

## Position Description

<b>Position Title</b>	Sleep Physiologist
<b>Service Group</b>	Medical Services
<b>Team</b>	Clinical Physiology
<b>Reports to</b>	Team Leader Clinical Physiology
<b>Direct Reports</b>	None
<b>Authority Level</b>	None
<b>Issue Date</b>	1/2/18
<b>Approved By</b>	Neil McKelvie / Dr Patryk Szulakowski

### The Bay of Plenty District Health Board

The District Health Board's fundamental purpose is to work within the resources allocated to it, to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

**Vision:** Healthy, thriving communities.  
**Mission:** Enabling communities to achieve  
**Our Values:** Compassion, All-one-team, Responsive, Excellence



The Bay of Plenty District Health Board (BOPDHB) is committed to the Treaty of Waitangi principles of Partnership, Participation and Protection, and to meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.

Delivering this commitment is through: the implementation of our He Pou Oranga Tangata Whenua Determinants of Health framework: respect for and promotion of our Kawa and Tikanga Māori; ensuring cultural safety; seeking to eliminate disparities in health between Māori and Non Māori.

All staff have a part to play in this commitment.

### Primary Purpose

To assess, plan, implement and monitor technical procedures related to patients with sleep disordered breathing. To perform, record, monitor, analyse and report, where appropriate, the results of procedures in line with the agreed scope of practice.

This may include: non-invasive diagnostic assessment of the cardiopulmonary and neurological system for sleep related disorders including but not limited to polysomnography, non-invasive positive airway pressure application and titration including but not limited to continuous positive airway pressure (CPAP) titration, bi-level positive pressure.



<p><b>Scope of Role</b></p>	
<p>To work as part of a team to perform respiratory polygraphy, pulse oximetry and if required to perform overnight sleep studies (optional).</p> <ul style="list-style-type: none"> <li>• To help achieve a smooth and efficient running of the service.</li> <li>• To prepare sleep recording equipment with due attention to quality control and laboratory safety</li> <li>• To greet patients and carers and perform all routine sleep tests in accordance with written laboratory standards</li> <li>• To analyse and report on sleep studies in a timely manner and following laboratory and international standards run and analyse domiciliary sleep studies (respiratory polygraphy, pulse-oximetry).</li> <li>• To assist with patients requiring non-invasive ventilation and arrange sleep study appointments when required.</li> <li>• To support the sleep physician in running the sleep service during leave and study leave.</li> <li>• Involvement in grading the referrals for the sleep service</li> </ul>	
<p><b>Key Responsibilities</b></p>	
<p><b>Nocturnal role: Optional</b> The Clinical Physiologist will work as part of a small team in the overnight monitoring of patients on the Respiratory Sleep Unit. Main duties are:</p> <ol style="list-style-type: none"> <li>1. Work as part of a team to perform overnight respiratory monitoring</li> <li>2. Maintain, calibrate, and set-up sleep monitoring equipment in the Sleep Unit.</li> <li>3. Provide a detailed explanation of sleep studies and to give support to families attending for respiratory sleep studies.</li> <li>4. Attach the appropriate sensors for monitoring of patients during sleep</li> </ol>	<p><b>Daytime role:</b></p> <ol style="list-style-type: none"> <li>1. Assist with the recovery of sleep monitoring equipment from other wards, and with the collection of used equipment from the sleep unit transporting the used equipment to the designated cleaning area</li> <li>2. Assist with the decontamination and cleaning of reusable sensors ready for subsequent sleep studies and the safe disposal of all contaminated single patient use equipment</li> <li>3. Participate in the analysis, interpretation and reporting of sleep studies. The post holder will be</li> </ol>



<p>Initial sleep study recording and verification of signal quality</p> <ol style="list-style-type: none"> <li>5. Troubleshoot and rectify any problems with sleep study recordings</li> <li>6. Perform overnight sleep study recordings and verification of the recorded signals</li> <li>7. Participate in complex sleep studies involving an intervention (e.g. CPAP trial, BiPAP trial, split-night studies).</li> <li>8. To make changes to levels of therapy in accordance with the sleep study admission plan and within parameters set out in the standard laboratory protocols</li> <li>9. Attend to sleep studies on other wards to verify the quality of the sleep study recording and to rectify any faults identified.</li> <li>10. To provide technical and sleep study expertise to support the nursing staff responsible for the care of a sleep study patient on another ward to ensure the quality of the sleep study</li> <li>11. Removal of sleep monitoring equipment from the patient at the end of the sleep study</li> <li>12. Assist with the cleaning and decontamination of sleep-monitoring equipment when required</li> <li>13. Assist with the preparation of Sleep Unit cubicle for the evening studies.</li> </ol>	<p>expected to follow agreed laboratory protocols and to produce and to analyse respiratory sleep studies, and written technical sleep study report.</p> <ol style="list-style-type: none"> <li>4. Attend and participate in regular sleep team to review sleep study results and outcomes</li> <li>5. To provide support to patients on (CPAP &amp; BiPAP), NIV interfaces (nasal &amp; oro-nasal masks) including outpatient clinics.</li> <li>6. To be responsible for health and safety policies in the laboratories</li> <li>7. Participate in Clinical Physiology research.</li> <li>8. Assist patients in filling in forms (Epworth Sleepiness Scale, Hospital Anxiety and Depression Scale, restless legs questionnaire).</li> <li>9. Taking the history from the patients by filling in the sleep clinic proforma.</li> <li>10. Participating in problem telephone Sleep Clinic.</li> <li>11. Monitoring patient's compliance using hospital computer software to assure adherence to CPAP/BiPAP therapy.</li> <li>12. Involvement in CPAP group and individual set up sessions/CPAP follow up clinics.</li> </ol>
<p><b>Management</b></p>	<p><b>Administrative Role</b></p>
<ol style="list-style-type: none"> <li>1. Help manage the day-to-day running of the sleep laboratory,</li> <li>2. Be responsible for the supervision of Trainee staff when required.</li> <li>3. Efficient time management of self, and in relation to other laboratory staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Answer telephone calls, deal with simple enquiries or pass on to another member of the sleep team as appropriate</li> <li>2. Ensure accurate documentation of patient records and that clinical and research results are accurately recorded and backed up</li> <li>3. Assist with the accurate filing of correspondence and test reports</li> <li>4. Maintain up-to-date information on the laboratory databases to ensure all new referrals are entered on to the system in a timely manner, that all appointments are up to date and that any changes to appointments are registered on the system in a timely manner.</li> </ol>



