

POLICIES & PROCEDURES

SLEEP RESEARCH LAB

Date: _____

Approved: _____

SLEEP LAB QUALITY CONTROL PERFORMANCE TESTING

1. Continuing feedback to techs on data collection errors.
 - a. Review data errors with techs individually.
 - b. Monthly tabulation of Data Collection Sheets with 'error score' for each tech.
2. Quarterly in-service for performance testing on physiological measurements and scoring.
 - a. Measurements
 - 1) Twice per year each tech performs complete body habitus measurements on three non-cohort volunteers.
 - 2) Results are analyzed for percent agreement. Those falling below acceptable agreement (<90%) will receive additional training and supervision until performance standards are met.
 - b. Scoring
 - 1) Twice per year each tech will rescore one of their own previously scored records and two records scored by the lab manager and two other techs.
 - 2) Scoring results are analyzed for percent agreement. Those falling below acceptable agreement (<90%) will receive additional training until agreement is obtained on three records.

