



SLEEP DISORDERS CENTER OF VIRGINIA

Say Goodnight Virginia

Policies & Procedures

Job Description: Night Tech

ALL Locations

Initial Procedure Date: 08/2003

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Night shift responsibilities are to assure quality patient care, collect good quality studies and to aid in the effort to assure that the office operations run smoothly. To this end duties may vary at times. This is to be expected and considered part of the job description.

Techs are expected to dress in a professional manner. Scrubs should look neat and clean. All employees are expected to conduct themselves in a proper and lawful manner while working. Employees are expected to treat each other, patients, vendors and the general public with the utmost respect and a pleasant attitude. At all times you represent the company, and poor attitude or behavior can call into question your competency or level of patient care.

A. Responsibilities Upon Arrival to Work

1. Shift times: 9:00 p.m. – 7:00 a.m. unless specifically changed by supervisor. Clock in.
2. Check to make sure that the laboratory is ready for the night's studies.
3. Set-up the computer and the rooms for the night studies.
4. Review patient charts to familiarize yourself with patients, reason for study, medical problems, medications etc.
5. Review orders. Call chief tech if any questions. Call ordering doctor if unclear.

B. Patient Preparation

1. Take blood pressure before study and after study if BP elevated at night. Weigh patient.
2. Electrode/belt preparation.
3. Greet patients, answer questions, administer appropriate forms.
4. Wire patients.

C. Provide High Quality Records

1. Machine calibration.
2. Patient/machine calibration.

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3. Check and record impedences. Fix if the impedences are not under 10 and if there is too much variation among the impedences.
4. Monitor patients's night studies. Video record all studies.
5. Tech observations should be written at least every 20 minutes and any time there is a significant event (position change, CPAP change, arrhythmia or other unusual event). **These observations must be recorded in real time and not added later on or in the morning. Falsify these are grounds for dismissal.**
6. Stage and score respiratory events during acquisition.
7. Initiate CPAP/bilevel pressure/ASV/oxygen if ordered and patient meets criteria.
8. Effective troubleshooting.
9. Unwire patients unless an MSLT is planned.
10. Check if patient would like coffee or juice in the morning.
11. Document reason for CPAP pressure changes.
12. Document any unusual or significant findings during the night.

D. Prepare Patients for MSLT

1. Remove body leads.
2. Add or adjust electrodes as necessary.
3. Check on whether patient wishes breakfast.

E. Before Leaving the Lab

1. Morning clean-up such as cleaning wires and masks.
2. Clean lab and patient areas.
3. Strip and remake beds.
4. Dirty linen to laundry.
5. Clean equipment as described in infection control policy.
6. Other related duties and assignments.
7. Complete all necessary documentation.
8. Clock out.

F. Other Duties as Assigned

1. Scoring the PSG records from the previous night.
2. Maintenance of equipment.
3. If we provide the linens for the beds, then techs should assist with laundry.

G. 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 patients' sleep with your activities.
4. **DO NOT sleep. Sleeping on the job is grounds for dismissal**