	<ol style="list-style-type: none"> <li>5. Assist other members of the team in the booking and coordination of sleep studies on wards</li> <li>6. Assist with monitoring the maintenance of stock levels of spare sleep monitoring sensors, sleep study consumables, non-invasive ventilation equipment (CPAP &amp; BiPAP), NIV interfaces (nasal &amp; oro-nasal masks).</li> <li>7. Order stock as necessary using the electronic ordering systems.</li> <li>8. Validate goods delivered against the delivery note and original order to identify any errors</li> <li>9. Assist with the packing and sending out of equipment to patients and families.</li> </ol>
<p><b>Teaching &amp; education</b></p>	
<ol style="list-style-type: none"> <li>1. 1.Meet annually with the T/L Clinical Physiologists to discuss professional goals and performance</li> <li>2. Continue to develop and maintain professional knowledge and expertise</li> <li>3. Actively shares sleep study knowledge and expertise with others.</li> <li>4. Assist in providing teaching and training in measurement techniques for other professionals, visiting clinicians or researchers</li> <li>5. Advise patients on the care and use of equipment</li> <li>6. Keep current with developments in sleep and respiratory measurements</li> <li>7. Attend work-related courses to enhance the efficiency and running of the sleep service</li> <li>8. Participate in on-going research projects within the Sleep Unit</li> </ol>	



## Key Relationships

Internal	External
<ul style="list-style-type: none"> <li>• Clinical Physiology Team</li> <li>• All medical professionals</li> <li>• Sleep and Respiratory Teams Fellow sleep and lung function Healthcare Scientists, Clinical Nurse Specialists in Non-Invasive</li> <li>• Ventilation, Sleep &amp; Respiratory Consultants, Sleep Fellow, and Sleep Administrators</li> </ul>	<ul style="list-style-type: none"> <li>• GP's</li> <li>• Clients and Whanau/ families</li> </ul>

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor of Science – Physiology/Anatomy, biomedical (recognised tertiary qualification in sleep science)</li> <li>• Certification / registration examination (BRPT or other)</li> <li>• Australasian Sleep Technologists Association (ASTA) membership</li> <li>• Minimum of 2 years relevant full time work experience in a recognised training establishment</li> <li>• Theory and practice of respiratory sleep measurement techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Current Registration with the Clinical Physiologist Board New Zealand preferred</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Minimum of 2 years relevant full time work experience in a recognised training establishment</li> <li>• Knowledge of respiratory physiology</li> <li>• Knowledge of sleep-related breathing disorders</li> </ul>	
Attributes	<ul style="list-style-type: none"> <li>• Being accountable for own work and provide a high quality service, and contributes to quality improvement and risk minimisation activities.</li> <li>• Read and understand the organisations policies and procedures that have an impact on the role and maintaining understanding is based on the most current version. This includes but is not limited to privacy, and information security policies.</li> <li>• Follows established Health and Safety and other policies and procedures to ensure the safety of oneself and others</li> <li>• Using the principles of partnership and participation work with Māori patients and</li> </ul>	

