


<b>Name of Policy:</b> <u>Medical director's responsibilities for the sleep disorders center</u> <b>Policy Number:</b> 3364-171-01-10 <b>Department:</b> Sleep Disorder Center <b>Approving Officer:</b> Senior Hospital Administrator <b>Responsible Agent:</b> Director, Sleep Disorders  <b>Scope:</b> The University of Toledo Medical Center Pulmonary Services Department	  <b>Effective Date: 03/17/2023</b> Initial Effective Date: 03/17/2023
<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**

The single Medical Director will hold a license valid in the state of the entity and in all states in which patients are seen. The Medical Director will be a sleep specialist board certified in sleep medicine by the ABSM, ABMS or AOA. The Medical Director will perform medical oversight of the sleep lab – including testing protocols, qualifications of staff, quality assurance program and appropriate requests for testing – in collaboration with the Administrative Director of Pulmonary Services and is accountable to UTMC management for the quality of patient care delivered by the sleep lab personnel.

**(B) Purpose of Policy**

To assure hospital policies, procedures and standards along with the Standards for Accreditation by the American Academy of Sleep Medicine (AASM) are followed and upheld by all staff physicians and employees of the sleep lab.

To ensure proper oversight of the sleep lab, the entity will designate a single Medical Director who is properly licensed, certified and trained in sleep medicine.

**(C) Qualifications**

1. The Medical Director must be an MD, DO, or MBBS.
2. The Medical Director must have successfully completed training in an ACGME-accredited fellowship in sleep medicine.
3. The Medical Director must be board-certified in sleep medicine by the American Board of Sleep Medicine (ABSM), a member board of the American Board of Medical Specialties (ABMS), or a member board of the American Osteopathic Association (AOA) and has met any pertinent requirements for continuing education and recertification.
4. As with all professional staff and technical staff, the Medical Director must maintain valid, unrestricted license(s) commensurate with the services he/she perform in the state(s) where patients are seen, when required by state law.
5. Personal attributes include: excellent interpersonal skills, analytical abilities, administrative acumen, and excellent teaching skills.

**(D) Procedure**

The Medical Director reports to the Chief Medical Officer of UTMC.

To maintain compliance with accreditation standards and support University of Toledo Medical Centers' mission and values, the Medical Director will be responsible for, but not limited to, the criteria listed below.

1. Functions as a liaison and advocate of UTMC Sleep Disorders Center staff between the physicians, nursing and other allied health professionals.
2. Acts as primary contact or assigns a primary contact to the AASM.
3. Is responsible for the overall care of patients studied in the UTMC Sleep Disorders Center.
4. Is responsible for monitoring the continuity of patient care.
5. The direct and ongoing testing and operation of the facility.
6. Is responsible for the medical supervision of technicians employed in the UTMC Sleep Disorders Center.
7. Assure all professional and technical staff are appropriately trained and qualified per AASM standards.
8. Will be on call for medical emergencies in the UTMC Sleep Disorders Center. The Medical Director may assign on call schedules to panel members.
9. In cooperation with the Sleep Lab Manager will participate in the establishment of acceptance criteria for patients to be evaluated in the UTMC Sleep Disorders Center.
10. Reviews orders from direct referrals to insure necessary information is present and orders are appropriate.
11. Educates the patient relative to diagnostic procedures and potential interventions.
12. Provides continuous quality improvement, including case review, design and implementation of continuous quality indicators.
13. Reviews, reports, and modifies as necessary the quality assurance program quarterly.
14. Reviews and signs all of the quarterly monitoring activities and recommends and assures implementation of modifications as necessary of the sleep service entities' quality assurance program.
15. Reviews all Inter-Scorer Reliability (ISR) report results and attests corrective action will take place when the level of acceptable agreement is not met.
16. Provides information regarding sleep disorders to staff, students and physicians.
  - a. Staff – assists with establishing and maintaining an ongoing educational program for UTMC Sleep Disorders Center staff in order to provide necessary information regarding current practices and technologies. Assists the assessment of the clinical performance of UTMC Sleep Disorders Center staff through direct observations.
  - b. Physicians – establishes and maintains an orientation and continuation education program for the medical staff to provide necessary information regarding current therapeutic and diagnostic practices and technologies in the areas of sleep disorders.
17. Attends regular meetings with UTMC Sleep Disorders Center staff, manager, and administrative director on an individual basis and through staff meetings.
18. Be present or participate in regular conference calls, virtual meetings, or webinars in the sleep facility not less than 8 hours per month.
19. Assists with the development of UTMC Sleep Disorders Center and participates in marketing strategies; reviews budget to ensure a cost-effective operation.
20. Uses best efforts to assure that compliance with other governing agency guidelines is met.
21. Participates in the selection and purchase of new equipment and remains educated on how new, complex technology devices work.
22. Provides direct consultation to other physicians where such input is necessary and desirable to enhance patient care (in addition to and apart from those consultative services provided as a private staff physician).
23. Has consistent contact with referring physicians, nurses, sleep technologists, respiratory care practitioners, and other health professionals.

