



# Provincial Job Description

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**TITLE:**  
**(199) Polysomnographic Technologist  
Supervisor**

**PAY BAND:**  
**18**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Supervises technical staff and processes of the Sleep Disorders Laboratory. Performs technical duties related to sleep disorder testing.

**QUALIFICATIONS:**

- ◆ Certificate in Sleep Medicine Technology
  - ◆ Certified by the American Association of Registered Polysomnographic Technologists

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Advanced computer skills
- ◆ Leadership and organizational skills
- ◆ Communication and interpersonal skills
- ◆ Analytical skills
- ◆ Ability to work independently

**EXPERIENCE:**

- ◆ **Previous:** Forty-eight (48) months previous experience as a Polysomnographic Technologist to consolidate knowledge and skills.

## ***KEY ACTIVITIES:***

### **A. Administration / Supervision**

- ◆ Provides supervision for staff and trainees.
- ◆ Provides input into hiring and assists with performance appraisals and performance reviews.
- ◆ Directs technical staff and work processes.
- ◆ Schedules staff and maintains payroll/time sheets.
- ◆ Provides technical expertise and problem solving.
- ◆ Researches, reviews and implements new methodologies and operating procedures.
- ◆ Develops and maintains communication and information systems for designated work areas.
- ◆ Manages and maintains inventory.
- ◆ Researches, evaluates, recommends and negotiates equipment purchases.
- ◆ Acts as a liaison with other departments.
- ◆ Coordinates availability of medical specialist to interpret sleep studies.
- ◆ Maintains policy and procedure manuals.
- ◆ Trains new staff on all aspects of polysomnographic (PSG) testing.
- ◆ Provides input into budgeting and strategic planning.
- ◆ Acts as a resource for general public, medical staff and service groups (e.g., Lung Association), through telephone inquiries and public speaking.

### **B. Patient Testing / Monitoring**

- ◆ Reviews requests for sleep studies and prioritizes requests; giving consideration to the patient's medical condition (e.g., other organ system failures, drug interactions), the patient's needs (e.g., degree of affliction), patient's work issues (e.g., patient's occupation).
- ◆ Determines daily specific protocol (e.g., tests, drugs) for each patient having polysomnography.
- ◆ Prepares and assesses patients (e.g., identification, consent, medical history, medication and instruction of procedure).
- ◆ Manages patient processing and education following testing (e.g., arranges interpretation times, morning meal, medications, answers questions, educates patients as to their treatment options).
- ◆ Performs PSG monitoring and other testing related to sleep disorders.
- ◆ Scores and analyzes the PSG study and generate reports for physician review.
- ◆ Acts as a resource person to the medical specialist for sleep study interpretations. Assists in sleep disorders recognition and artifact interpretation, presenting data in readable form for ease of interpretation.

**C. Quality Assurance / Quality Control**

- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Establishes preventative maintenance programs for equipment in consultation with manufacturers in accordance with acceptable laboratory standards.
- ◆ Develops computer algorithms (programming) related to sleep testing and monitoring.

**D. Related Key Work Activities**

- ◆ Prepares month-end activity reports and monitors expenditures.
- ◆ Performs computer work (e.g., patient database, data entry, back-up, admissions).
- ◆ Cleans, maintains, calibrates and troubleshoots equipment according to established standards.
- ◆ Monitors equipment logs.
- ◆ Prepares, communicates, files and archives test results and reports.
- ◆ Manages and maintains inventory, orders supplies.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

*SGEU:*

*SAHO:*

*Date: 2005*

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