



SLEEP DISORDERS CENTER OF VIRGINIA

Say Goodnight Virginia

Policies & Procedures

Job Description: Chief Tech

ALL Locations

Initial Procedure Date: 06/1996

Review Date: 11/2007

Approved by: Kathe G. Henke, Ph.D.

A. Morning Duties

1. Meet daily with night technicians to review previous night's studies and any concerns from previous studies.
2. Help night technician with remaining sleep studies and cleanup as needed.
3. Alert sleep specialists if there were any patients whose studies require immediate attention.
4. Score sleep studies.
5. Patient tours, desensitizations and mask fits as required.
6. Set up patients for home studies.
7. Perform MSLT/MWT's.

B. Patient Preparation

1. Check electrode/sensor preparation for MSLT /MWT's patients.
2. Answer questions.
3. Check on patient's food needs: prepare breakfast and lunch orders.

C. Lab Maintenance

1. Check machine and lab cleanliness and readiness.
2. Make beds and check for cleanliness of patient rooms.
3. Check inventory on all supplies and place orders.
4. Review tech notes and studies for quality and completeness.
5. Check Linens and contact linen company if any shortages or overages or assist with laundry if washed in house.
6. Check and complete electrode, sensor and mask cleaning as necessary.

D. Other Duties

1. Schedule night technologists and keep track of time sheets.
2. Provide feedback to night techs.
3. Help laboratory director develop and carry out QA policies.
4. Download portable monitors, score as needed and print out reports.
5. Work with laboratory director on employee reviews.
6. Monitor drug cabinet. Contact reps when supplies become low and ensure that medications are logged as used.

E. Prior to Departure

1. Check patient charts for the night's studies and make sure they are complete.
2. Complete all necessary documentation and pass on pertinent information to night techs regarding special needs or special instructions.

F. Things that SHOULD NOT be Done

1. DO NOT discuss results of testing with patient.
2. DO NOT discuss the patient's specific treatments with him or her.
3. DO NOT disturb the patient's sleep with your activities.