UW HEALTH JOB DESCRIPTION

Sleep Technologist

<table>
<thead>
<tr>
<th>Job Code: 540029</th>
<th>FLSA Status: Non-Exempt</th>
<th>Mgt. Approval: A. LeGare</th>
<th>Date: July 2019</th>
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</thead>
<tbody>
<tr>
<td>Department: Wisconsin Sleep Lab</td>
<td>HR Approval: J. Olson</td>
<td>Date: July 2019</td>
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**JOB SUMMARY**

Reporting to the Sleep Lab Supervisor and Program Director, the Sleep Technologist performs a variety of sleep studies to diagnose the type and extent of disorders. The Sleep Technologist works closely with patients to diagnose and determine therapy for a variety of disorders related to sleep. Technologists score sleep data and prepare raw data for physician and/or research interpretation.

**MAJOR RESPONSIBILITIES**

1. Collect, analyze, and integrate patient information in order to identify and meet the patient-specific needs (age, physical/mental limitations, current emotional/physiological status regarding the testing procedure, pertinent medical/social history).
2. Electrically interface data outputs of capnographs, oximeters, and respiratory inductive plethysmographs to inputs of electrophysiologic amplifiers and computer-based recorders.
3. Determine final testing parameters/procedures in conjunction with the ordering physician or clinical director and laboratory protocols.
4. Review the patient’s history and verify the medical order.
5. Perform operational checks prior to initiating the study and insure the accuracy and safety of instruments in use during patient recording.
6. Set up and maintain the following pieces of equipment: nasal/oral thermocouples, impedance converters, EOG, EEG, EKG, EMG, surface electrodes, oximetry probes, capnography sampling lines, and inductive plethysmogram converters to accepted published standards.
7. Perform routine positive airway pressure (PAP) interface fitting and desensitization.
8. Follow procedural protocols [such as Multiple Sleep Latency Test (MSLT), Maintenance of Wakefulness Test (MWT), parasomnia studies, PAP and oxygen titration, etc.] to ensure collection of appropriate data.
9. Perform appropriate physiological calibrations to ensure proper signals and make required adjustments.
10. Perform data acquisition while monitoring study-tracing quality to ensure signals are artifact-free. Identify, correct, and document artifact.
11. Document routine observations including sleep stages, clinical events, changes in procedure, and other significant events in order to facilitate scoring and interpretation of polysomnographic results.
12. Implement appropriate interventions for patient safety and therapeutic intervention such as positive airway pressure and oxygen administration.
13. Score sleep/wake stages and clinical events (such as respiratory events, cardiac events, limb movements, arousals, etc.) utilizing American Academy of Sleep Medicine (AASM) standards.
14. Demonstrate the knowledge and skills necessary to perform portable monitoring equipment preparation and data download.
15. Perform patient education and instruction appropriate for home sleep apnea testing.
16. Demonstrate adherence to cleaning and disinfection procedures.
17. Monitor patient safety and adhere to patient safety protocols.
18. Comply with applicable laws, regulations, guidelines, and standards regarding safety and infection control issues.
19. Recognize and respond to cardiac emergencies during sleep studies.
20. Adhere to Wisconsin Sleep and UW Health policies and procedures.
21. Other duties as assigned.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

**JOB REQUIREMENTS**

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>HS Diploma</th>
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<tbody>
<tr>
<td>Preferred</td>
<td>Graduate of an accredited school of polysomnography Associate or bachelor’s degree in related field</td>
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<thead>
<tr>
<th>Work Experience</th>
<th>Minimum</th>
<th>Experience in a clinical setting</th>
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<tbody>
<tr>
<td>Preferred</td>
<td>One year experience as a sleep technologist or respiratory therapist, certified medical assistant or licensed practical nurse</td>
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</table>
### Licenses & Certifications

**Minimum**
Registration as a Polysomnographic Technologist (RPSGT) must be obtained within two years from date of hire.

**Preferred**
Registered Polysomnographic Technologist (RPSGT)

### Required Skills, Knowledge, and Abilities

1. Demonstrate computer skills appropriate for the position.
2. Ability to work with minimal supervision.
3. Demonstrate critical thinking, analyze complex situations, and apply policy.
4. Ability to initiate appropriate therapeutic interventions according to laboratory policy.
5. Ability to troubleshoot respiratory therapy devices and physiologic monitoring equipment.
6. Ability to maintain accurate records.
7. Strong analytical and organizational skills.
8. Ability to work as a member of a team.
9. Excellent written and verbal communication skills.
10. Ability to set up and monitor two patients independently.

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

- X Infants (Birth – 11 months)
- X Toddlers (1 – 3 years)
- X Preschool (4 – 5 years)
- X School Age (6 – 12 years)
- X Young Adult (20 – 40 years)
- X Middle Adult (41 – 65 years)
- X Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee’s job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.

<table>
<thead>
<tr>
<th>Physical Demand Level</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
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</thead>
<tbody>
<tr>
<td><strong>Sedentary:</strong> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.</td>
<td>Up to 10#</td>
<td>Negligible</td>
<td>Negligible</td>
</tr>
<tr>
<td><strong>Light:</strong> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.</td>
<td>Up to 20#</td>
<td>Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td>
<td>Negligible or constant push/pull of items of negligible weight</td>
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<tr>
<td><strong>Medium:</strong> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</td>
<td>20-50#</td>
<td>10-25#</td>
<td>Negligible-10#</td>
</tr>
<tr>
<td><strong>Heavy:</strong> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</td>
<td>50-100#</td>
<td>25-50#</td>
<td>10-20#</td>
</tr>
<tr>
<td><strong>Very Heavy:</strong> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</td>
<td>Over 100#</td>
<td>Over 50#</td>
<td>Over 20#</td>
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</tbody>
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List any other physical requirements or bona fide occupational qualifications: Able to work night shift
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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.