# POSITION DESCRIPTION

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| Position | **Sleep physiologist** | **Direct Reports** | Nil |
| **Responsible To** | Clinical nurse Manager – Medical CNS team | **Location** | Rotorua and Taupō |
| **Financial Delegations** | Nil | **Date** | 13/03/23 |
| **Relationships Internal** | Medical staff  Nursing Staff  Clerical Staff  Allied Health Staff  Other Departments | **Relationships External** | Clients and their whanau/family  Waikato Sleep service  General Practitioners  Visiting Specialists |

## Primary Purpose(s) of the Position

The respiratory and sleep service is part of Medical Services and provides a range of sleep diagnostic and treatment for adults with sleep disorder breathing. The position will perform, monitor, analyse and report, where appropriate, the results of procedures in line with the agreed scope of practice. This may include: non -invasive diagnostic assessment of the cardiopulmonary and neurological system for sleep related disorders including but not limited to non-invasive positive airway pressure application and titration including not limited to continuous positive airway pressure (CPAP) titration, bi-level positive pressure.

Scope of Role

• To work as part of a team to perform home based sleep studies.

• To help achieve a smooth and efficient running of the service.

• To analyse and report on sleep studies in a timely manner and following international standards.

• To assist with patients requiring non-invasive ventilation and arrange sleep study appointments when required

| **Key Objectives** | **Expected Outcomes** |
| --- | --- |
| **Sleep Clinic**  To provide expert sleep service to patients experiencing sleep disordered breathing.  To develop and build the sleep knowledge and skills among health professionals to ensure clients receive accurate consistent advice. | * Assist patients in filling in forms (Epworth Sleepiness Scale, Hospital Anxiety and Depression Scale, restless legs questionnaire). * Taking the history from the patients by filling in the sleep clinic proforma. * To provide support to patients on (CPAP & BiPAP), NIV interfaces (nasal & oro-nasal masks) including outpatient clinics. * Participating in, problem solving, sleep patients via telephone. * Monitoring patient’s compliance using hospital computer software to assure adherence to CPAP/BiPAP therapy. * Involvement in CPAP group and individual set up sessions/CPAP follow up clinics. Participate in the analysis; interpretation and reporting of sleep studies. * The post holder will be expected to follow agreed protocols and to produce and to analyse respiratory sleep studies, and written technical sleep study report. * Attend and participate in regular sleep team to review sleep study results and outcomes * To be responsible for health and safety policies in the clinic |
| **Quality diagnostic testing**  Coordinate appropriate diagnostic testing performed as required | * Physiology tests performed as per scope of practice, to highest technical quality and patient care * Tests performed include adult home based sleep studies, PSG * Policies and Procedures adhered to at all times * Urgent cases given priority, physicians notified immediately of important findings * Results correctly filed in the patient notes and sent to correct Physicians |
| **Quality Patient Care**  To inform and reassure patients before and during testing and maintain patient privacy | * Run group CPAP education sessions to provide information to patients who are new to the service * Ensure adequate time management to adhere to patient appointment times * Dignity and respect shown to patients at all times * All procedures explained to patients * Individual patient needs are recognised * Maintenance of patient privacy |
| **Equipment maintenance**  Ensure equipment is safe and operational | * Liaise with Team Leader, Biomedical department or product specialists regarding faulty equipment, repairs or equipment maintenance. * Liaison with IS department to ensure all IT equipment up to date and software appropriate for use. * Ensure clinical rooms are stocked and tidy |
| **Clinical Practice**  Delivers quality clinical care in line with scope of practice. | * Maintain Registration and APC with Clinical Physiologists Registration Board NZ (CPRB). * Plan and request appropriate on-going medical education opportunities to maintain APC * Works within scope of practice as defined by the relevant regulatory authority. |

| **Key Objectives** | Description | **Expected Outcomes** |
| --- | --- | --- |
| **Communication and Personal Interaction**  **Te Ringa Hora**    ***the open hand (denoting someone who is sociable)*** | Openly communicates and cooperates with all levels of Te Whatu Ora – Lakes (Lakes) employees, patients and visitors. | * Listens actively, absorbs message and responds appropriately. * Builds effective working relationships. * Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation. * Openly and constructively participates in conversations with md team, patients, managers and visitors. * Patients and visitors are appropriately welcomed and treated while within Te Whatu Ora – Lakes. * Collegiality with team mates and multi-disciplinary teams. * Accepts differences of opinion can occur but these happen respectfully and without any continued animosity |
| **Strategy & Performance**  **Te Ringa Raupā**    ***the roughened hand (symbolising a hard worker)*** | Spends energy on delivering role requirements and meeting objectives. | * Has an energetic approach to work and is self motivated. * Accepts direction and instruction of manager but is able to work effectively without direction or guidance. * Organises time and resources effectively. * Understands and work towards achievement of the organisation’s goals. * On shift is busy completing shift duties. |
| Organises own time to deliver on required tasks and duties. | * Utilises effective time management strategies to meet shift duties and works towards achieving objectives in any spare moments. |
| **Development and Change**  **Te Ringa Ahuahu**    ***the hand that shapes or fashions something (refers to someone who is innovative)*** | Accepts change in day to day practices and contributes to decision making of the team. | * Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress. |
| Makes suggestions to increase efficiency of the unit. | * Works with managers and team to make any changes within practices work. * Contributes to change processes, offering solution based ideas. * Constructively makes suggestions to improve process or practices and gain efficiencies. * Accepts when ideas are not accepted for implementation. |
| **Personal Accountability**  **Te Ringa Tōmau**    ***the hand that is trustworthy*** | Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice. | * Offers constructive criticism and accepts feedback. * Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situations, to allow improvements to be made. * Accepts all feedback and participates in feedback discussions appropriately. * Responds and queries how improvements can be made. * Advises manager wherever issues may be impacting on performance. |
| Looks for and undertakes development activities appropriate for role and career development. | * Recognises areas that could be improved in own practice. * Requests learning and development opportunities to enhance practice in role and/ or to assist where improvements can be made. * Recognises and facilitates the rights of Māori clients and their whanau to participate in cultural activities. * Has a working knowledge of Te Whatu Ora – Lakes Māori communities. |
| **Culture and Values**  **Te Ringa Taurima**    ***the hand that nurtures, encourages, supports*** | Operates in line with Lakes values and expectations and professional codes of conduct. | * Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/ customers/ colleagues. * Incorporates the Lakes Way into day to day business activities. * Shows respect for patients, colleagues, managers, multi-disciplinary teams. * Utilises the Lakes Way philosophy to engage with patients, visitors and multi-disciplinary teams. |

