

University of Texas Medical Branch Center for Sleep Disorders Policy: Sleep Technicians and Technologists	Effective Date: 4/1/18 Revised Date: 2/19/18 Campus: ADC
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SLEEP TECHNICIANS AND TECHNOLOGISTS

PURPOSE

To obtain a successful sleep test and ensure patient safety, an appropriate patient-to-technician ratio will be set, and all technical personnel will be appropriately licensed and will be trained and instructed on the proper use and operation of the equipment/devices used for sleep testing. All scorers will be appropriately certified or registered.

POLICY

A patient-to-technician ratio of 2:1 is the minimum for all in-center sleep studies under usual circumstances. A ratio of 1:1 may be used when recording patients expected to require additional assistance during the recording.

All technical personnel will be trained under the supervision of the facility director using the manufacturer's recommendations for operations. For HSAT devices, training will include application of sensors, device use, warnings and safety, patient instructions on the use of device, troubleshooting problems, infection control, and data retrieval and scoring.

Technicians will meet all licensing, state and federal regulations when required.

PROCEDURE

1.0 Patient-to-technician ratio will be 2:1.

- 1.1 A ratio of 1:1 may be necessary for recording patients with special needs.
- 1.2 Appropriate patient-to-technician ratio will be determined through communication with the technical and facility director or designee.
- 1.3 One registered sleep technologist (or a combination of registered technologists) will be on-site a minimum of 30 hours/week.
- 1.4 The technical director will be contacted when other back-up or additional coverage is needed.

2.0 All technical staff will be appropriately licensed, as required by state law.

3.0 Scoring/editing of raw data for all sleep tests will only be performed by a CPSGT/RPSGT/RST/CRT-SDS/RRT-SDS experienced in scoring using the most current version of the *AASM Scoring Manual*.

4.0 Manufacturer of equipment used at the sleep facility will conduct an initial educational session.

- 4.1 An instructional video will be maintained and used for new hires and additional training as necessary.
- 4.2 All technical staff and managers who will use the equipment, hook up and prepare patients will attend.
- 4.3 All technicians who will handle the data, including the retrieval of data (uploading and downloading) and the scoring of data will attend.

SLEEP TECHNICIANS AND TECHNOLOGISTS

5.0 Annually, thereafter, all technical staff will participate in a continuing education session on the use and operation of equipment as appropriate. The following will be included in the training:

- 5.1 Description of equipment
- 5.2 Components of the equipment
 - 5.2.1 Starting and stopping the recording
 - 5.2.2 Sensor checks and testing
 - 5.2.3 Connecting device to computer
- 5.3 Patient preparation and hook-up
 - 5.3.1 How to prepare patient for recording
 - 5.3.2 Application of sensors
 - 5.3.3 Recording
- 5.4 Infection control
- 5.5 For HSAT devices specifically:
 - 5.5.1 Installation of batteries
 - 5.5.2 Troubleshooting
 - 5.5.2.1 Manufacturer's recommendations
 - 5.5.2.2 How to handle problems
 - 5.5.3 Cleaning of device
 - 5.5.4 How to properly instruct patient on use and care of device
 - 5.5.5 Instructional handouts to be provided to patients on each device they use