

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	<b>Sleep Tech Trainee</b>	Grade	
Department	Sleep Studies	Exempt	
Immediate Supervisor	Sleep Study Supervisor	Non-exempt	
Supervisor next in line		Workweek	
<b>POSITION SUMMARY</b>			
A sleep trainee develops competency in and performs basic sleep testing procedures and associated interventions. The sleep trainee works under direct supervision of a sleep technician or a sleep technologist.			
<b>Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:</b>			
<ul style="list-style-type: none"> <li>● Actions and communications that contribute to a team concept and create a <b>positive</b> environment for <b>all</b> customers</li> <li>● Acceptable performance of essential and all job duties</li> <li>● Acceptable attendance record</li> <li>● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building</li> <li>● Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct</li> <li>● Accountability for the consequences of own actions</li> <li>● Physical and emotional ability to perform essential functions</li> <li>● Acceptable background investigation results if required for position</li> </ul>			
<b>Minimum Education, Experience, Licensure, Certification required:</b>			
CPR certified.			
<b>ESSENTIAL FUNCTIONS/DUTIES:</b>			
(Must be able to perform with or without accommodation)			
1	Review the patient's history and verify the medical order.		
2	Follow sleep center protocols related to the sleep study.		
3	When patient arrives, verifies identification, collects documents and obtains consent for the study.		
4	Explain the procedure and orients the patient for either in center or Home Sleep Apnea Testing (HSAT).		
5	Select appropriate equipment and calibrate for testing to determine proper functioning and make adjustments, if necessary.		
6	Apply electrodes and sensors according to accepted published standards.		
7	Follow procedural protocols (such as Multiple Sleep Latency Test (MSLT), Maintenance of Wakefulness Test (MWT), parasomnia studies, PAP and oxygen titration, etc.) to ensure collection of appropriate data.		

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	<b>Sleep Tech Trainee</b>	Grade	
8	Perform appropriate physiological calibrations to ensure proper signals and make required adjustments.		
9	Follow “lights out” procedures to establish and document baseline values (such as body position, oxyhemoglobin saturation, respiratory and heart rates, etc.).		
10	Perform data acquisition while monitoring study-tracing quality to ensure signals are artifact-free. Identify, correct and document artifact.		
11	Document routine observations, including sleep stages and clinical events, changes in procedure, and other significant events in order to facilitate scoring and interpretation of polysomnographic results.		
12	Assist with appropriate interventions (including actions necessary for patient safety and therapeutic intervention such as positive airway pressure, oxygen administration, etc.).		
13	Follow “lights on” procedures to verify integrity of collected data and complete the data collection process (e.g. repeat the physiological and instrument calibrations and instruct the patient on completing questionnaires, checking for completeness, etc.).		
14	Recognizes sleep vs. wake and identify clinical events while monitoring sleep study patients.		
15	Demonstrate the knowledge and skills necessary to recognize and provide age specific care and treatment, assessment, and education of neonatal, pediatric, adolescent, adult, and geriatric patients.		
16	Perform patient education and instruction appropriate for out of center sleep testing.		
17	Complies with applicable laws, regulations, guidelines and standards regarding safety and infection control issues.		
18	Assist with routine equipment care and maintenance and inventory evaluation.		
19			
<b>Knowledge, Skills, Abilities:</b>			

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	Sleep Tech Trainee	Grade	
----------------	--------------------	-------	--

**Demonstrate** proficiency in recognizing sleep vs. wake and identify clinical events while monitoring sleep study patients.

**Demonstrate** the knowledge and skills necessary to recognize and provide age specific care and treatment, assessment, and education of neonatal, pediatric, adolescent, adult, and geriatric patients.

**Demonstrate** the knowledge and skills necessary to perform portable monitoring equipment preparation and data download.

**Demonstrate** adherence to cleaning and disinfection procedures for portable monitoring devices.

**Demonstrate** ability to identify artifact, inadequate signals and study failures in portable monitoring.

**Demonstrate** computer skills appropriate for the position.

**Demonstrate** customer service skills.

**OCCUPATIONAL EXPOSURE** for this position:

x	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
	<b>Other (Specify)</b>	

**PHYSICAL DEMANDS:**

(Essential functions strength rating for position - see Job Analysis)

	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
x	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	<b>Sleep Tech Trainee</b>	Grade	
----------------	---------------------------	-------	--