

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE:	Sleep Technician
DEPARTMENT:	WellSleep, Medicine, University of Otago Wellington
SCHOOL / DIVISION:	University of Otago Wellington
REPORTS TO:	Associate Professor Angela Campbell Laboratory Manager Professor Alister Neill Clinical Director
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil

1. PRIMARY PURPOSE OF THE ROLE:

This role provides technical support to WellSleep for home sleep tests, therapy initiation and associated tasks. The role will involve; Attaching sleep monitoring equipment to patients and educating them on the use of the equipment; Initiation of PAP therapy in an outpatient setting and follow up; Preparation of sleep equipment in terms of inventory and setup. Other related tasks as required e.g. (booking of patients, report finalising).

2. ACCOUNTABILITIES:

Under the guidance of Senior Clinical Physiology staff provide high quality sleep testing diagnostic setups. Under the guidance of Senior Clinical Physiology staff provide PAP therapy initiation and follow up for outpatients with a focus on obtaining excellent compliance with treatment.

Respond to patient enquiries in a timely manner. Manage laboratory supplies for diagnostic testing requirements.

3. KEY RELATIONSHIPS:

Internal:

Medical Director and Laboratory Manager.

Senior Clinical Physiologists.

Other WellSleep staff.

External:

Key stakeholders: Patients, externally referring Clinicians.

4. QUALIFICATIONS & EXPERIENCE:

Essential

Excellent communication skills and ability to interact with a wide range of people.

Customer service experience.

Evidence of a successful teamwork approach in the workplace.

An interest in health services provision.

Preferred

Health workplace experience.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential

Excellent computer skills.

Technical skills in terms of monitoring equipment or an ability to learn this.

Logical thinking and problem-solving skills.

Preferred

Clinical / patient experience.

6. SPECIAL REQUIREMENTS:

The role involves shift work including day, and evening rostered shifts.

7. DIRECT BUDGET ACCOUNTABILITY:

Nil

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.