



## POSITION DESCRIPTION Polysomnography Technologist

**POSITION SUMMARY:**

Administer procedures relating to the administration of diagnostic Polysomnography studies in accordance with protocols established by the hospital and respiratory care department and under the order of a licensed physician. Assists in the diagnosis and treatment of sleep and associated disorders. Perform patient scheduling and billing where indicated.

**POSITION DESCRIPTION – POLYSOMNOGRAPHY TECHNOLOGIST**

**STANDARD**

**Environment of Care: Demonstrates knowledge and practice of:**

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

**Infection Control: Demonstrates knowledge and practice of:**

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

**Performance Improvement: Demonstrates knowledge of:**

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

**Patient Rights: Demonstrates knowledge and practice of:**

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

**Risk Management: Demonstrates knowledge and practice of:**

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

**Certifications**

23. BLS card                      Exp date:
24. RPSGT Certification

**Patient Safety**

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
  - Accuracy of patient identification using patient’s name and birth date
27. Fall prevention
28. Safe oxygen administration

**STANDARD**

29. Safe operation of C-PAP and Bi-PAP equipment

30. Electrical safety of sleep lab monitoring equipment

31. Sentinel events alert

- Inpatient suicide
- Infant abduction
- High alert medications
- Medical gas
- Preventing needle sticks and sharps injuries
- Medication errors related to dangerous abbreviations
- Bed related entrapment deaths
- Nosocomial infections
- Ventilator safety set up and operation/alarms

**Department Core Competencies**

32. Confirm patient information. Verify patient demographics – prescriptions/questionnaire/face sheet

33. If applicable, schedules patient appointments, select alternate for any cancellation

34. Patient testing. Patient assessment, review orders for study, document all pertinent information (previous reports, recordings, special precautions)

35. Prepares patient appropriately:

- Introduction
- Overview of study
- Patient education
- Attends to patient comfort

36. Proper electrode and sensor placement

37. Completes data collection

- Enter patient demographics in computer
- Verify camera/microphone/video
- Verify and complete machine calibration - complete patient calibration and annotate notes
- During recording annotates pertinent information

38. Monitor patient and institute therapies as directed by physician

39. Initiates emergency procedures

40. At conclusion of study:

- Stops recording - ensures data downloads and storage
- Complete test summary
- Attend to patient needs
- Remove/clean/store equipment
- Computer assist scoring if applicable

41. Inventories supply and reagent needs

**Age Specific Competencies****Knowledge**

42. Demonstrate knowledge of growth and development

43. Criteria to identify victims of abuse and neglect

**Skills**

44. Demonstrates communication skills appropriate to age of patient

45. Assess and adjusts instrument settings as appropriate to age group

46. Selection of electrode placement, size and set up appropriate to age

47. Appropriately interprets data and patient responses to polysomnographic study

48. Reassures patient and concludes procedure as appropriate to age group

49. Initiates CPR per age protocols

**Service Standards**

50. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

51. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

52. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

53. Gives all customers their full attention and treats them with dignity, respect and understanding.

54. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

55. Safeguards patient confidentiality in all forms of communication.

56. Works effectively with others toward achieving common goals including morale and teamwork.

57. Interacts compassionately and in a timely manner with all customers.

**STANDARD**

**Equipment – Demonstrate Safe and Effective Use**

58. Nihon Kohden sleep system or other (specify):

59. Computer

    Sleep software

60. Oxygen regulators/cylinders

61. Respiroics BiPAP S/T-D

62. Pulse oximeter

63. Audio/video recording equipment

**POSITION (MINIMUM) REQUIREMENT CHECKLIST**

Position Title: Polysomnography Technologist

Department: Neurodiagnostics/Respiratory

**EDUCATION**

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/Associate Degree in RT
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – RRT/RPSGT
- Knowledge of state, federal, JCAHO regulations
- Knowledge of specialty equipment tools
- Medical terminology

**EXPERIENCE**

- One year hospital experience
- One year RRT experience admixture
- One year ABG instrumentation in lab Polysomnography
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**SKILLS**

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- All current RT modalities
- Management/Planning Skills

**PRE-PLACEMENT TESTING**

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

**AGE OF PATIENTS SERVED**  
(For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

**MENTAL AND EMOTIONAL REQUIREMENTS**

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

**HAZARDS**

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

**PHYSICAL REQUIREMENTS**  
(See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 2-4 hour(s) per day
- Sit for 10-12 hour(s) per day
- Walk for 2-4 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 2 Bending
- 2 Crouching
- 2 Squatting
- 1 Crawling
- 1 Kneeling
- 1 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 3 Twisting at waist
- 2 Push/pull (up to 75 lbs.)
- 2 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Goggles
4. Mask
5. Booties
6. Blood gas splash shield

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

SEDDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

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Employee Signature

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Date