	<p>whānau to provide culturally responsive and appropriate care and contribute to a culture of innovation that supports ways to see 'radical improvement' in Māori health outcomes by eliminating health inequities for Māori.</p> <ul style="list-style-type: none"> <li>• Work in partnership and contribute to a culture of innovation to actively seek ways to eliminate health inequities for people in rural communities, and remove barriers for people experiencing disability,</li> <li>• Knows department emergency response plan and participates in response as applicable to the role.</li> <li>• Ability to work as part of a team</li> <li>• Able to seek advice when needed</li> <li>• Accuracy &amp; attention to detail</li> </ul>	
Values	<ul style="list-style-type: none"> <li>• Demonstrates behaviours consistent with the BOPDHB values.</li> </ul>	
Work Function Activity	<ul style="list-style-type: none"> <li>• Sedentary to light physical demand.</li> <li>• Frequent sitting in offices at a workstation and in laboratories.</li> <li>• Stands and walks frequently in offices and in laboratories.</li> <li>• Occasional requirement for lifting, carrying or pulling when dealing with equipment.</li> <li>• Occasional bending, squatting, crouching, stretching and reaching may be required as part of routine work.</li> <li>• Occasional contact with skin irritants and water may be required in some environments.</li> <li>• Frequent repetitive hand and finger movements are required when using hand tools and equipment including writing instruments, computers and general laboratory equipment.</li> <li>• Mental activities necessary include a high level of cognitive functioning with technical, computing, research, laboratory, analytical, mathematical, report writing, communication, problem solving, critical thinking and decision-making capabilities.</li> <li>• Source: <a href="http://www.acc.co.nz">www.acc.co.nz</a></li> </ul>	

You agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support BOPDHB initiatives.

You are required to meet the Health and Safety at Work Act 2015 requirements as set out in the BOPDHB Health and Safety policies and protocols. This includes completing successfully any health and safety training provided by the BOPDHB.

You are required to maintain a standard of health which will allow for the performance of all duties and functions of the position. All BOPDHB sites are smokefree environments.



**Health Practitioners Competence Assurance Act 2003**

1. You are required to maintain your current competency based practicing certificate.
2. You must notify your Manager of any changes to scope or conditions on practice (determined by Regulatory Authority).
3. You must complete the requirements of any competency programme.
4. You must notify your employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCAA as the governing legislation.

**Vulnerable Children Act 2014**

Due to this position having contact with children and the BOPDHB's commitment to child protection, you will be subject to 'safety checks' under the Vulnerable Children Act at the time of hire and thereafter as per the relevant legislation.

**Position Holders Declaration**

I certify that I have read, understand, and agree to this position description.

**Name:**

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**Signature:**

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**Date:**

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**Attitudes and behaviours  
We want to see**

**Outcome  
Everyone we come into  
contact with will feel...**

**Attitudes and behaviours  
We don't want to see**

**C Compassion**

Cares about other people. Has empathy and understanding. Is calm and reassuring. Protects people's dignity.

Treats everyone with respect regardless of their views, role or background. Value differences. Culturally competent.

Notices, acknowledges and appreciates people's efforts and achievements, gives praise, making people feel valued.

**Cared for and respected**

**Treated with respect  
and cultural sensitivity**

**Valued and engaged**

Is rude, bullies, intimidates or humiliates. Creates anxiety. Doesn't act if someone's dignity is suffering.

Disrespectful, judgmental, makes assumptions about people. Gossips or talks behind people's backs. Rough behaviour.

Criticises people's efforts, takes people for granted, makes people feel undervalued, belittled or inadequate.

**A All-one-team**

Shares knowledge and information openly and honestly, clearly explains and updates people on what's happening.

Takes time to listen to others, is interested in their views. Invites people to ask questions and share concerns or ideas.

Involves patients, whānau and colleagues as equal partners. Builds teams and relationships to achieve the best outcomes.

**Clear about what's happening**

**Listened to**

**Involved in a partnership model**

Withholds knowledge and information, leaves people confused or in the dark.

Doesn't listen, talks over people, dismisses or puts people down, makes decisions without consultation.

Doesn't trust or involve people in things that affect them. Excludes, overrides, micro manages.

**R Responsive**

Friendly, polite, approachable, warm. Introduces themselves. Creates a happy environment. Smiles when appropriate.

Shows kindness. Is attentive to people's needs, supportive, helpful and willing. Often goes the extra mile for people.

Respects people's time. Plans ahead and co-operates so things run smoothly. Looks for efficient ways of doing things.

**Positively welcomed**

**Supported, so they would want  
to be cared for or work here**

**We are flexible and efficient,  
and use resources wisely**

Ignores people, snappy or aggressive tone of voice or behaviours, 'rushing' and saying "I'm too busy".

Passes the buck, says "it's not my job", unsupportive, does not take responsibility and leaves work for others.

Often late. Leaves people waiting unnecessarily or puts people under pressure with unrealistic timeframes.

**E Excellence**

Chooses to take a positive, will-do attitude. Looks for solutions. Uses positive words and actions to good effect.

Aims for the best results, always learning, developing skills, knowledge, and ways of doing things, and helping others to.

Consistently follows agreed, safe, best-practice.

Seeks, welcomes and gives constructive feedback, speaks up when they have a concern, coaches others' behaviour.

**Part of a positive culture  
of high achievement**

**Things are always improving**

**Safe**

**We are role models who  
are open to feedback**

A negative attitude, often moaning, complaining or grumpy. Focuses on problems.

Assumes they know best, resists change, not interested in learning or developing. Happy with 'good enough'.

Inconsistent, cuts corners, closed to new evidence.

Blames. Closed to feedback. By not speaking up about poor behaviour or unsafe practice they condone it.

