


Name of Policy: <u>Annual competencies</u> Policy Number: 3364-171-01-02 Department: Sleep Disorders Approving Officer: Senior Hospital Administrator Responsible Agent: Director, Sleep Disorders Scope: The University of Toledo Medical Center Pulmonary Services Department	 Effective Date: 3/17/2023 Initial Effective Date: 3/17/2023
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

All qualified and trained Polysomnographic Technologists complete annual competencies

(B) Purpose of Policy

The purpose of this policy is verifying each Polysomnographic Technologist is proficient performing certain procedures and understands policies. These will include at a minimum, Home Sleep Apnea Testing (HSAT) preparation and patient instruction, policy review, and Code Blue drill.

(C) Procedure

Annual competencies will be performed either at the staff's employment anniversary or during a department wide education day. If a staff member is unable to attend an education day, a date will be set aside within 2 weeks to complete the competencies with the Manager. Each staff member will show competence through demonstration, written testing, or verbal discussion. A mock Code Blue will be performed with responding Code Team members annually to assess emergency procedures. Topics to be covered may include but are not limited to,

1. Home Sleep Apnea Testing (HSAT)
 - a) Set-up of equipment
 - b) Patient instruction and demonstration
 - c) Cleaning of equipment
 - d) Processing of data
2. Policy review
 - a) Oxygen policy
 - b) Emergency Situations policy
 - c) Titration Policy
 - d) Cleaning Equipment
3. Medical Emergencies
 - a) Code Blue Procedures
 - b) Stroke
 - c) Difficulty breathing
 - d) Chest pain
 - e) Diabetic Emergencies
4. Safe Patient Handling Equipment

