

Sleep Center Manager/Director

Job Description

This job description is not intended to be all-inclusive and may require modification to meet federal and state regulations. This document is intended to serve as a template and modified to meet individual employer needs.

Position Summary

A sleep center manager/director works under the general supervision of the medical director and/or a senior administrator to manage operations of a sleep program to ensure comprehensive evaluation and treatment of patients with sleep disorders. The manager oversees operations related to in center and home sleep apnea testing, diagnostic and therapeutic interventions, comprehensive patient care and direct patient education. A sleep center manager is credentialed in sleep technology and provides oversight of sleep center staff.

Management Duties

- Policy & procedure development
- Development and management of staffing
- Development, management and application of budgets
- Staff training and competency evaluation
- Oversight of safety and regulatory guidelines
- Assures timely billing and appropriate coding of billed procedures
- Interacts with the physicians, medical director and senior management
- Assures program meets accreditation and regulatory standards

The manager is responsible for assuring that staff adheres to the accepted standards for the evaluation, testing and treatment of patients in the sleep program including but not limited to the standards defined in the Sleep Technologist job description.

Service Management and Essential Skills

- Comply with applicable laws, regulations, guidelines and standards regarding safety and infection control issues.
- Perform routine equipment care and maintenance and inventory evaluation.
- Maintain current CPR or BLS certification.
- Demonstrate computer skills appropriate for the position.
- Demonstrate effective written and verbal communication skills.
- Demonstrate appropriate social skills.

- Demonstrate customer service skills.
- Demonstrate critical thinking and ability to work with minimal supervision to analyze complex situations and apply policy.
- Demonstrate teamwork skills.
- Follow HIPAA and privacy policies to maintain the privacy and security of patient information.
- Demonstrate ability to follow direction.
- Respond to sleep patients' procedural-related inquiries by providing appropriate education utilizing sleep center specific protocols.
- Adhere to sleep center policies related to quality assurance.
- Review and evaluate sleep studies and provide appropriate feedback to staff.
- Comply with professional standards of conduct.
- Assist the medical director and/or manager in all aspects of sleep center operations.

Education and/or Experience

Successful completion of an accredited educational program leading to a certificate or associate degree with an emphasis in sleep technology. Bachelor's degree is preferred.

AND

Certification by a nationally recognized certification board and holds either the Registered Sleep Technologist (RST), Registered Polysomnographic Technologist (RPSGT), Certificate in Clinical Sleep Health (CCSH), or Sleep Disorders Specialist (SDS) credential.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to walk; sit; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In the performance of this job, the employee may be exposed to chemical vapors such as cleaning and disinfecting solutions. There may also be skin contact with these substances. The employee may also be exposed to infectious agents including bloodborne pathogens.