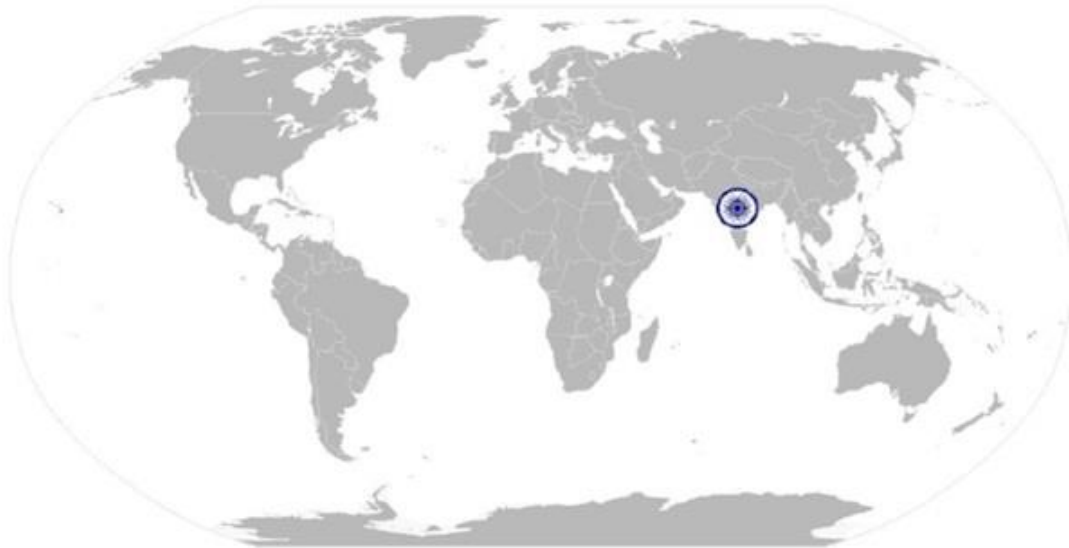
HSS/N9616 Maintain professional & medico-legal conduct

	<p>KB18. risks related to quality and safety Risks: working outside the boundaries of competence and authority, not keeping up to date with best practice, poor communication, Insufficient support, Lack of resources</p> <p>KB19. the importance of personal hygiene</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. keep updated with the latest knowledge SA2. read about changes in legislations and organizational policies
	Reading Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. document reports, task lists, and schedules SA4. prepare status and progress reports SA5. record daily activities SA6. update other co-workers
	Oral Communication (Listening and Speaking Skills)
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA7. discuss task lists, schedules, and work-loads with co-workers SA8. give clear instructions to patients and co-workers SA9. keep patient informed about progress SA10. avoid using jargon, slang or acronyms when communicating with a patient
A. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB1. make decisions pertaining to the concerned area of work in relation to job role SB2. act decisively by balancing protocols and work at hand
	Plan and Organize
	NA
	Customer Centricity
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB3. communicate effectively with patients and their family, physicians, and other members of the health care team SB4. be responsive and listen empathetically to establish rapport in a way that promotes openness on issues of concern SB5. be sensitive to potential cultural differences SB6. maintain patient confidentiality SB7. respect the rights of the patient(s)
	Problem Solving
NA	

