



Sleep Technology: CORE COMPETENCY

2510 North Frontage Road, Darien, IL

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CORE COMPETENCY: Patient Assessment and Vital Signs Measurement and Documentation

OBJECTIVE: To document the knowledge and skills required to provide accurate assessment and documentation of certain standard measures and vital signs, including height, weight, BMI, neck circumference, pulse, respiratory rate, blood pressure and body temperature, for evaluation of patients in the sleep center.

OUTCOME ASSESSMENT: Outcome is determined by assessment of the process followed to attain these measurements and review of documentation to determine that the appropriate techniques were utilized and documentation is accurate. This competency evaluation tool allows for an objective assessment of the performance level of the polysomnographic technologist, polysomnographic technician and polysomnographic trainee performing these tasks.

INSTRUCTIONS: The evaluator assesses the employee in the performance of the competency, indicating either **(Yes)** the employee is competent, **(No)** the employee is not competent with the process, or not applicable **(NA)** for any assessment or measurement not utilized in the facility. 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 at the end of each competency page.

NAME _____

DATE _____

EVALUATOR _____

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

Assessment & Documentation of Standard Measures & Vital Signs	Yes	No	*Correction Plan/ Retesting Date
Height, weight, body mass index (BMI)			
Identifies patient, introduces himself, and explains procedure to patient.			
Utilizes a standard scale or measuring tool to measure and document height.			
Utilizes a standard calibrated scale or calibrated digital scale to measure and document weight.			
Accurately calculates BMI using kilograms and meters or pounds and inches.			
Verbalizes understanding of the BMI scale and indicators for overweight and obesity.			
Neck circumference			
Utilizes an appropriate measuring tape to measure and document neck circumference.			
Appropriately measures circumference in males accurately utilizing the Adam's apple as a measurement marker.			
Appropriately measures circumference in females accurately utilizing the larynx as a measurement marker.			
Assessing pulse			
Verbalizes that pulse can be evaluated at the radial artery in the wrist, the carotid artery in the neck, or apically over the heart with a stethoscope.			
Verbalizes the difference between a strong regular and weak irregular pulse (inconsistent, skipped beats, thread feel).			
Demonstrates ability to accurately determine a pulse rate by counting beats for 30 seconds and doubling the number counted.			
Verbalizes the need to repeat the pulse count if the pulse is irregular.			
Demonstrates ability to accurately document pulse rate, regularity and strength of beat and reports any irregularities.			

Assessment & Documentation of Standard Measures & Vital Signs	Yes	No	*Correction Plan/ Retesting Date
Assessing respiratory rate			
Verbalizes that one respiration is equal to the chest rising (inhale) and falling (exhale) one time.			
Verbalizes that respirations may be counted either by watching the number of times the chest rises and falls or by placing the hand on the chest or stomach and feeling the number of times the chest rises and falls in one minute.			
Demonstrates the ability to accurately count and document respiratory rate.			
Measuring blood pressure			
Verbalizes that a blood pressure reading is obtained utilizing a stethoscope and a blood pressure cuff (sphygmomanometer) or an electronic blood pressure instrument placed on the finger, wrist, or arm.			
Demonstrates ability to obtain and document an accurate blood pressure reading using a stethoscope and blood pressure cuff.			
Demonstrates ability to follow manufacturer's instructions for the proper use of digital equipment to obtain and document a blood pressure reading.			
Measuring temperature			
Verbalizes that temperature may be obtained utilizing a variety of thermometers including a glass, digital or tympanic (ear) thermometer.			
Demonstrates the ability to obtain and document a temperature utilizing a glass, digital or tympanic (ear) thermometer.			
Accurately documents temperature as oral (O), axillary (A), or ear (E). Example: 98.6 (O).			
Determining normal values			
Verbalizes that normal values are age based in pediatric patients.			