

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CENTER FOR SLEEP RELATED DISORDERS
POLICY AND PROCEDURES
TECHNICIAN STAFFING PATTERNS AND RATIOS**

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PURPOSE: Setting staffing patterns and patient to technician ratios that are appropriate for the workload ensures the safety of all sleep patients and adequate technician coverage throughout the recording.

POLICY: A technician to patient ratio of 1:2 is the minimum for all sleep studies. A ratio of 1:1 may be used when recording pediatric patients or patients expected to require additional assistance during the recording.

PROCEDURE:

- Technician to patient ratio is set at 1:2 for all nights.
- If all 4 beds are occupied, 2 technologists will be present.
- If patient presents with additional medical/personal needs (e.g., non-ambulatory, requires extra assistance from staff for dressing/undressing), technologist to patient ratio may be decreased to 1:1 and will be decided on a case-by-case basis.
- In the case of a last minute cancellation, a technician may only have one patient, but would be expected to score studies off-line on another computer or to attend to other clerical duties within the physical location of the Sleep Center.
- Nighttime staff is required to complete 3, 12 -hour shifts (7 pm – 700 am) per week.
- Daytime staffing consists of one to two technologists depending on workload. (i.e. One permanent score tech)
- Any technologist performing a day study (diurnal Polysomnogram, MSLT, MWT) is required to arrive at the facility by 645am to receive report from the night technologist as well as to ensure that the night technologist is not staying beyond shift.
- Per-diem technologist coverage is available if the scheduled technician has an emergency or calls out sick. In the event that no coverage can be procured, the Manager of Cardio Pulmonary Services must be notified.