HSS/N9616

Maintain professional & medico-legal conduct

	Analytical Thinking
	NA
	Critical Thinking
	NA

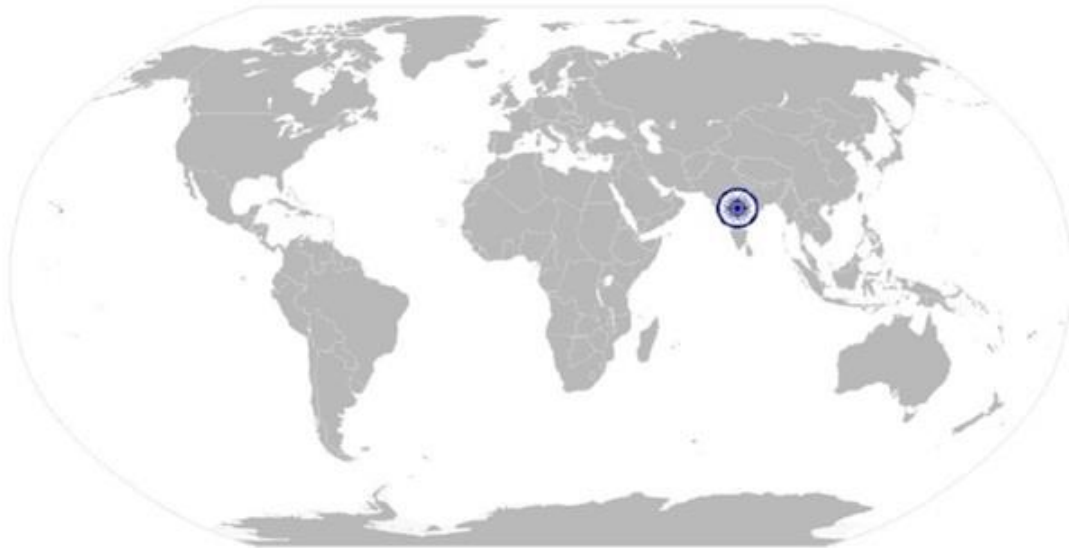


HSS/N9616

Maintain professional & medico-legal conduct

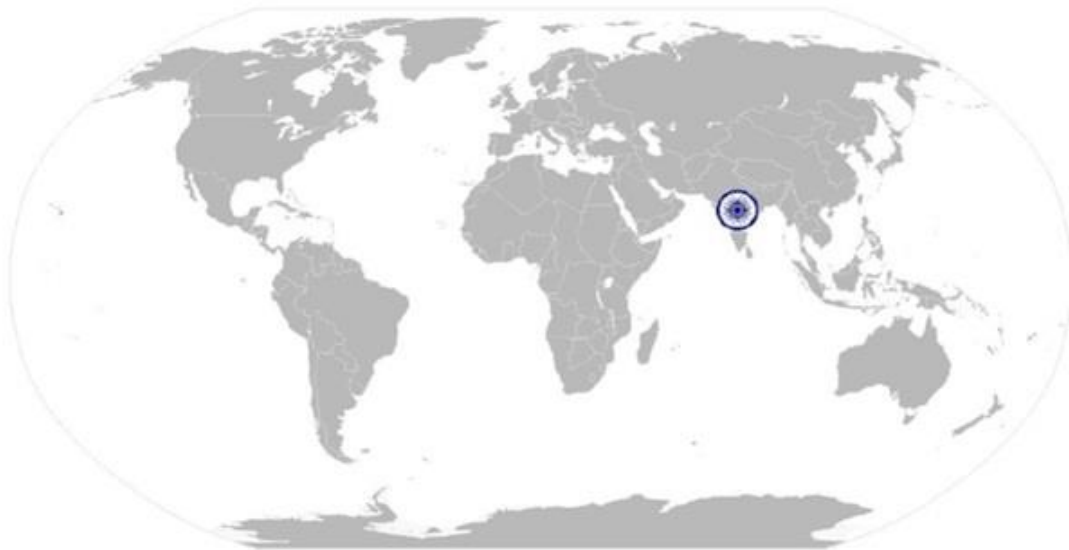
NOS Version Control

NOS Code	HSS/N9616		
Credits	TBD	Version number	1.0
Industry	Allied Healthcare	Drafted on	12/05/2013
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	02/05/2019
Occupation	Diagnostic	Next review date	02/05/2022



HSS/N9617 Maintain a safe, healthy and secure working environment

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding, skills required in an allied Health Professional to monitor the working environment, and making sure it meets health, safety and security requirements.

HSS/N9617 Maintain a safe, healthy and secure working environment

National Occupational Standard	Unit Code	HSS/N9617
	Unit Title (Task)	Maintain a safe, healthy and secure working environment
	Description	This OS unit is about monitoring the working environment and ensuring a safe, healthy, secure and effective working conditions.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Comply the health, safety and security requirements and procedures for workplace • Handle any hazardous situation with safely, competently and within the limits of authority • Report any hazardous situation and breach in procedures to ensure a safe, healthy, secure working environment
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Comply the health, safety and security requirements and procedures for workplace	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. identify individual responsibilities in relation to maintaining workplace health safety and security requirements</p> <p>PC2. comply with health, safety and security procedures for the workplace</p> <p>PC3. comply with health, safety and security procedures and protocols for environmental safety</p>
	Handle any hazardous situation with safely, competently and within the limits of authority	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC4. identify potential hazards and breaches of safe work practices</p> <p>PC5. identify and interpret various hospital codes for emergency situations</p> <p>PC6. correct any hazards that individual can deal with safely, competently and within the limits of authority</p> <p>PC7. provide basic life support (BLS) and first aid in hazardous situations, whenever applicable</p> <p>PC8. follow the organization’s emergency procedures promptly, calmly, and efficiently</p> <p>PC9. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC10. complete any health and safety records legibly and accurately</p>
	Report any hazardous situation and breach in procedures to ensure a safe, healthy, secure working environment	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC11. report any identified breaches in health, safety, and security procedures to the designated person</p> <p>PC12. report the hazards that individual is not allowed to deal with to the relevant person and warn other people who may get affected promptly and accurately</p>

