



Provincial Job Description

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

PAY BAND:
18

FOR FACILITY USE:

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.
- ◆ Acts as a resource for general public, medical staff and service groups (e.g., Lung Association), through telephone inquiries and public speaking.
- ◆ 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 (e.g., data entry, back-up, admissions).
- ◆ Cleans, maintains and troubleshoots equipment according to established standards.
- ◆ Prepares, communicates and files test results and reports.
- ◆ Maintains inventory, orders supplies.
- ◆ Processes admission forms.

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: April 14, 2015