



SLEEP DISORDERS CENTER OF VIRGINIA

Say Goodnight Virginia

Policies & Procedures

Job Description: Clinical Coordinator

ALL Locations

Initial Procedure Date: 06/2000

Review Date: 01/2008

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

A. Title: Clinical Coordinator, Sleep Disorders Centers

B. Summary: A Clinical Coordinator must be knowledgeable in the field of Polysomnography with at least 3 years experience as a technician. This position requires a background in biologic and medical sciences, a knowledge of clinical sleep disorders medicine, and knowledge of resources in medical research publications. The coordinator must also have a working knowledge of computers. The position requires the ability to perform and score sleep studies to the very high standards of clinical research as well as to manage the day to day operations of the sleep laboratories. The Clinical Coordinator is directly responsible to the Laboratory Director for all operations of the sleep centers.

D. Duties:

1. Oversees all laboratory operations of the sleep centers under the supervision of the Laboratory Director.
2. Responsible for hiring and training of all technicians and PRN staff under the supervision of the Laboratory Director.
3. Oversees the chief technologists and night supervisor at all sites.
4. Responsible for the operation and functioning of the computerized systems and all laboratory equipment.
5. Assists as needed with preparing patients and instrumentation for sleep studies and MSLT's.
6. Responsible for ensuring the quality of sleep studies and MSLT's.
7. Perform CPAP desensitization on patients who are having trouble tolerating CPAP as needed.
8. Work with Laboratory Director to develop and oversee QA programs as they relate to the laboratory operations of the sleep center.
9. Review selected scored sleep studies before they are given to the doctors. Provide feedback to scoring technicians.
10. Work in conjunction with the Administrative Assistant to ensure smooth operation of patient visits, scheduling, portable monitoring, etc.
11. Work with the computer consultant to ensure proper functioning of all laboratory and networking computers.

E. Minimum Laboratory Requirements

1. Bachelors degree in biologic or medical science.
2. Eligible for examination by the Board of Registered Polysomnographic Technologists (RPSGT).
3. At least 3 years of clinical experience in Neurodiagnostics and/or Polysomnography.