

# Neurophysiology

Standards & Guidelines

Tele-EEG

October 2008 v3



College of  
Physicians  
& Surgeons  
of Alberta

Serving the public by guiding the medical profession

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The following standards reflect limitations of the technology available in Alberta in the year 2003 for the provision of tele-EEG services. Those limitations prevent substitution of tele-EEG for conventional on-site EEG in many cases. For instance, as soon as it is feasible tele-EEG should incorporate simultaneous video transmission to permit the receiving-site to observe patients during studies.

The following standards are supplementary to the general standards for accreditation of EEG laboratories in Alberta and may be amended from time-to-time.

1. The tele-EEG service shall have a medical director who is approved to interpret EEGs by the College of Physicians and Surgeons of Alberta.
2. The duties of the Medical Director shall be consistent with section 3.3 of the College Standards and Guidelines for Electroencephalography (EEG) Laboratories.
3. The medical director of the tele-EEG service shall make all final decisions as to the need for any patient to have an on-site EEG performed instead of or in addition to a tele-EEG.
4. EEG electronic transmissions should not be used for the determination of electrocerebral silence.
5. The receiving-site shall be fully accredited by the College of Physicians and Surgeons.
6. The receiving-site EEG technologist shall be registered with the Canadian Board of Registration of Electroencephalograph Technologists, or equivalent.
7. The sending site shall have a local physician who is responsible for care of patients undergoing studies with duties consistent with section 3.2 of the College Standards and Guidelines for Electroencephalography (EEG) Laboratories.
8. The sending-site technician shall be trained for his or her duties by EEG technologist(s) at the receiving-site to the satisfaction of the medical director of the tele-EEG service.
9. The sending-site technician and the receiving-site technologist shall be in constant contact (by digital or voice link) during transmission of the EEG.
10. All electronically transmitted EEGs shall be transmitted in digitized format.
11. Event markers or other signaling capability shall be built into the system to allow correlation with the transmitted recording.
12. In addition to the information currently listed in the general standards, documentation incorporated into the transmitted record shall include:
  - 12.1 Calibrations
  - 12.2 Changes in instrument controls and montages
  - 12.3 Patient behavior and activity
13. Periodic checks of equipment shall be performed to ensure adequacy of frequency response.
14. A record of the EEG study and interpretive report shall be stored at the receiving-site according to the requirements of the College for the storage of medical records.
15. A copy of the interpretive report shall be stored at the sending-site according to the requirements of the College for the storage of medical records.