



# Provincial Job Description

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**TITLE:**  
**(199) Polysomnographic Technologist  
Working 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 procedures and monitors patients for diagnosis of sleep disorders/dysfunction and provides patient education.

**QUALIFICATIONS:**

- ◆ Allied Health Care diploma plus Polysomnography certificate
  - ◆ Certified by the Board of Registered Polysomnographic Technologists
  - ◆ Registered with the Board of Registered Polysomnographic Technologists

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Leadership skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Analytical skills
- ◆ Ability to work independently

**EXPERIENCE:**

- ◆ **Previous:** Thirty-six (36) 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.
- ◆ Manages and maintains inventory.
- ◆ Researches, evaluates, recommends and negotiates equipment purchases.
- ◆ Prepares month-end activity reports and monitors expenditures.
- ◆ 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.
- ◆ 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.
- ◆ Manages patient processing following testing (e.g., arranges interpretation times, morning meal).

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

- ◆ Collects, analyzes and integrates patient information (e.g., identification, consent, medical history, medications, and instruction of procedure).
- ◆ Determines final testing parameters/procedures in conjunction with the ordering physician or clinical director and laboratory protocols.
- ◆ Performs various tests, procedures and observations (e.g., Positive Airway Pressure (PAP), Multiple Sleep Latency Test (MSLT), Maintenance of Wakefulness Test (MWT)).
- ◆ Applies and adjusts therapies, Continuous Positive Airway Pressure (CPAP) and/or Bi-level Positive Airway Pressure (BiPAP) for patients who have sleep apnea and establishes an effective pressure for each patient.
- ◆ Scores and analyzes various studies and observations and generates reports (e.g., sleep stages and clinical events).
- ◆ Makes recommendations to the physician based on test results and observations.
- ◆ Implements appropriate interventions.

**C. Quality Assurance / Quality Control**

- ◆ Maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Follows preventative maintenance programs for equipment in consultation with manufacturers in accordance with acceptable laboratory standards.
- ◆ Performs appropriate physiological calibrations to ensure proper signals and make required adjustments.

**D. Education**

- ◆ Performs patient education and instruction appropriate for out of center sleep testing.
- ◆ Explains procedures and orientates patients for testing.

**E. Related Key Work Activities**

- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Reviews and evaluates sleep studies and provide feedback to staff.
- ◆ Performs computer work.
- ◆ Cleans, maintains and troubleshoots equipment according to established standards.
- ◆ Prepares, communicates and files test results and reports.
- ◆ Maintains inventory, orders supplies.
- ◆ Processes admission forms.
- ◆ Acts as a resource for general public, medical staff and service groups (e.g., Lung Association).

*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.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

*SGEU:*

*SAHO:*

*Date: December 18, 2024*