



# Sleep Technology: JOB DESCRIPTION

2510 North Frontage Road, Darien, IL

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## **Sleep Care Manager - February 2014**

### **Position Summary**

The sleep care manager works under the general supervision of the medical director or designee to provide comprehensive evaluation and treatment of sleep disorders including in center and out of center sleep testing, diagnostic and therapeutic interventions, comprehensive patient care and direct patient education. In addition to proficiency in all competencies related to sleep technology, the sleep care manager participates with clinical evaluation, diagnostic and therapeutic testing, home therapy, patient education and compliance management. Education and management of patients with sleep disorders requires understanding of the multifaceted disease processes that affect both sleep and wakefulness. The sleep care manager is credentialed in sleep technology, able to provide oversight of other sleep center staff and is able to interact with physicians and other health care providers in a professional manner.

### **Domains of Practice**

#### **1. Competency with Practice Parameters and Clinical Guidelines for Polysomnography/Sleep Disorders**

- Domains of practice include all of the elements of the Sleep Technologist role.
- Demonstrate familiarity with pathophysiology, epidemiology, and clinical guidelines for sleep disorders and treatment options.

#### **2. Evaluation/Management of Sleep Disorders**

- Competent with specific clinical assessment using standardized diagnostic tools (e.g., Epworth Sleepiness Scale, Pittsburgh Sleep Quality Index).
- Monitor patient adherence to prescribed treatment.
- Collect, analyze and integrate patient information.
- Coordinate in center and out of center diagnostic testing and therapeutic modalities.
- Implement and follow-up on physician orders.
- Communicate effectively and professionally with the patient's healthcare team regarding new or continued symptoms, treatment concerns or management of optimal care.
- Develop programs and provide education to assist patients with treatment compliance including how to track health improvement indicators.
- Discuss equipment/supply replacement schedule.
- Assist with acclimation to PAP; proper usage of PAP, interface troubleshooting, pressure relief options, cleaning and safety education.

#### **3. Comprehensive Understanding of Teaching and Motivational Skills**

- Apply principles of motivational teaching to facilitate patient self-management.
- Provide patient education for sleep disorders, comorbidities, therapeutic equipment and processes, medical therapy options, sleep hygiene and self-help.
- Encourage family/bed partner participation with patient treatment plan.
- Promote community education on general sleep hygiene, sleep disorders and treatment options.

#### **4. Program and Business Management**

- Confirm insurance verification/authorization requirements and patient financial responsibility.
- Utilize electronic medical records programs.
- Maintain accurate, pertinent, accessible, confidential and secure patient records in accordance with privacy and security standards.
- Assure patient records contain documentation of all patient interactions.
- Manage patient outcomes database.
- Provide oversight of other sleep center staff.
- Develop and implement quality assurance/improvement activities and staff training.
- Participate in professional development activities.

#### **5. Service Management and Essential Skills:**

- Maintain proficiency in the domains of practice of the Sleep Technologist.
- Comply with professional standards of conduct.
- Comply with applicable laws, regulations, guidelines, and standards regarding safety and infection control.
- Meet all industry registry and state licensure requirements mandated for the Sleep Technologist.
- Maintain current CPR or BLS certification.
- Demonstrate proficient use of medical terminology.
- Demonstrate advanced knowledge of the pathophysiology of sleep disorders and associated co-morbidities.
- Demonstrate effective patient assessment techniques.
- Perform database management.
- Use a variety of communication and teaching techniques to optimize patient education and motivate self-management.
- Demonstrate computer skills appropriate for the position.
- Demonstrate effective written and verbal communication skills; age specific competencies.
- Demonstrate appropriate social skills; cultural competency.
- Demonstrate customer service skills; health literacy.
- Demonstrate critical thinking and ability to work with minimal supervision.
- Demonstrate the ability to analyze complex situations and apply policy.
- Demonstrate teamwork skills and ability to work collaboratively with other healthcare providers.
- Develop and implement policies to maintain the privacy and security of patient information.
- Adhere to sleep center policies related to quality assurance, clinical procedures and emergency preparedness and safety.
- Demonstrate ability to manage sleep center personnel.
- Assist the medical director and/or manager in all aspects of sleep center operations.

#### **Education / Experience**

Successful completion of an accredited PSG educational program leading to a certificate or associate degree with an emphasis in sleep technology with a minimum of two years experience in the sleep technology profession. A Bachelor's degree is preferred.

**OR**

A minimum of five years experience in sleep technology and documented proficiency for all competencies required of a sleep technologist AND sleep care manager.

**AND**

Certification by a nationally recognized certification board and holds either the Registered Sleep Technologist (RST), Registered Polysomnographic Technologist (RPSGT), or Sleep Disorders Specialist (SDS) credential.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to walk; sit; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In the performance of this job, the employee may be exposed to chemical vapors such as cleaning and disinfecting solutions. There may also be skin contact with these substances. The employee may also be exposed to infectious agents including blood borne pathogens.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.