HSS/N9617 Maintain a safe, healthy and secure working environment

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. importance of health, safety, and security in the workplace KA2. basic requirements of the health and safety and other legislations and regulations that apply to the workplace KA3. person(s) responsible for maintaining healthy, safe and secure workplace KA4. the relevant up-to-date information on health, safety, and security that applies to the workplace KA5. responsibilities of individual to maintain safe, healthy and secure workplace KA6. how to report the hazard
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. requirements of health, safety and security in workplace KB2. how to create safety records and maintaining them KB3. importance of being alert to health, safety, and security hazards in the work environment KB4. common health, safety, and security hazards that affect people working in an administrative role KB5. how to identify health, safety, and security hazards KB6. importance of warning others about hazards and how to do so until the hazard is dealt with
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. report and record incidents
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and understand company policies and procedures
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. report hazards and incidents with the appropriate level of urgency clearly
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the area of work
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. plan for safety of the work environment
	Customer Centricity
B. Professional Skills	The user/individual on the job needs to know and understand how to: SB3. communicate effectively with patients and their family, physicians, and other

HSS/N9617 Maintain a safe, healthy and secure working environment

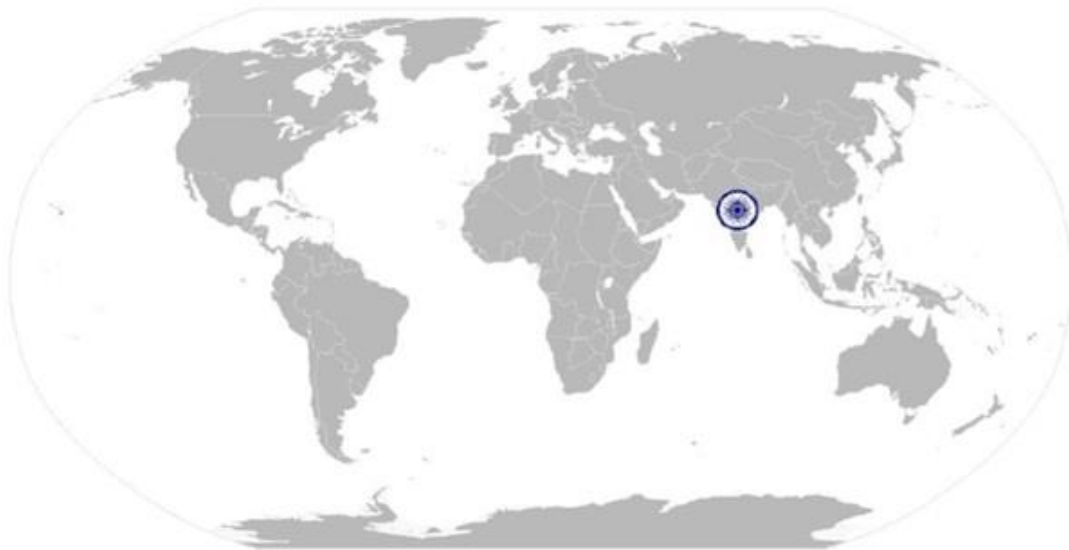
	members of the health care team
	SB4. be capable of being responsive, listen empathetically to establish rapport in a way that promotes openness on issues of concern
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. identify hazards, evaluate possible solutions and suggest effective solutions
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. analyze the seriousness of hazards
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB7. analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	



HSS/N9617 Maintain a safe, healthy and secure working environment

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Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	02/05/2019
Occupation	Diagnostic	Next review date	02/05/2022



HSS/N9618 Follow infection control policies & procedures including biomedical waste disposal protocols

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health professional to manage biomedical waste and to comply with infection control policies and procedures.

HSS/N9618 Follow infection control policies & procedures including biomedical waste disposal protocols

National Occupational Standard	Unit Code	HSS/N9618
	Unit Title (Task)	Follow infection control policies & procedures including biomedical waste disposal protocols
	Description	This OS unit is about the safe handling and management of health care waste and following infection control polices.
	Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Classification of the waste generated, segregation of biomedical waste, proper collection and storage of waste • Comply with effective infection control protocols that ensures the safety of the patient(or end-user of health-related products/ services) • Maintain personal protection and preventing the transmission of infection from person to person
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Classification of the waste generated, segregation of biomedical waste, proper collection and storage of waste	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release</p> <p>PC2. store clinical or related waste in an area that is accessible only to authorized persons</p> <p>PC3. minimize contamination of materials, equipment and instruments by aerosols and splatter</p>
	Comply with effective infection control protocols that ensures the safety of the patient(or end-user of health-related products/ services)	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC4. apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control</p> <p>PC5. identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization</p> <p>PC6. follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate</p> <p>PC7. follow protocols for care following exposure to blood or other body fluids as required</p> <p>PC8. remove spills in accordance with the policies and procedures of the organization</p> <p>PC9. clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled</p> <p>PC10. demarcate and maintain clean and contaminated zones in all aspects of health care work</p>