| **Compulsory Requirements** | **Expected Outcomes** |
| --- | --- |
| **Māori Health**  Māori philosophies and values of health are demonstrated in work practice. | * Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Lakes Maori Health division in the planning and delivery of services. * Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori. * Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care. * Māori are enabled to access and participate in cultural activities provided by Lakes. * A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes is shown. |
| **Te Iti Kahurangi**  The Lakes Way, Our Place Our Culture. | * Works within the Te Iti Kahurangi framework and supporting guide document. |
| **Record Keeping** | * Complies with the Lakes Corporate Records Management policy to create and maintain full and accurate records. |
| **Quality & Risk**  Patient safety is paramount to the service we deliver at Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve. | * Employees are supported to lead by example and implement a culture of continuous quality improvement. * Risks that may prevent Lakes from achieving their goals are identified, reported, and managed. * Māori patients are provided patient-centred care to achieve positive Māori health outcomes. * Needs of Māori are reviewed and reported in the further development of practice, process and or policy. * Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology. * Quality care is provided to certification standards. |
| **Health & Safety**  Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines. | * Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes policy and legislative requirements. * Healthy lifestyles are actively promoted and participated in, within the work area. * Employees participate in Health and Safety within areas of work. * Health and Safety activities are appropriately documented within specified timeframes. * Health and Safety policies have been read and understood and are applied in the workplace. * Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately. * Any opportunities for improving Health and Safety are reported and acted upon in a timely manner. * All near misses/incident/accidents are reported to the appropriate line manager within 24 hours. |

### Signatures:

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| --- | --- | --- | --- |
| **Line Manager:**  Position Description Approved: |  | **Employee:**  Acceptance of Position Description: |  |

*(Please also initial all other pages to show acceptance of position description.)*

| **Person Specification** | Essential | Desirable |
| --- | --- | --- |
| **Education and Qualifications** | * Bachelor of Science- Physiology/Anatomy, biomedical * Recognised tertiary qualification in sleep science * Completion of Registered Polysomnographic Technologist (RPSGT) certification examination through the Board of Registered Polysomnographic Technologists (BRPT), or equivalent competency assessment * Professional society membership * Current full driving licence | * Equivalent qualifications. * Australasian Sleep Technologists Association (ASTA) membership. |
| **Experience** | * At least two-year experience as sleep Physiologist * Recent hospital clinical practice. * In some instances particular experience and/or on-the-job training may be required. |  |
| **Knowledge** | * Te Tiriti O Waitangi in the provision of health care services and support to Māori. * Te Tiriti O Waitangi in practice, process, policy development and decision making. * Health and Disability Code of Consumer Rights 1996 * Health Information Privacy Code 1994 * Health Practitioners Competency Assurance Act 2003 |  |
| **Skills** | * Pronunciation of Te Reo Māori words and names. | * Te Reo Māori. |
| **Personal Attributes** | * Self-motivated and uses initiative. * Honest and reliable. * Ability to work in a team environment. * Ability to work under pressure and adapt to changes in a demanding work environment. * Ability to maintain a calm disposition under pressure. * Ability to escalate concerns and seek assistance. * Accepts direction and delegation. | * Non-smoker preferred. |

## About Te Whatu Ora – Lakes

At Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

### Vision

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

### Strategic Mission

* Achieve equity in Māori health.
* Build an integrated health system.
* Strengthen people, whanau and community wellbeing.

### Three Core Values

**Manaakitanga** Respect and acknowledgment of each other’s intrinsic value and contribution.

**Integrity** Truthfully and consistently acting collectively for the common good.

**Accountability** Collective and individual ownership for clinical and financial outcomes and sustainability.

## Te Iti Kahurangi – The Lakes Way, Our Place, Our Culture – We Will



## Te Tiriti O Waitangi

### Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

### Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

### Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

### Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

### Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown’s commitment to upholding its Tiriti promises.