WOOLCOCK
LEADERS IN BREATHING & SLEEP RESEARCH

Position Description
Sleep Technologist – Grade 2

Organisation	Woolcock Institute of Medical Research
Department	Sleep Laboratory
Location	Woolcock Institute of Medical Research, Sydney
Classification/Award Level	Health Professionals and Support Services Award; Support Services Level 3
Reporting to	Chief Sleep Scientist
Date of Approval	September 2026

Position Purpose / Job Summary

Independently perform sleep investigations, in accordance with established protocols and procedures, and as directed. This includes providing high quality patient and research participant care, performing the setup and monitoring of adult overnight polysomnography (PSG) studies, and supporting cutting edge research sleep studies.

Supervisory Responsibilities
Nil

Training Responsibilities
Nil

Key Result Areas

- Reliably deliver safe, high-quality, person-centred care, ensuring dignity, privacy, and informed consent in all patient and participant interactions.
- Independently perform adult overnight PSG studies in accordance with protocols and procedures, ensuring accuracy, technical quality, and appropriate troubleshooting.
- Maintain accurate, timely, and comprehensive clinical and research documentation in line with protocols and Good Clinical Practice (GCP) standards.
- Consistently achieve high quality data acquisition for diagnostic PSG studies and research study protocols while adhering to study protocols, ethical standards, and GCP requirements.
- Adhere to clinical, organisational, and regulatory standards; identify and report protocol deviations, equipment faults, and compliance issues.
- Continuously maintain a safe, clean, and compliant work environment, including infection control and timely reporting of Work Health and Safety (WHS) incidents and hazards.
- Consistently communicate effectively and respectfully with patients, colleagues, and stakeholders; provide clear handovers and collaborate within a multidisciplinary team.
- Maintain required certifications without lapse and actively engage in ongoing professional development to build competency.
- Promote the Woolcock Institute of Medical Research as a research institute and clinical service by always providing the best possible care and service.
- Reliably acquire high-quality research data and understand why protocol adherence matters.

Role duties	
Domain	**Duty**
Sleep Study Services	• Provide high quality, person-centred care to all patients/participants. • Communicate clearly with patients and participants, and their families/carers, to ensure privacy, dignity, and principles of informed consent are adhered to throughout their visit. • Perform data acquisition for adult overnight PSG studies independently, in accordance with protocols. • Record a clean set of biological calibrations for every study, in accordance with protocols. • Assure the technical competence of adult overnight PSG studies, troubleshooting within the scope of the role, consulting with senior colleagues as required. • Identify, report and document any equipment or facilities which may have a fault appropriately, as soon as practicable. • Comprehensively and accurately document all patient/participant interactions before, during and after adult overnight PSG studies. • Maintain comprehensive and regular observations of all signals recorded overnight. • Identify and report any deviations from protocols, or any issues preventing adherence to protocols, as soon as practicable to the Chief Sleep Scientist/Senior Sleep Scientists and research team members, if applicable. • Clean and disinfect all equipment following use, and facilities when required, according to protocol.
Research	• Adhere to documented protocols, maintain principles of GCP and informed consent. • Comprehensive and appropriate documentation in accordance with Good Clinical Practice (GCP) guidelines. • Collect high quality research sleep study data within the scope of the role. • Communicate with appropriate research team members regarding any issues not explicitly delegated.
Service Management	• Provide handover report at end of shift and communicate effectively with colleagues. • Alert Senior Sleep Scientists/Chief Sleep Scientist to any study requiring urgent review. • Maintain a safe environment. Report all WHS accidents, incidents, hazards, and near misses as soon as practicable and within 24 hours of occurrence. Report all IT-related, facilities, or sleep lab specific issues as soon as practicable. • Participate in quality management processes within the scope of the role.
Professional Practice and Compliance	• Follow policies to maintain the privacy and security of patient/participant data and information. • Be aware of and adhere to relevant international, regional, and local guidelines for adult overnight PSG studies. • Adhere to all Workplace Health and Safety legislation and the Woolcock WHS Policy. • Maintain valid NSW Working With Children Certificate (WWCC), Basic Life Support (BLS), and Good Clinical Practice (GCP) certification.
Communication and Team Collaboration	• Consistently demonstrate effective written and verbal communication skills, appropriate social skills and customer service skills. • Work within the scope of the role, escalating when required. • Communicate effectively with physicians, colleagues, research staff and students, and stakeholders. • Consistently demonstrate teamwork skills. • Attend meetings as required.