HSS/N9618 Follow infection control policies & procedures including biomedical waste disposal protocols

	<p>PC11. confine records, materials and medicaments to a well-designated clean zone</p> <p>PC12. confine contaminated instruments and equipment to a well-designated contaminated zone</p> <p>PC13. decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols</p> <p>PC14. replace surface covers where applicable</p> <p>PC15. maintain and store cleaning equipment</p> <p>PC16. report and deal with spillages and contamination in accordance with current legislation and procedures</p>
<p>Maintain personal protection and preventing the transmission of infection from person to person</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC17. maintain hand hygiene following hand washing procedures before and after patient contact and/or after any activity likely to cause contamination</p> <p>PC18. cover cuts and abrasions with water-proof dressings and change as necessary</p> <p>PC19. change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact</p> <p>PC20. perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/ individual on the job needs to know and understand:</p> <p>KA1. relevant up-to-date information on health, safety, and security that applies to the organization</p> <p>KA2. organization's emergency procedures and responsibilities for handling hazardous situations</p> <p>KA3. person(s) responsible for health, safety, and security in the organization</p> <p>KA4. good personal hygiene practice including hand care</p> <p>KA5. the current national legislation, guidelines, local policies and protocols which affect work practice</p>
<p>B. Technical Knowledge</p>	<p>The user / individual on the job needs to know and understand:</p> <p>KB1. importance of and how to handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release</p> <p>KB2. the importance to adhere to the organizational and national waste management principles and procedures</p> <p>KB3. the hazards and risks associated with the disposal and the importance of</p>

HSS/N9618 Follow infection control policies & procedures including biomedical waste disposal protocols

	<p>risk assessments and how to provide these</p> <p>KB4. the required actions and reporting procedures for any accidents, spillages and contamination involving waste</p> <p>KB5. the requirements of the relevant external agencies involved in the transport and receipt of your waste</p> <p>KB6. the importance of organizing, monitoring and obtaining an assessment of the impact the waste may have on the environment</p> <p>KB7. identification and management of infectious risks in the workplace</p> <p>KB8. aspects of infectious diseases including opportunistic organisms, pathogens</p> <p>KB9. basic microbiology including bacteria and bacterial spores, fungi, viruses</p> <p>KB10. the path of disease transmission including direct contact and penetrating injuries, risk of acquisition</p> <p>KB11. susceptible hosts including persons who are immune suppressed, have chronic diseases such as diabetes and infants or elderlies</p> <p>KB12. routine surface cleaning procedures at the start and end of the day, managing a blood or body fluid spill</p> <p>KB13. sharps handling and disposal techniques</p> <p>KB14. effective hand hygiene including hand wash, surgical hand wash, when hands must be washed</p> <p>KB15. how to use personal protective equipment</p> <p>KB16. the personal clothing and protective equipment required to manage the different types of waste generated by different work activities</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. report and record incidents
	Reading Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. read and understand company policies and procedures pertaining to managing biomedical waste and infection control and prevention
	Oral Communication (Listening and Speaking Skills)
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB1. take into account opportunities to address waste minimization, environmental responsibility and sustainable practice issues

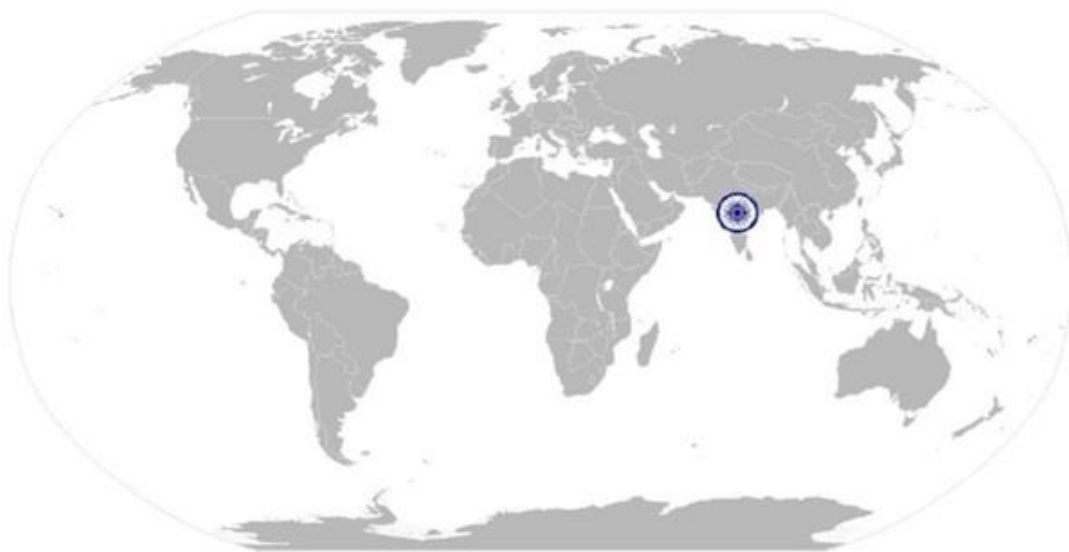
HSS/N9618 Follow infection control policies & procedures including biomedical waste disposal protocols

