



SLEEP DISORDERS CENTER OF VIRGINIA

Say Goodnight Virginia

Policies & Procedures

Job Description: Night Tech Supervisor

ALL Locations

Initial Procedure Date: 02/2002

Review Date: 03/2010

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

The night shift supervisor is responsible for supervising all night technicians, training technicians and serving as the on-call person

A. Responsibilities

1. Shift time: 2100 - 0700, unless specifically changed by clinical coordinator.
2. Oversee all technician activities from arrival to departure.
3. Assist with trouble shooting and problem solving.
4. Serve as a resource for technician for technical and clinical questions.
5. Serve as the first line on-call person for all centers.
6. Train new technicians as needed.
7. Score sleep studies as time permits.
8. Fill in for night techs as needed.