Professional Development and Training	• Work towards a basic understanding of normal sleep, sleep disorders, diagnostics, their treatments and association with other medical conditions.
	• Actively participate in institute and departmental training applicable to maintain competencies for adult overnight PSG and research studies.
	• Engage in professional development to support growth within scope of role including working towards competency in:
	  ○ Paediatric PSG
	  ○ High-Density EEG/PSG
	  ○ CPAP Titration studies

Pre-requisites

Essential

Able to set-up, monitor, and perform basic troubleshooting for diagnostic PSG studies for both clinical and research purposes.
Demonstrated ability in timely and appropriate documentation.
A basic understanding of human physiology and the use and application of patient/participant monitoring and equipment.
Strong interpersonal, communication and problem-solving skills.
Demonstrated ability to work independently and perform tasks to completion with minimal supervision.
Demonstrated ability to work effectively in a multidisciplinary team.
Available to be rostered for overnight shifts, and on call.
Working towards a tertiary degree in a health-related or science subject, or equivalent qualification.
Experience in sleep science/medicine, typically gained over a minimum period of 3 months, or comparable experience.

Desirable

Member of Australia and New Zealand Sleep Science Association (ANZSSA) and/or Australasian Sleep Association (ASA).
Experience in a clinical research environment.
Experience in Compumedics sleep study hardware and software.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.
While performing the duties of this job, the employee is frequently required to:

- stand
- sit
- walk
- stoop, kneel, crouch and/or crawl
- regular lifting and/or moving up to 5kg
- occasional lifting/moving up to 10kg
- reach with hands and arms; climb or balance

Visual Acuity

- close vision
- distance vision
- colour vision
- depth perception
- ability to adjust focus

Hearing Requirements

- ability to hear, understand and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms)

Key relationships	
Who	**Why**
Internal	
Chief Sleep Scientist	To escalate any issues and collaborate on solutions. To report and collaborate closely to ensure the quality and accuracy of diagnostic PSG studies.
Senior Sleep Scientists Sleep Technologists Research staff Clinicians Sleep bookings / Clinic Staff	To work as a team with colleagues in providing high quality care to all patients and participants, and ensuring the quality and accuracy of diagnostic PSG studies.
Medical Director	To follow Medical Director's leadership of clinical standards and patient safety.
External	
Patient/Participant Their families/carers	To interact with patients/participants, their families/carers, providing the best possible care and experience throughout any interaction with Woolcock Institute services.

Capabilities for the role-

Below is the full list of capabilities and the level required for this role.

Competency Profile:

Competency	Definition	Examples of Positive Behaviours
Adaptability	Adapting to changing circumstances and ambiguity, accepting new ideas and change initiatives; adapting one's interpersonal style to suit different people and situations.	• Views the prospect of change at work as a positive opportunity. • Responds positively when faced with new ideas or change. • Adjusts to changes in work approaches or methods. • Adapts interpersonal style to suit different people and situations.
Communication	Communicating in a way that is clear, concise and easily understood; using appropriate language, style and terminology for the situation.	• Communicates clearly and concisely both orally and in writing. • Engages listeners by maintaining eye contact and showing genuine interest in others. • Uses appropriate communication mediums (phone, face-to-face, email etc.) according to the content and nature of the information being communicated.
Patient/ Research Participant Service Orientation	Taking personal responsibility for external and internal patient/research participant satisfaction by anticipating their needs, consistently delivering outstanding service and solutions and exceeding their expectations.	• Clarifies the situations or needs of patients/research participants. • Responds with empathy to the concerns of patients/research participants. • Takes personal responsibility for resolving patient/research participant problems where appropriate. • Takes opportunities to exceed patient/research participant expectations, without making unreasonable commitments. • Checks to ensure that patients/research participants are satisfied and commits to following-up actions when appropriate.
Attention to Detail	Consistently giving careful consideration to all detailed aspects of the role, showing a high concern for quality and	• Follows established procedures for completing tasks and assignments. • Ensures high quality work that is free from errors. • Takes action to correct quality problems and/or informs others appropriately.

	accuracy.	
Initiative	Taking prompt action to accomplish tasks/ goals/objectives, taking action to achieve beyond what is required; being proactive.	• Responds quickly when confronted with a problem or situation at work. • Takes appropriate action to address problems or issues without waiting to be asked including consultation with senior team members as appropriate. • Goes above and beyond job requirements to achieve work tasks, goals and objectives.
Time Management	Effectively managing one's time and resources to ensure that work is completed effectively.	• Identifies more critical and less critical activities and tasks and adjusts priorities when appropriate. • Prepares so that own work can be done effectively. • Effectively allocates own time to complete work; avoids scheduling conflicts. • Uses time effectively, prevents irrelevant issues or distractions from interfering with work completion.
Working with Others	Working effectively and cooperatively with others as part of a team; establishing and maintaining good working relationships.	• Establishes and maintains good interpersonal relationships at work. • Places priority on completing team and organisational tasks, goals and objectives as well as personal tasks, goals and objectives. • Collaborates with others and offers help and support when appropriate.
Technical/ Professional Knowledge	Having achieved a satisfactory level of technical and professional skill or knowledge relevant to one's role; keeping up with current developments and trends in areas or expertise.	• Stays abreast of developments and trends in areas of technical/professional expertise. • Participating in learning and development activities to refresh technical/professional skills and knowledge. • Ensures that new learning and development is applied on-the-job.

Position Holder	**Manager**
Name:	**Name:**
Date:	**Date:**
Signature:	**Signature:**