	SB2. apply additional precautions when standard precautions are not sufficient
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. consistently follow the procedure for washing and drying hands SB4. consistently maintain clean surfaces and limit contamination
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB5. make exceptional effort to keep the environment and work place clean
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB6. identify hazards and suggest effective solutions to identified problems pertaining to hospital waste and related infections
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB7. analyze the seriousness of hazards pertaining to hospital waste and related infections
	Critical Thinking
The user/ individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to act SB9. take into account opportunities to address waste minimization, prevent infection, environmental responsibility and sustainable practice issues	

HSS/N9618 Follow infection control policies & procedures including biomedical waste disposal protocols

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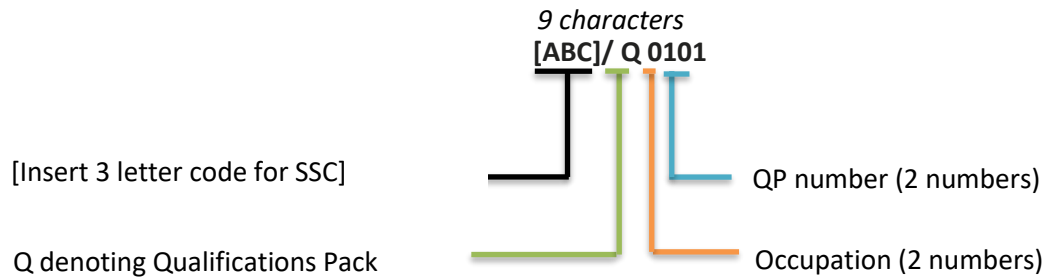
NOS Code	HSS/N9618		
Credits	TBD	Version number	1.0
Industry	Allied Healthcare	Drafted on	12/05/2013
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	02/05/2019
Occupation	Diagnostic	Next review date	02/05/2022



Annexure

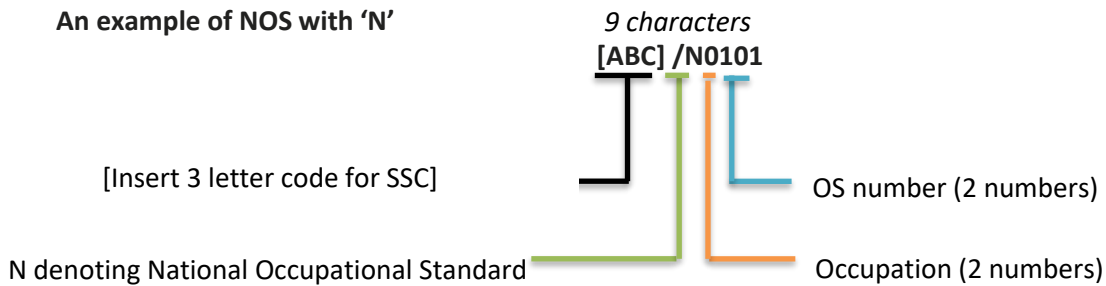
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Diagnostic	01-20
Curative Services	21-50
Non-direct Care	51-75
Community Related	76-85
Generic/ General Health	96-99

Sequence	Description	Example
Three letters	Industry Name	HSS
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01

Criteria for Assessment of Trainees

Job Role: Neurophysiology Technology Assistant

Qualification Pack: HSS/Q0801

Sector Skill Council: Healthcare Sector Skill Council

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below.)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS			Marks Allocation			
Total Marks: 1000						
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Theory	Viva	OJT	Skills Practical
HSS/N0801 Carry out electroencephalography and video electroencephalography	PC1.ensure the procedure room is suitable for performing electroencephalography with respect to cleanliness, temperature and humidity	256	93	60	35	
	PC2.check the emergency tray/crash cart for required resources as per standard protocols					
	PC3.recognize normal components of the EEG and evolution of maturational changes					3
	PC4.obtain brief history of the patient such as any previous history of seizures, duration of the illness, treatment taken and investigation studies performed.					3
	PC5.instruct the patient of documentation, information and other requirements for the procedure such as photo ID, insurance card, list of allergies and current medicines, seizure log if used, containers for contact lenses, glasses					4

