Responsibilities of the Medical Director, Sleep Specialist and other Professional Staff

Medical Director Responsibilities

- May also serve as the designated board certified sleep specialist, if boarded in sleep.
- Assures all professional and technical staff are appropriately trained and qualified per AASM standards and national, state and local regulation.
- Responsible for the direct and ongoing testing and operation of the facility.
- Reviews, reports and modifies as necessary the quality assurance program quarterly.
- May conduct educational sessions on sleep medicine topics or equipment to sleep technicians and other healthcare staff.

Designated Board Certified Sleep Specialist

- Assures the testing protocols meet the AASM Practice Parameters and Standards for Accreditation.
- Scores PSG studies and is the “gold standard” by which all scoring techs are compared on a monthly/quarterly basis in determining inter-scorer reliability.
- Reviews and signs all the quarterly monitoring activities and recommends and assures implementation of modification as necessary of the sleep service entities’ quality assurance program.
- Reviews all ISR report results in cases where a corporate sleep specialist is the “gold standard” or AASM ISR program is utilized and attests corrective action will take place when the level of acceptable agreement is not met.
- Must conduct an epoch by epoch review of the entire raw data for PSG, MSLT, MWT for every study interpreted, including overreading of staff physicians not boarded in sleep.

APPLICABLE ACCREDITATION STANDARDS

The following reflect excerpts from the standards:

B-2 Medical Director Responsibilities
- Direct and ongoing oversight of testing
- Qualifications of all medical and technical personnel
- Be present on-site in the sleep facility not less than eight hours per month

B-6 Certified Sleep Specialist Responsibilities
- Provide direct and ongoing oversight of testing protocols and the quality of testing including operation and calibration of the equipment.
- Review, report and modify the quality assurance program on a quarterly basis.
- Be present on-site in the sleep facility not less than eight hours per month.

F-6 Inter-Scorer Reliability
- ISR must be determined between each scorer and the designated board certified sleep specialist as defined in standard B-4 or a corporate appointed board certified sleep specialist.

F-10-11 Review of Raw Data
- The individual meeting B-4 interpreting a PSG, MSLT or MWT must review the entire raw data for every study interpreted including overreading for those not boarded in sleep.

J-2 QA Reporting
- All quality assurance metrics must be reported and reviewed by the medical director or the designated board certified sleep specialist a minimum of once each quarter. The reviewer of the report must sign and date the report; a copy of the report must be kept on file for a minimum of one year.
Responsibilities of the Medical Director, Sleep Specialist and other Professional Staff

Professional Staff Members
Other professional staff members include staff physicians, nurse practitioner or PAs employed by the facility, that provide initial consultation and follow-up assessment and/or treatment on patients seen at the sleep facility. Specific requirements are not detailed; facilities have flexibility with these roles. Possible responsibilities may include:

- Initial consultation or follow up;
- Treatment recommendations and ordering of sleep studies as appropriate for the full range of sleep disorders;
- Interpret sleep study results and provide reports;
- Work under the direction of the medical director; and
- Respond to medical emergencies as appropriate.

KEY THINGS TO KEEP IN MIND...

- There can be only one single designated board certified sleep specialist even if multiple sleep-boarded individuals are on staff.
- The individual who is the medical director may also serve as the facility’s designated board certified sleep specialist.
- Only the designated board certified sleep specialist is to be used in determining inter-scorer reliability even if other staff physicians are boarded in sleep medicine. This individual is the “gold standard.”
- If the medical director and designated board certified sleep specialist are the same individual, that person must be present at the facility not less than eight hours per month.