



SLEEP DISORDERS CENTER OF VIRGINIA

Say Goodnight Virginia

Policies & Procedures

Job Description: Day Tech

ALL Locations

Initial Procedure Date: 06/2000

Review Date: 01/2008

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. Print out oximetry data and tech notes 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 assist in order placement.
4. Review tech notes and studies for quality and completeness.
5. Assist with laundry.
6. Check and complete electrode, sensor and mask cleaning as necessary.

D. Other Duties

1. Work with chief tech to provide feedback to night techs.
2. Download portable monitors, score as needed and print out reports.
3. **The day tech will be expected to work the night shift when needed.**

Job Description: Clinical Coordinator - ALL Locations

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.