PC6.obtain a signed consent form from the patient/guardian after verifying the patient to carry out the procedure					
PC7.encourage the patient to ask questions to seek clarity on the procedures					2
PC8.provide pre-procedural instructions to the patient such as precautions for hair (wash hair with shampoo, but not to use a conditioner or hair care products, such as hairspray or gels), caffeine intake, medicines and supplement consumption, fasting, etc.					4
PC9.maintain suitable distance from the patient during the procedure					
PC10.clean/wash your hands before initiating the procedure					2
PC11.recognize normal components of the EEG and evolution of maturational changes					3
PC12.attach 16 and 25 electrodes to the scalp with a special paste or put the cap containing the electrodes as per standard medical procedures					5
PC13.create a relaxing environment for the patient					
PC14.ensure that the patient remains still once the recording begins, throughout the test					
PC15.communicate breathing instructions to the patient while conducting EEG test Breathing instructions: e.g. take deep breath for 3 minutes					2
PC16.monitor the patient through a window in an adjoining room to observe any movements that can cause an inaccurate reading, such as swallowing or blinking					2
PC17.inform the patient about the photic stimulation where a series of flashes occur at varying frequencies for a few seconds					2
PC18.conduct test on the patient to produce brain wave activity that does not show up while resting e.g. making the patient breathe deeply and rapidly for 3 minutes or exposing to a bright flashlight light					4
PC19.register any abnormal movements, jerking or any abnormal behaviour during the test					2
PC20.follow standard medical and organisational procedures in case of an emergency					
PC21.remove the electrodes following standard medical procedures					2
PC22.soak and clean the electrodes with lukewarm water by following institutional guidelines					2

	PC23.follow post-procedure care as per medical standards such as rest for sedated patients, instruct patients for resumption of medication, etc.					
	PC24.save, print the recordings as directed by the attending neurologist					3
	PC25.prepare the procedure room and equipment for the next patient					3
	PC26.record EEG during wakefulness and sleep to get the maximum information from this test					4
	PC27. communicate information such as prescribed schedule for taking medicines, medicines to be taken as per type of ailment etc. to the patient as per standard operating procedure					2
	PC28.instruct the patient not to eat and avoid drinks containing caffeine such as coke, coffee, etc. one hour before the test					
	PC29.ensure that the visitors do not touch the dressing on the patient's head, electrodes, wires, keyboard on the EEG/video monitor.					
	PC30.assist the patient when he tries to get out of bed or going to the bathroom					2
	PC31.cover the electrodes with a head dressing if necessary or directed by the assisting physician.					3
	PC32.provide the patient procedural instructions such as to wear the monitor at all times, not to pick, scratch, pull or play with the wires around the head or body, not to use any plug-in devices					3
	PC33.push the event button as soon as any symptoms are observed					3
	PC34.remove the dressing and the electrodes after the procedure					3
	PC35.clarify any doubts that the patient may have					
		256	93	60	35	68
HSS/N0802 Carry out nerve conduction studies and prepare the patient for electromyography	PC1.obtain appropriate patient history of numbness, tingling, pain, and/or weakness, etc. on detection of decreased sensation, reflex abnormalities, weakness, and or atrophy	199	68	45	27	3
	PC2.explain the procedure to the patient while clarifying their doubts					3
	PC3.obtain a signed consent form from the patient for permission to do the procedure					
	PC4.maintain normal body temperature before and during the procedure					4
	PC5.obtain information about patient's medicine and other herbal supplement intake					

