



## Sleep Technology: CORE COMPETENCY

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### **Out of Center Sleep Testing (OCST) – Updated July 2012**

**OBJECTIVE:** To document the knowledge and skills required to educate and instruct patients, administer portable monitoring devices (PM) and score out of center sleep recordings.

**OUTCOME ASSESSMENT:** Outcome is determined by the assurance of patient safety and successful completion and accurate scoring of the test. This competency evaluation tool provides an objective assessment of the performance of the polysomnographic technologist, polysomnographic technician and polysomnographic trainee.

#### **INSTRUCTIONS:**

The evaluator assesses the employee in the performance of the competency, indicating either a **(Yes)** the employee is competent or a **(No)** the employee is not competent with the process. Competency is met when the employee performs the competency according to accepted standards and guidelines. For every **(No)** a plan for correction should be outlined with a timeline for retesting. The correction plan and timeline must be documented in the comments section.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

EVALUATOR \_\_\_\_\_

*\*Comments: A correction plan and timeline for retesting must be outlined for each (No) documented.*

Out of Center Sleep Testing	Yes	No	*Correction Plan/ Retesting Date
<b>PM Equipment Preparation/Data Download</b>			
Determine device is fully charged			
Demonstrate ability to initialize device			
Demonstrate ability to download data			
<b>PM Devices and Limitations</b>			
Define what parameters will be recorded based on device type			
Describe the technology utilized for each recording sensor			
Describe the limitations of the device			
<b>Documentation Review</b>			
Assure all required documents (authorization/requisition, H&P, physician's order, previous test results, etc.) are available and complete			
<b>Patient Education and Instruction</b>			
Demonstrate the ability to educate the patient about OSA			
Demonstrate the ability to provide instruction to the patient on the use and return of the PM device			
Demonstrate the ability to identify the impact of the patient's physical/mental limitations on the outcome of the procedure			
Demonstrate appropriate communication skills			
<b>Sensor Application</b>			
Demonstrate ability to apply sensors accurately and securely			
Demonstrate the ability to make appropriate patient specific adjustments			
<b>Documentation</b>			
Demonstrate ability to provide appropriate educational and instructional materials to the patient			

<b>Out of Center Sleep Testing</b>	<b>Yes</b>	<b>No</b>	<b>*Correction Plan/ Retesting Date</b>
Assure collection of all required patient documents before and after OCST			
Demonstrate consistent recording of demographic and test procedures in database			
<b>Facility Organization and Record Keeping</b>			
Maintain patient records in an organized and secure manner according to protocols			
Comply with HIPAA and patient confidentiality regulations			
Archive records per facility protocol			
<b>Patient Safety</b>			
Instruct patient to call 911 for medical emergencies at home			
Inspect and maintain equipment according to facility protocols and assure completion of required safety inspections			
Demonstrate adherence to all safety protocols related to home set-up			
Verbalize the protocol for contacting the Medical Director per facility protocol			
<b>Infection Control</b>			
Demonstrate utilization of universal precautions			
Demonstrate proper hand washing technique			
Demonstrate appropriate use of personal protective equipment (PPE)			
<b>Equipment Decontamination</b>			
Demonstrate adherence to cleaning and disinfection procedures for PM devices			
Appropriately clean and disinfect all sensors and accessories			
Maintain separation of clean and dirty equipment in separate designated areas			
<b>Scoring</b>			
Demonstrate adherence to AASM scoring parameters for respiratory events			
Identify artifact, inadequate signals and study failures			
Document and communicate study issues to the interpreting physician			
Generate an accurate report			

