



## AASM CENTER ACCREDITATION FACT SHEET

# 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.



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### 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.