

# Western District Health Service

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**Position:** Sleep Technician

**Classification:** Dependant on Qualifications

**Reports To:** Sleep Centre Laboratory Manager

**Award and Conditions:** Dependant on qualifications

**Minimum Qualifications:**

Full training will be provided, however experience in patient monitoring would be an advantage.

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**PRIMARY OBJECTIVES:**

- Ability to work with patients, educate them about the procedure and meet patient requirements
- The ability to set up and operate computers and medical equipment for all sleep studies as required
- An understanding of anatomy and physiology
- Flexibility to cover additional shifts

**ACCOUNTABILITIES:**

- Admit patients for sleep studies.
- Set up patients for sleep studies.

**DUTIES AND RESPONSIBILITIES:**

- Be responsible to ensure data acquisition of sleep duties.
- Ensure equipment is organised and set up for sleep studies
- Be responsible for educating patients about sleep apnoea and treatment
- Be responsible for patient care
- Be responsible to ensure data acquisition of sleep duties
- Implement treatment of sleep apnoea as applicable
- Ensure accurate documentation of duties as required
- Ensure sleep studies are available for analysis
- Ensure accurate documentation is maintained
- Responsible for the acquisition of all sleep studies as required
- Assist in tasks as requested by manager.

**Inherent Physical Requirements**

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks among other things:

<p><b><u>1 Nursing / Patient Care Role</u></b></p> <ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste,</li> <li>▪ <b>shift work in most roles</b></li> </ul>	<p><b><u>2. Maintenance / Hotel Services Staff Role</u></b></p> <ul style="list-style-type: none"> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic out door work / pushing, pulling trolleys</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste,</li> <li>▪ <b>shift work in some roles</b></li> </ul>	<p><b><u>3 Clerical / Administration Role</u></b></p> <ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels ,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general</li> <li>▪ pushing and pulling trolleys / filing,</li> <li>▪ <b>shift work in some roles</b></li> </ul>
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### Other Requirements

- Current police check is required for this role
- Current driver's licence is required for this role
- This role may require the incumbent to work a variety of shift lengths, rotating morning, afternoon and evening shifts, and/or weekend work
- Some after hours work may be required in this position

### Duties of Employees

- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others
- Cooperate with measures introduced in the interest of health & safety and infection control
- Undertake any training provided in relation to occupational health and safety and infection control
- Immediately report all matters that may affect workplace health and safety, to their superior
- Correctly use any information, training, personal protective equipment and safety equipment provided
- Refrain from recklessly or wilfully interfering with anything that has been provided for health & safety reasons
- Work within the policies, procedures and guidelines of the Western District Health Service

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

<b>Position code:</b> <i>Human Resources Department use only</i>	<b>SC_Tech_JD02</b>
<b>Date revised:</b> <i>Human Resources Department use only</i>	<b>December 2010</b>

**When revised please forward electronic copy to:**  
**Human Resources Department [email: human.resources@wdhs.net](mailto:human.resources@wdhs.net)**