	PC6.instruct patient to remove any clothing, jewellery, hairpins, eyeglasses, hearing aids, or other metal objects that may interfere with the procedure					
	PC7.prepare the client suitably for the procedure by providing relevant clothing					3
	PC8.check to ensure there is no usage of lotions or oils for a few days prior to the procedure by the patient					
	PC9.instruct the patient not to fast unless suggested by the physician					2
	PC10.inform the patient about what to expect during the NCV and EMG procedures including need for sedation, minor discomforts such as mild and brief electrical shocks					3
	PC11.ensure the patient is sedated as per standard procedures					
	PC12.position the patient according to the physician's direction					4
	PC13.assist the neurologist in locating the nerve(s) to be studied					4
	PC14.attach a recording electrode to the skin over the nerve, using special paste as per standard medical procedure					6
	PC15.place a stimulating electrode away from the recording electrode at the standard distance of 8 cm unless specific study has different requirements					6
	PC16.remove the paste attached to the skin as per medical standards					4
	PC17.apply ice or a cold pack on the area for 10 to 20 minutes at a time					3
	PC18.provide an over the counter analgesic like ibuprofen or acetaminophen following physician instructions					3
	PC19.instruct the patient to avoid immediate strenuous activities after the procedure					
	PC20.measure the amplitude of negative phase of evoked motor response/CMAP					6
	PC21.save, record and print out all final waveforms recorded and hand over to the attending neurologist					5
		199	68	45	27	59
HSS/N0803 Carry out Evoked Potential studies	PC1.obtain a signed consent form from the patient/guardian to carry out the procedure	211	66	20	33	1
	PC2.provide pre-procedural information to the patient such as no need for fasting, no sedation required, washing hair, not using conditioner or hairsprays, any other specific preparation after consulting with attending neurologist, etc.					5

PC3.obtain information from the patient or significant others about all medicines (prescription and over-the-counter) and herbal supplements being used by the patient					1
PC4.make the patient comfortable					
PC5.measure and mark the head to ensure accurate placement of the electrodes on the scalp.					5
PC6.set up stimulus and recording apparatus to elicit a reproducible visual					6
PC7.position the patient on the chair as per standards eg. about 3 feet away from a TV screen					3
PC8.clean the scalp points where the electrodes are to be attached					3
PC9.ensure that the hair and scalp is free of oils and hairspray					
PC10.attach the electrodes using a special adhesive on the scalp as per standard medical procedures					6
PC11.apply a patch to cover the eye that is not being tested					4
PC12.instruct the patient to focus their gaze on a dot at the center of the TV screen when displaying a visual stimulus (usually a rapidly moving checkerboard)					4
PC13.record the activities in the optic nerve and brain, testing each eye at least twice					6
PC14.ensure to make the patient sit in a soundproof room					
PC15.attach the electrodes to the top of the patient's head and the earlobe being tested and make them put on headphones					6
PC16.produce a series of clicking sounds to be delivered through the headphones to each ear successively, by using a 100 usec rectangular pulse (single monophasic square wave), a standard audiometric ear speaker having a relative flat frequency spectrum					7
PC17.record the signals produced by the patient's brain in response to the clicks					5
PC18.ensure to test each ear twice					3
PC19.ensure the patient is comfortable					
PC20.ensure patients and his/her significant others are informed about the procedure					1
PC21.ensure the patient is not using any oils, creams or lotions on the arms or legs on the day of the procedure					1
PC22.attach the recording electrodes to the scalp and neck, wrist, lower back and back of the knee as per standard medical procedure					6

	PC23.place the stimulating electrodes over the ankle as per standard medical procedures					5
	PC24.deliver mild, painless electrical to the stimulating electrodes for about 2 minutes at a time					6
	PC25.measure and record the brain's response to the electrical stimulus by the recording electrodes					8
		211	66	20	33	92
HSS/N0804 Provide care and maintenance of neurophysiology equipment	PC1.identify the range and purpose of a range of neurophysiology equipment	179	50	15	33	1
	PC2.set up, check and maintain equipment in accordance with organization policies and procedures and manufacturer's specifications					6
	PC3.identify maintenance procedures and appropriate documentation for each equipment					1
	PC4.follow procedures for timely set-up, troubleshooting, shut-down, cleaning and storage of neurophysiology equipment					1
	PC5.complete care and maintenance of equipment required prior to use including sterilisation					5
	PC6.calibrate all electro-encephalography equipment accurately					6
	PC7.identify and correct minor equipment problems					1
	PC8.report hazardous, damaged or faulty equipment to correct authority following laid down procedures					6
	PC9.complete, review and update documentation in accordance with organization policies and procedures, relevant standards and manufacturer's guidelines					8
	PC10.identify and label faulty equipment accurately as per organizational procedures					1
	PC11.complete documentation of breakdown and/or maintenance in accordance with organization policies and procedures					5
	PC12.ensure equipment repair in completed accordance with organization policies and procedures and manufacturer's instructions					3
	PC13.conduct cost and performance evaluations of equipment being considered for purchase					7
	PC14.provide recommendations for purchase to the appropriate authority with all relevant details					5
	PC15.identify the need for introduction of new techniques in EEG recording, related to new equipment					

