



Sleep Technology: CORE COMPETENCY

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Patient Assessment and Vital Signs Measurement and Documentation **June 2017**

This core competency is not intended to be all-inclusive and may require modification to meet facility requirements. This document is intended to serve as a template and be modified to meet individual employer needs.

OBJECTIVE: To document the knowledge and skills required to provide accurate assessment and documentation of certain standard measures and vital signs, including height, weight, BMI calculation, neck circumference, pulse, respiratory rate, blood pressure and body temperature, for evaluation of patients in the sleep center.

OUTCOME ASSESSMENT: Outcome is determined by assessment of the process followed to attain these measurements and review of documentation to determine that the appropriate techniques were utilized and documentation is accurate. This competency evaluation tool allows for an objective assessment of the performance level of the sleep technologist, technician and trainee performing these tasks.

INSTRUCTIONS: The evaluator assesses the employee in the performance of the competency, indicating either **(Yes)** the employee is competent, **(No)** the employee is not competent with the process, or not applicable **(NA)** for any assessment or measurement not utilized in the facility. Competency is met when the employee performs the competency according to accepted standards and guidelines. For every **(No)** response, a corrective action plan should be outlined, discussed with the employee with a timeline for retesting, and documented in the comments section.

NAME _____

DATE _____

EVALUATOR _____

**Comments: A correction plan and time line for retesting must be outlined for each (No) documented.*

Assessment & Documentation of Standard Measures & Vital Signs	Yes	No	*Correction Plan/ Retesting Date
Measure height, weight, body mass index (BMI):			
Identify patient according to sleep center policy, introduces him/herself, and explains procedure to patient.			
Utilize a standard scale or measuring tool to measure and document height.			
Utilize a standard calibrated scale or calibrated digital scale to measure and document weight.			
Accurately calculate BMI using kilograms and meters or pounds and inches.			
Verbalize understanding of the BMI scale.			
Measure neck circumference:			
Utilize an appropriate measuring tape to measure and document neck circumference.			
Appropriately measure circumference in males accurately utilizing the Adam's apple as a measurement marker.			
Appropriately measure circumference in females accurately utilizing the larynx as a measurement marker.			
Assess pulse:			
Verbalize that pulse can be evaluated at the radial artery in the wrist or the carotid artery in the neck.			
Demonstrate ability to accurately determine a pulse rate by counting beats for 30 seconds and doubling the number counted.			
Verbalize the need to repeat the pulse count if the pulse is irregular.			
Demonstrate ability to accurately document pulse rate, regularity and strength of beat and report any irregularities.			

Assessment & Documentation of Standard Measures & Vital Signs	Yes	No	*Correction Plan/ Retesting Date
Assess respiratory rate;			
Verbalize that one respiration is equal to the chest rising (inhale) and falling (exhale) one time.			
Verbalize that respirations may be counted either by watching the number of times the chest rises and falls or by placing the hand on the chest or stomach and feeling the number of times the chest rises and falls in one minute.			
Demonstrate the ability to accurately count and document respiratory rate.			
Measure blood pressure:			
Verbalize that a blood pressure reading is obtained utilizing a stethoscope and a blood pressure cuff (sphygmomanometer) or an electronic blood pressure instrument placed on the finger, wrist, or arm.			
Demonstrate ability to obtain and document an accurate blood pressure reading using a stethoscope and blood pressure cuff.			
Demonstrate ability to follow manufacturer's instructions for the proper use of digital equipment to obtain and document a blood pressure reading.			
Measure temperature:			
Verbalize that temperature may be obtained utilizing a variety of thermometers including a glass, digital or tympanic (ear) thermometer.			
Demonstrate the ability to obtain and document body temperature utilizing a glass, digital or tympanic (ear) thermometer.			
Accurately document temperature as oral (O), axillary (A), or ear (E). Example: 98.6 (O).			
Determine normal values:			
Verbalize that normal values are age based in pediatric patients.			