	PC16.apply new techniques to existing conditions in accordance with current standards, manufacturer's guidelines and organization policies and procedures					6
	PC17.review and update policies and procedures with correct authorisation					5
	PC18.evaluate results of implementation of new techniques, and policy and procedures					7
	PC19.implement staff development/training based on new equipment, and policy and procedures					7
		179	50	15	33	81
HSS/N9615 Maintain a professional relationship with patients, colleagues and others	PC1. communicate effectively with all individuals regardless of age, caste, gender, community or other characteristics without using terminology unfamiliar to them	13	13	0	0	0
	PC2. utilize all training and information at one's disposal to provide relevant information to the individual					
	PC3. confirm that the needs of the individual have been met					
	PC4. respond to queries and information needs of all individuals					
	PC5. adhere to guidelines provided by one's organization or regulatory body relating to confidentiality					
	PC6. respect the individual's need for privacy					
	PC7. maintain any records required at the end of the interaction					
	PC8. integrate one's work with another people's work effectively					
	PC9. utilize time effectively and pass on essential information to other people on timely basis					
	PC10. work in a way that shows respect for other people					
	PC11. carry out any commitments made to other people					
	PC12. reason out the failure to fulfill commitment					
	PC13. identify any problems with team members and other people and take the initiative to solve these problems					
	PC14. establish, agree, and record the work requirements clearly					
	PC15. ensure his/her work meets the agreed requirements					
	PC16. treat confidential information correctly					
	PC17. work in line with the organization's procedures and policies and within the limits of his/ her job role					
		13	13	0	0	0

HSS/N9616 Maintain professional & medico-legal conduct	PC1. respect patient's individual values and needs	19	19	0	0	0
	PC2. maintain patient's confidentiality					
	PC3. meet timelines for each assigned task					
	PC4. respect patient's dignity and use polite language to communicate					
	PC5. maintain professional environment					
	PC6. work within organizational systems and requirements as appropriate to one's role					
	PC7. adhere to legislation, protocols and guidelines relevant to one's role and field of practice					
	PC8. maintain competence within one's role and field of practice					
	PC9. evaluate and reflect on the quality of one's work and make continuing improvements					
	PC10. use relevant research-based protocols and guidelines as evidence to inform one's practice					
	PC11. recognize the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority					
	PC12. promote and demonstrate good practice as an individual and as a team member at all times					
	PC13. identify and manage potential and actual risks to the quality and safety of practice					
	PC14. maintain personal hygiene and contribute actively to the healthcare ecosystem					
	PC15. maintain a practice environment that is conducive to the provision of medico-legal healthcare					
	19	19	0	0	0	
HSS/N9617 Maintain a safe, healthy and secure working environment	PC1. identify individual responsibilities in relation to maintaining workplace health safety and security requirements	59	20	30	9	0
	PC2. comply with health, safety and security procedures for the workplace					
	PC3. comply with health, safety and security procedures and protocols for environmental safety					
	PC4. identify potential hazards and breaches of safe work practices					
	PC5. identify and interpret various hospital codes for emergency situations					
	PC6. correct any hazards that individual can deal with safely, competently and within the limits of authority					
	PC7. provide basic life support (BLS) and first aid in hazardous situations, whenever applicable					

	PC8. follow the organization's emergency procedures promptly, calmly, and efficiently					
	PC9. identify and recommend opportunities for improving health, safety, and security to the designated person					
	PC10. complete any health and safety records legibly and accurately					
	PC11. report any identified breaches in health, safety, and security procedures to the designated person					
	PC12. report the hazards that individual is not allowed to deal with to the relevant person and warn other people who may get affected promptly and accurately					
		59	20	30	9	0
HSS/N9618 Follow infection control policies & procedures including biomedical waste disposal protocols	PC1. handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release	64	21	30	13	0
	PC2. store clinical or related waste in an area that is accessible only to authorized persons					
	PC3. minimize contamination of materials, equipment and instruments by aerosols and splatter					
	PC4. apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control					
	PC5. identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization					
	PC6. follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate					
	PC7. follow protocols for care following exposure to blood or other body fluids as required					
	PC8. remove spills in accordance with the policies and procedures of the organization					
	PC9. clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled					
	PC10. demarcate and maintain clean and contaminated zones in all aspects of health care work					
	PC11. confine records, materials and medicaments to a well-designated clean zone					

PC12. confine contaminated instruments and equipment to a well-designated contaminated zone					
PC13. decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols					
PC14. replace surface covers where applicable					
PC15. maintain and store cleaning equipment					
PC16. report and deal with spillages and contamination in accordance with current legislation and procedures					
PC17. maintain hand hygiene following hand washing procedures before and after patient contact and/or after any activity likely to cause contamination					
PC18. cover cuts and abrasions with water-proof dressings and change as necessary					
PC19. change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact					
PC20. perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection					
	64	21	30	13	0